RESIDENCY HANDBOOK

For

Southern College of Optometry

Residency Programs

2022-2023
MISSION STATEMENT

The Mission of SCO Residency Programs is to advance the clinical training of graduate optometrists as an instrumental part of Southern College of Optometry’s Mission to educate the best possible healthcare providers.

Introduction

This handbook provides guidelines for residents enrolled in programs at or affiliated with Southern College of Optometry. It is intended to serve as a resource for residents by providing information on policies and procedures that affect individuals participating in the College’s residency programs. It is reviewed yearly by the Assistant Director of Residency Programs, and may be revised with due notice to reflect changes in policy and enhancements or additions to our programs. This handbook is organized as follows: subjects germane to all of the programs are covered in the handbook itself. Residents are also instructed to review their Program Description, available at https://www.sco.edu/our-residency-programs Additional documentation concerning policies and procedures may be provided by the residency program site.

Adopted by the Southern College of Optometry Residency Department

January 1995

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GENERAL EXPECTATIONS
This section contains the general expectations and responsibilities of each position associated with the residency programs.

RESIDENTS
Residents in each residency program sponsored by or affiliated with Southern College of Optometry shall:

1. Strive to accomplish at the highest level in all components of the residency program as stated in the program description for respective residency programs.

2. Maintain, at all times, the highest level of professional behavior.

3. Provide reports of their activities and evaluations of the program and residency faculty to the Director of Residency Programs as instructed.

4. Meet with their Supervisor on a quarterly basis to review their program and the resident's performance.

FACULTY SUPERVISION OF RESIDENTS
Faculty members providing direct supervision to residents shall:

1. Provide orientation program(s) for residents designating goals, expectations, educational standards, policies, etc.

2. Provide appropriate supervision to all resident activities.

3. Assist the resident in the development and completion of the required paper and presentation.

4. Determine and implement appropriate educational activities for the resident's continuance and satisfactory completion of each residency program.

5. Ensure that programmatic goals and objectives are appropriate for initial and continuous accreditation.

6. Make recommendations to the Director of Residency Programs regarding residency programs and residents.
DIRECTOR/ASSISTANT DIRECTOR OF RESIDENCY PROGRAMS

The Director of Residency Programs shall be responsible for the following functions:

1. Publicizing residency programs through appropriate media.
2. Coordinating the compilation of all admission materials.
3. Scheduling applicant interviews with the Residency Supervisors at SCO for in house programs.
4. Corresponding with prospective residency applicants.
5. Coordinating the orientation of residents regarding activity logs, evaluations, and generalized program policies.
6. Preparing a yearly report of the College’s residency programs.
7. Assisting each program in maintaining full accreditation by the Accreditation Council on Optometric Education.

VICE PRESIDENT OF CLINICAL PROGRAMS (VPCP)

The Vice President of Clinical Programs shall have the following responsibilities pertaining to the College’s residency programs:

1. The Vice President of Clinical Programs shall monitor and assist the Director of Residency Programs and the Supervisor of each program located in a College-operated clinic with the development and implementation of clinic policies amenable to the achievement of the goals and objectives of each program.

2. The Vice President of Clinical Programs shall monitor and assist the Director of Residency Programs and the Supervisors in devising and implementing specific enhancements to the clinical portion of College-based programs to achieve compliance with Accreditation Council on Optometric Education accreditation report recommendations.
VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA)

Certain responsibilities with respect to residency programs offered at or affiliated with Southern College of Optometry should be coordinated with the Office of the Vice President for Academic Affairs for efficiency. The Office of the Vice President for Academic Affairs will be responsible for:

1. Assisting the Assistant/Director of Residency Programs to ensure that all residency programs offered by or affiliated with SCO are accredited and to monitor all programs to ensure the continuance of appropriate accreditation.

2. Assisting the Director of Residency Programs in the development of additional residency programs offered at or affiliated with SCO.

3. Implementing recommendations made by the Director of Residency Programs which have received administrative approval.
Information for Entering Residents
We welcome you to our residency programs. Your Supervisor will provide a detailed orientation concerning specifics of your program. This section is intended to provide Memphis Area Residents with a list of items that all entering residents need to address at the start of the program. Please feel free to contact the Director of Residency Programs at cmengelt@sco.edu or (901) 722-3201 if you have any questions regarding these items.

Entering Resident Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Individual to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCO ID**, Keys*, Parking Decal**</td>
<td>Physical Plant and Safety Departments, 1st floor</td>
<td>Terrius Carter/Tyra Robinson</td>
</tr>
<tr>
<td>Clinic Jackets*</td>
<td>Administrative Suite, The Eye Center, 1st floor</td>
<td>Stacy Knight Griffin</td>
</tr>
<tr>
<td></td>
<td>Library - 5th floor</td>
<td>Leslie Holland/Brooke Caldwell</td>
</tr>
<tr>
<td>Tax Forms, etc*</td>
<td>Accounting Dept. - 11th floor</td>
<td>Aleathea Benson</td>
</tr>
<tr>
<td>I-9 &amp; general info sheet*</td>
<td>Human Resources - 8th floor</td>
<td>Jan Frazier-Scott</td>
</tr>
<tr>
<td>Schedule</td>
<td>Your clinic</td>
<td>Your Supervisor</td>
</tr>
<tr>
<td>Orientation</td>
<td>Your clinic; Southern College of Optometry **</td>
<td>Your Supervisor, Dr. Mengelt/Sanderson</td>
</tr>
</tbody>
</table>

*In-house residents only
**Memphis area residents

Orientation
The Director of Residency Programs will provide an orientation, either verbal, written, or both to entering residents that covers items common to all SCO affiliated residency programs. Such items include: activity and patient encounter reporting, evaluation form submission, and general residency policies, among
others. This orientation will be provided prior to the beginning of the residency if possible or as soon as possible after the beginning of the program.

Every program Supervisor will provide an orientation covering items specific to his or her residency program. This will include items such as resident scheduling, clinical practice protocols, infection control, facility safety policies, other policies specific to the site, and any other information that the Supervisor considers appropriate. This orientation will be provided prior to the beginning of the residency if possible or as soon as practicable after the beginning of the residency.
Patient Care Philosophy
As health care providers, it is the responsibility of every resident to ensure that all clinical services delivered are of the highest caliber and in the best interest of the patient. Medical records are to be complete, accurate, and signed by the resident and other professional staff if appropriate. Patient confidentiality is to be maintained. Remarks regarding care rendered by other providers should not be made in the presence of patients. Residents should always treat patients with respect and address them with a professional demeanor.

Resident Evaluation
Residents self-evaluate themselves and are evaluated by their Supervisor. The Supervisor will complete a written evaluation of each resident in their program three times during the year and at the end of the year. The resident will sign off in acknowledgement that they have both read and that they understand their evaluation. The Supervisor signs off on the resident self-evaluation.

Absences
Absences are described as occurring with or without leave. Each program has a specific leave policy as stated in its Program Description published at this website https://www.sco.edu/our-residency-programs
Absences without leave are considered a serious breach of policy. Repeated violations of this policy may lead to termination from the residency program without certification.
Absences which occur outside of the allotted number of leave days (as specified in the Program Description) that are due to exigencies (e.g., bereavement,
extended illness, etc.) will be dealt with on a case by case basis by the Supervisor in consultation with the Director of Residency Programs. Such instances will be dealt with in a manner consistent with maintaining the educational integrity of the program.

*Please note that leave may be awarded on a first come/first served basis in instances where more than one resident is requesting leave, as not to interrupt clinical scheduling.

**Counseling, Remediation, and Grievance Policies**
Residents are expected to follow “chain of command” with all issues related to their residency program. The Supervisor should always be the first individual contacted when the resident feels there is a problem that the resident alone cannot solve. If and only if consultations with the Supervisor do not resolve the issue(s) of concern the resident should contact the Director of Residency Programs.

A grievance is an official complaint from a resident that results from a misapplication or failure to follow policy that adversely affects the resident’s educational program. If there is no violation of policy, then a grievance is not warranted. If a resident wishes to file an official grievance, it must be signed by the resident and sent in written form to the Director of Residency Programs within 10 working days of the alleged violation of policy. The Director of Residency Programs will review the validity of the grievance and respond to the resident in writing within 10 working days of receipt of the grievance. If the Director of Residency Programs considers the grievance valid, he/she will forward the
grievance to the Vice President for Academic Affairs within 20 working days of receipt of the written complaint to consider the grievance. The Vice President for Academic Affairs will consider the statements of those involved and recommend a course of action. In the event that the Director of Residency Programs is involved in the grievance, the Vice President for Academic Affairs shall fill the previously described role of the Director of Residency Programs. If the resident feels that the decision of the Vice President for Academic Affairs did not follow established policy, he/she may appeal the decision to the President of the College. The President will choose whether or not to consider the appeal. If the President chooses to consider the appeal, he/she may recommend either that the Vice President for Academic Affairs decision stand, or that the decision be overturned. In all instances the President’s decision will be final.

**Remediation and Dismissal**

A resident may be dismissed for violations of policy, including failure to perform at expected levels of competence and professionalism. Certain violations are more serious than others, and this will be taken into consideration when cases involving possible dismissal are being considered. For purposes of example, repeated tardiness, if uncorrected, could be grounds for dismissal; a single substantiated case of intentionally recording false findings in a patient’s chart could be grounds for dismissal. These examples are for illustrative purposes and are certainly not all-inclusive.

If the resident is in danger of dismissal, the Supervisor may consider remediation if the resident is deemed capable of correcting the issues in question. Such
remediation is considered an extraordinary step and represents a serious deficiency in the resident’s performance. If remediation is judged to be appropriate, the Supervisor will develop the plan in consultation with the Director of Residency Programs. The Supervisor will be responsible for implementation of the plan. The plan will have specific goals and outcomes that can be assessed, and will include a specific time frame for completion. The Supervisor will report on the resident’s progress to the Director of Residency Programs.
Residency Completion
Completion of the residency occurs at the end of the period specified in the residency contract or letter of intent and when the resident has successfully completed all requirements set forth in the contract, residency handbook, and Program Description. The Supervisor will notify the Assistant Director of Residency Programs in writing and upload that document to the resident database when the resident has met those requirements under the Supervisor’s responsibility. The Assistant Director of Residency Programs will verify that the resident has completed all requirements under the Director’s responsibility. The Assistant Director will then notify the office to release the resident’s certificate.

All published requirements (e.g., residency paper, activity logs, evaluation forms, presentation at Resident Weekend, etc.) must be completed and submitted by the end of the residency as defined in the resident’s contract or letter of intent. Failure to submit all required items by this date may result in permanent forfeiture of certification. Extensions to this deadline for extenuating circumstances must be requested in writing by the resident no later than one week prior to the deadline. Approval, if granted, must be in writing from both the resident’s Supervisor and the Director of Residency Programs. The program Supervisor may set earlier deadlines for completion of some requirements (e.g., the paper) if considered necessary for review of the items prior to the end of the residency program. The activity log and evaluations are to be kept current and submitted according to the instructions provided in the relevant sections of the Residency Handbook.
Resident Weekend, June, SCO Campus

Each resident is required to participate in the annual SCO Resident Weekend, held in mid-June on the SCO Campus. Each resident will present a 25 minute lecture, and it will be paired with one or three other resident lectures of similar topic to form an hour or 2 hour long presentation.

The schedule typically runs two days (Friday and Saturday), and there is a Resident Ceremony and cocktail reception the Friday evening.

Due Dates to Recognize:

March 1st:
1. Title of your PPT presentation
2. Outline
3. Course Description
4. Two Course Objectives
5. Your CV

   This information is to be sent to Dr. Jennifer Sanderson
   jsande@sco.edu

Early March: information regarding your travel plans and hotel rooms to Audrey Burress aburress@sco.edu

Mid May: Final PPT presentation due to Thomas Vanelli tvanelli@sco.edu

June: you will travel to Memphis the Thursday before the Resident Weekend and can return home Saturday afternoon/Sunday (we reimburse flights after the weekend (you book your flight) and we book your hotel)

Information for departing residents

This section provides a list of items that must be addressed before completing your residency program. It is intended to include those items common to all
SCO programs. Your Supervisor may have discussed additional items with you that are not on this list. Because of this, the list is not intended to be all-inclusive.

**Resident Exit Checklist**

<table>
<thead>
<tr>
<th>Action</th>
<th>Individual to Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn in keys* &amp; Southern College of Optometry ID card*</td>
<td>Terrius Carter/Tyra Robinson</td>
<td>Physical Plant and Safety Departments</td>
</tr>
<tr>
<td>Return all Library materials</td>
<td>Library personnel</td>
<td>Library</td>
</tr>
<tr>
<td>Exit interview with Supervisor</td>
<td>Your Supervisor</td>
<td>Your clinic</td>
</tr>
<tr>
<td>Forwarding address and valid EMAIL</td>
<td>Dr. Mengelt/Sanderson</td>
<td>SCO Room 1008</td>
</tr>
<tr>
<td>Residency Paper</td>
<td>Dr. Mengelt/Sanderson</td>
<td>SCO Room 1008</td>
</tr>
<tr>
<td>Remaining Patient Logs</td>
<td>Dr. Mengelt/Sanderson</td>
<td>SCO Room 1008</td>
</tr>
<tr>
<td>Final Program Evaluation</td>
<td>Dr. Mengelt/Sanderson</td>
<td>SCO Room 1008</td>
</tr>
<tr>
<td>Final Supervisor/Faculty Evaluations</td>
<td>Dr. Mengelt/Sanderson</td>
<td>SCO Room 1008</td>
</tr>
<tr>
<td>Career (new job) Information</td>
<td>Dr. Mengelt/Sanderson</td>
<td>SCO Room 1008</td>
</tr>
<tr>
<td>Name as to appear on Certificate</td>
<td>Dr. Mengelt/Sanderson</td>
<td>SCO Room 1008</td>
</tr>
</tbody>
</table>

*If any were issued (in house and area residents)
Resident Activity Log
Residents are required to maintain complete and current records of their activities. These records serve as patient encounter logs and as a method for reporting other activities such as meetings attended, presentations given, etc.

Instructions for maintaining these records follow.

Getting Registered on the System
We use electronic means to submit all activity logs and evaluations. You will be issued an SCO email at the beginning of your residency. We will communicate with you all year via this email, please check it very regularly.

1. Go to this website, https://apps.sco.edu/scopt where you will see the following screen:

You will use your email that was issued, and a password that you will be able to go in and change once in the system.
Once you login, you will see a screen, with options and goal progress:
Instructions for using the activity logging system

This section contains instructions for using the electronic activity log. **This log is to be kept current and will be used to track how well your residency program is doing at providing the experiences set forth in its goals and objectives.**

Tracking your activities is very important. The Accreditation Council on Optometric Education, the body that determines the accreditation status of all optometric residencies, requires that this information be tracked and included in annual reports and self-study documents. Your Supervisor reviews your log periodically, and there is a mid-year review of your performance based on the information you add in the logs, in an effort to identify any potential problems with each resident’s clinical experiences. The accurate and timely entry of your activities is, therefore, quite important -- certainly not just "busywork"!

The web-based form that you will use is used by all of our residents. For this reason, there are some categories that you may never need. For example, an ocular disease resident may not do any contact lens fittings. Do not worry if you never have any patients for some categories. That is unavoidable with standardized forms.

The web-based log is very straightforward, as described in the step-by-step instructions below:
Go through the entry entering all pertinent information regarding your patient.

1. Enter the date you saw the patient.
2. Select Encounter Type. There are 11 encounter types to choose from. Depending on which category you choose, there will be pertinent information to be filled in specific to that encounter. Most should be self-explanatory. The “Comprehensive” type sometimes leads to questions as to the definition of a comprehensive exam. **If you take a standard case history, VA, refraction, tonometry, assess external and internal ocular health then for our purposes you have performed a comprehensive exam.**

The last option is “Professional Development” You select this and enter all didactic and other activities you have been engaged in. **Enter activities separately,** e.g., if you participate in a journal club on 7/15/2021 and again on 7/22/2021 that would be two entries, one for each date. Enter the information required into the boxes that are revealed once you click on the activity. There is also the ability to upload files (ie poster abstracts, posters, papers, etc).

3. Select the Involvement Level. The purpose of this field is to track the level of your participation in each patient encounter. “P” stands for primary involvement: you were the doctor responsible for the patient’s care who had the most direct involvement in examining, diagnosing, counseling, and treating the patient. “S” stands for supervisory involvement: this is a special classification reserved for patient encounters obtained while supervising students. In this category, you had the same responsibilities as in the “P” classification, but you supervised an optometry student who worked with the patient. Residents in clinics with no students will, obviously, not use this classification. Finally, “O” stands for observational involvement: this refers to patient encounters that you obtained by observation only; you were not involved in the examination or decision making process for the patient. For example, your Supervisor calls you in
to see an unusual condition. You observed the condition, you learned from it, but you were not the doctor responsible for diagnosis and treatment.

4. Enter the patient age range.
5. Enter patient initials.
6. Select the patient gender.
7. Select Ethnicity.
8. Work your way through the rest of the log to include all pertinent data.

Each residency has its own specific set of Goal numbers that are to be achieved by the end of the year. Please consult your particular program description at https://www.sco.edu/our-residency-programs to be familiar with the number and types of each encounter required before you begin the residency. There will be a dashboard that will show your actual patient numbers vs. the goals for your program.

8. The Ocular Conditions and Disease section – when you choose one of these conditions, a box will appear beside the item. You will be expected to enter both the applicable ICD 10 code and a brief description of the condition, in words. If you are entering more than one issue pertaining to that area, add all applicable codes and descriptions. They can be separated by a comma or individual lines.

9. The “Consult/Referrals Made” section allows us to determine if your residency is providing you with opportunities to interact with other health care providers. Obviously, any patient you refer for retinal consult, internal medicine consult, etc., should be counted. If an optometric referral would be required for treatment of a condition that you discovered and would not treat at your center, use “other medical specialist.” It is understood that this is not always easy to define, given the special relationship of co-management centers and the referring optometrists; you will need to use your judgment and common sense.

10. When you reach the bottom of the form, click Save if you are ready to save the record. If you click Save and discover that you made a mistake, return back to the home screen, choose “Manage Log Entries”, locate the record, click on Edit, and make any necessary corrections.

The system will detect and notify you of common data entry errors, such as missing information. PLEASE CORRECT THESE ERRORS. Do not leave erroneous patient entries in your log; this will cause discrepancies when your activity totals are tabulated. Follow the instructions in the error message and edit the defective log entry to correct the error.

Keeping track of all this information may seem intimidating, but it is easy once you have used the system a few times. You are required keep the activity log current - take a few minutes at the end of each day (or during the day) to log your patient encounters. This is much easier than trying to remember and enter multiple days’ worth of work at a later time.

Please feel free to contact the Director of Residency Programs if you have any questions concerning this important part of your residency.
Evaluation Forms

Regular assessment of each residency program is an integral part of our overall outcome evaluations for residency education. This assessment is accomplished by interviewing residents, reviewing patient encounter data, and through written evaluations of the Supervisor and the program completed quarterly by each resident. There is also a SELF evaluation for the resident, to be completed quarterly.

All evaluations are recorded electronically. You will complete the forms on the same website: https://apps.sco.edu/scopt

Choose the appropriate evaluation section, choose “add new” and fill in the requested information.
Three forms are used by the resident for evaluation:

1. **Program Evaluation**

2. **Supervisor/Faculty Evaluation**
3. Resident Self Evaluation (Supervisor is to sign off on these after complete)

The resident must **complete ALL THREE** of these forms each quarter (choose semester 1-Final from drop down box available). A separate **Supervisor/Faculty Evaluation form** must be completed for the **Supervisor** and for each faculty member that the resident works with on a weekly basis. The submission dates for each quarter’s forms for 2022-2023 are as follows: **Fall, October 1, 2022; Winter, January 5, 2023; Spring, April 1, 2023; Final, June 30, 2023**.

The Supervisor will also complete the resident evaluation form each quarter. The resident will sign this form electronically after it has been reviewed.

Choose the “My Evals” button and review your evaluation. Look it over, and at the bottom of the screen choose the “Sign off, Eval Reviewed” button.
***If your program does not begin July 1 then count 3 months after the start date of the program for the due date of each evaluation.

Your Personal Information

The final area of the home screen is labelled “My Account”. You will need to upload the following information by **the last day of your residency**:

1. Your career (**new job**) information – **NOT YOUR RESIDENCY WORKPLACE**
2. Your forwarding address (your Residency Certificate will be sent here)
3. Your name exactly as you would like it to appear on your certificate
4. Upload your publishable quality paper and Resident Weekend PPT
5. Updated/valid email address

Summary of All Documents to be Submitted by Residents

<table>
<thead>
<tr>
<th>Document</th>
<th>Frequency</th>
<th>Purpose</th>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Letter of Intent/Contract</td>
<td>Once, before program begins</td>
<td>To confirm your intent of accepting the offered residency position.</td>
<td>Scan/Email to <a href="mailto:cmengelt@sco.edu">cmengelt@sco.edu</a> and <a href="mailto:aburress@sco.edu">aburress@sco.edu</a> or mail: Dr. Cheryl Mengelt 1245 Madison Ave Memphis, TN 38104</td>
</tr>
<tr>
<td>2 Handbook Acknowledgement</td>
<td>Once, before program begins</td>
<td>To confirm your understanding of this handbook.</td>
<td>Scan/Email to <a href="mailto:cmengelt@sco.edu">cmengelt@sco.edu</a> or <a href="mailto:aburress@sco.edu">aburress@sco.edu</a> or mail: Dr. Cheryl Mengelt 1245 Madison Ave Memphis, TN 38104</td>
</tr>
<tr>
<td>3 Resident Activity Logs</td>
<td>Continuously updated</td>
<td>Summaries patient encounters and other activities. Used to track and document progress toward meeting program objectives as required by accreditation standards.</td>
<td>Electronic submission <a href="https://apps.sco.edu/scopt">https://apps.sco.edu/scopt</a> “Add Log Entry”</td>
</tr>
<tr>
<td></td>
<td><strong>Resident Self Evaluation</strong></td>
<td>Quarterly</td>
<td>Resident opportunity to evaluate own strengths/weaknesses</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------</td>
<td>-----------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Program Evaluation</strong></td>
<td>Quarterly</td>
<td>Resident opportunity for feedback on program as required by accreditation standards.</td>
</tr>
<tr>
<td></td>
<td><strong>Supervisor/Faculty Evaluation</strong> – a separate form for EACH individual evaluated is required</td>
<td>Quarterly</td>
<td>Resident opportunity for feedback on Supervisor and other faculty as required by accreditation standards.</td>
</tr>
<tr>
<td></td>
<td>1. Title of your PPT presentation</td>
<td>March 1</td>
<td>Required for approval for your Resident Weekend presentation</td>
</tr>
<tr>
<td></td>
<td>2. Outline</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Course Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Two Course Objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Your CV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Travel plans for Resident Weekend</strong></td>
<td>March</td>
<td>Audrey needs confirmation of airplane ticket/intent to drive to SCO if you live outside of Memphis area for planning purposes</td>
</tr>
<tr>
<td></td>
<td><strong>Final PowerPoint presentation for Resident Weekend</strong></td>
<td>Mid May</td>
<td>Final presentations to be compiled and ready in appropriate rooms for CE Resident Weekend</td>
</tr>
</tbody>
</table>
| 9 | 1. **Your career (new job) information**  
   2. **Your forwarding address (your Residency Certificate will be sent here)**  
   3. **Your name exactly as you would like it to appear on your certificate**  
   4. **Upload your publishable quality paper and Resident Weekend PPT**  
   5. **Updated/valid email address – your SCO issued email will be terminated shortly after your residency is complete** | Last day of residency | We need to verify you have completed all requirements to issue Residency Certificate. An updated email address and forwarding address for mailing of the certificate. The information regarding future career is tracked for accreditation purposes. | Electronic submission  
   [https://apps.sco.edu/scopt](https://apps.sco.edu/scopt)  
   “My Account” |
|---|---|---|---|
| 10 | **Final SELF, PROGRAM and SUPERVISOR/FACULTY EVALUATIONS** | Last day of residency | Verification of completion of all requirements | Electronic submission  
   [https://apps.sco.edu/scopt](https://apps.sco.edu/scopt)  
   “Program Eval”  
   “Supervisor/Faculty Eval”  
   “My Self Evals” |
Basic Information for Residents

The SCO Library is here to help you with any information services you may need. Please do not hesitate to ask someone at the desk or come back to any of the offices in rooms # 500-503, which are located on the opposite side of the elevators from the library. You won’t be bothering us, we promise.

Library website: http://www.sco.edu/library

Library Hours*: Monday-Thursday 8am-11pm
                     Friday   8am-5pm
                     Saturday 9am-6pm
                     Sunday   12pm-11pm
*These are regular semester hours. Please check the library website for between term hours and extended hours during exams.

Library staff:
Leslie Holland, MLIS
Manager of Library Services
lholland@sco.edu, 901.722.3238

C. Brooke Caldwell, MA, MSIS
Electronic Resources Librarian
cbcaldwell@sco.edu, 901.252.3637

Sandra Morgan
Integrated Library Systems Specialist
morgan@sco.edu, 901.722.3240

Loan period:
The standard loan period is 14 days. Fines are .05 per book per day. You may renew books by emailing lib@sco.edu, calling 901.722.3237, or by logging into your account via the library’s website.
Facilities:

The library occupies the entire 5th floor and houses over 15,000 books and subscribes to over 200 print and electronic journals. You may not access the library via the stairwells because of our security system, so if you enjoy a hearty climb up the stairs, please plan accordingly.

The library is a quiet study space. Please help us maintain our quiet environment. Turn off cell phone ringers and keep conversations low and to a minimum. All cell phone conversations must be made outside the library’s glass doors. Keep in mind, however, the library offices are within earshot of your conversation and it is not a private area.

The library provides 16 all-in-one touch screen computers for student use, as well as 4 thin client terminals for internet research only.

There are 32 study carrels, 3 study rooms, and one photocopier. Instructions for scanning are posted by the photocopier.

Stacks

We use the Library of Congress Classification Code System for the categorization of our book collection. The LOC system is a subject based system and the bulk of our materials fall into the RE subject area. R = Medicine; RE = Ophthalmology; RE939.2-982 = Optometry, Opticians, Eyeglasses.

Interlibrary loan

If you need items that are not available in our library, please contact the library at library@sco.edu (901.722.3237), and supply all the essential information needed to locate the material in another library (e.g. title, author, page numbers, etc.).

Please allow up to two weeks for this service, although journal articles may be delivered within two days by lending libraries that use e-mail and fax delivery methods. You will be notified promptly as soon as our library receives the material from another library.

Reference and Instructional Services

Reference services are available from 8:30-4:30 in person Monday-Friday, via email at lib@sco.edu, or by phone at 901.722.3238 or 901.252.3673. Individual or group instruction in the use of library services, including searching the VISIONET database, is available to all SCO faculty, students, and staff. Appointments are not necessary, but are encouraged. Please contact Leslie Holland (lholland@sco.edu, 901.722.3238) to schedule instruction.

Reserves

The library retains items behind the desk that faculty members have requested to be put on hold for their students for in library use only. These include textbooks, class notes, slides, medical dictionaries, CD’s, DVD’s and course readings. Please inquire at the desk for any materials you may need.
Periodicals
The library subscribes to over 100 print journals, 71 electronic journals, and three newspapers (The Commercial Appeal, USAToday, and the Wall Street Journal). Journals are shelved in strict alphabetical order by title. “And” “of” and “the” are included in the alphabetical shelving order. Current issues are available on the shelves on the wall to the right of the desk and are organized alphabetically by title. Older issues are bound and shelved alphabetically in the stacks.

Off-campus access to resources
All online resources may be accessed from off-campus by logging in with your email username and password. If you are on the SCO campus, no login will be required. Your off-campus login during your residency is:
Username: THIS WILL BE EMAILED TO YOU AT START OF RESIDENCY
Password: THIS WILL BE EMAILED TO YOU AT START OF RESIDENCY

VISIONET
VISIONET is a citation database of key optometry titles which are indexed by the librarians at SCO. Although the articles indexed in VISIONET are not full-text, the library provides access to all content either in print or electronically. You will find VISIONET to be an invaluable resource when searching for journal articles in the library. The database was developed by former SCO Library Director in 1975 and is now an industry staple. The database is updated daily by current library staff and contains over 175k references. The librarians scan 234 titles for relevant content, assign key words to individual articles, and then they are added to the VISIONET database, which is available via the library’s catalog, VISIONET Spectrum. Access to VISIONET is purchased by other optometric schools, optometrists, and researchers of vision science. Your tenure here is the only time you will have access to this valuable resources free of charge, so please take advantage of it.

Each resident will automatically be assigned an account within VISIONET during the fall of their first year. This account will allow you to create lists of records, renew library items, and place holds. Your default login username/password will be your name/badge number. If you do not know your badge number, please inquire at the library desk.

PubMed
PubMed is a biomedical database published by the National Library of Medicine, a division of the National Institute of Health, containing over 23 million citations. PubMed contains free full-text for a portion of the items indexed. Once you have conducted a search a list of full-text options will appear in
the left navigation mention on the results screen. When searching in PubMed, you will have direct access to the SCO Library’s full-text if you follow the link on the library website.

Ebooks
The library provides access to 16 full-text ebooks via the R2 Digital Library, including the Wills Eye Manual. There are apps available for mobile device usage.

EBSCO A-to-Z
EBSCO A-to-Z provides links to all of the library’s electronic full-text from a single access point. You may do a keyword search within all the journals from the initial search box, or if you already know the title of the journal you are seeking you may search via the “Journal Title” option on the navigation bar. In some cases you will have multiple options to access the full-text.

Translation App
The National Institute of Health (NIH) has sponsored a medical translator app which is available for download here: [http://nnlm.gov/bhic/2014/04/17/free-nih-funded-medical-translation-app/](http://nnlm.gov/bhic/2014/04/17/free-nih-funded-medical-translation-app/)
The code for the free version is: **75753**

Google Scholar
Google Scholar has been linked to the SCO Library journal collection via the link provided. Once you get to Google Scholar, click on the tiny triangle inside the search box to access the ADVANCED search, where you can limit your search to a date range, author, etc.

MedLine Plus
MedLine Plus is a carefully vetted portal for health information on the web which includes medical dictionaries, images, videos, drug and supplement information, and websites produced and maintained by the National Library of Medicine.

Gale Group database via TEL
Gale offers a broad range of subjects and is the only database offered that will cover non-medical literature. Collections include Diversity Studies Collection, Health Reference Center Academic, Nursing and Allied Health Collection, and Health and Wellness Resource Center and Alternative Health Module. Includes some full-text.

Mendeley
Mendeley is a FREE bibliographic manager that allows you to categorize and manage resources you are accumulating for your presentation. This includes blogs, articles, books, websites, images, and pretty much anything else under the sun. There are web and desktop versions, apps for mobile devices, and a plug in to use with Word.

ResearchGate
ResearchGate is a network of researchers which leans heavily toward the sciences. You will find full-text publications and can join groups with similar research interests.
I have received, read and understand the policies, procedures and requirements of Southern College of Optometry's Residency Handbook.

_______________________________  ______________________
Resident Signature               Date

_______________________________
Printed Name

Please print/scan or mail this form to the address below before the start of your residency.

Dr. Cheryl Mengelt
Southern College of Optometry
1245 Madison Ave
Memphis, TN 38104
cmengelt@sco.edu