



Guide for Visiting Faculty

Things you need to know and do

Welcome to our department!

[Department of Psychiatry](#)

[University of Massachusetts Medical School/UMass Memorial Health Care](#)

55 Lake Avenue North, Worcester MA 01655

Main office: Room S7-864, of the Medical School building

Main Phone#: 508-856-3066

E-mail: psychiatrycommunications@umassmed.edu



We look forward to meeting you.

In the meantime, some important information...

*“A good plan is like a road map: it shows the final destination
and usually the best way to get there.”*

-- H. Stanley Judd

The Department of Psychiatry is going to assign you a primary contact person to assist you from the moment you begin planning your trip to the minute you arrive, to the time you return home. To inquire about a contact person and solidify your plan, please follow these steps and then read (below) “Frequently Asked Questions and Useful Links.”

Step #1

Once you have entered into an agreement to come and work in the UMass Department of Psychiatry, contact **Dennis Nealon** and begin planning your time with us.

Dennis Nealon

Associate Director for Communications, Continuing Medical Education & Global Initiatives

Department of Psychiatry

University of Massachusetts Medical School/

UMass Memorial Health Care

55 Lake Avenue North, Worcester MA 01655

Ph: 508-856-2199

Dennis.Nealon2@umassmed.edu

Department Web site: www.umassmed.edu/Psychiatry

Step #2

Make sure that you have been given the name and contact information for a department visit coordinator. One will be assigned to you from within the specific division where you will be working.

Step #3

Here is your Essential Questions Checklist for **Pre-Arrival** of Visiting Faculty. Answer these questions with your designated department visit coordinator before you get to campus.

- 1) Rate your English language proficiency and, with your department visit coordinator, discuss a plan to address any language issues (i.e. ESL classes)
 - a. I am fluent in English
 - b. I speak and understand some English
 - c. I have a lot of difficulty with English





2) Have you made initial/full contact with the Medical School's [Immigration Services](#) and Human Resources?

3) Have you completed all pre-arrival forms and obtained the necessary visa and/or travel documentation for entry into and residing in the U.S.?

4) Has the department designated a specific department visit coordinator and provided an e-mail address and phone

numbers where that person can be reached? And has that person spoken directly to you and planned to meet you face-to-face? Have you and your host contact person made sure that your travel arrangements from the airport to the University are in place?

- 5) Has the school provided information to you about residing in the Worcester area: such as how to access public transportation, how to travel to and from campus, where to shop and how to reach shopping destinations (grocery stores, cell phone service outlets, and home goods)?
- 6) Has the department contact person spoken directly with you to ensure that your living accommodations are pre-arranged and are adequate?
- 7) Have you been scheduled for appropriate orientation sessions on campus and been fully apprised of opportunities for social interaction and leisure time?
- 8) Do you plan to seek authorization for observing clinical work during your stay? If so, be aware of the requirements to do so. You must complete and sign a HIPAA agreement and submit proof of having undergone a TB test. Also, you must complete and submit a form and provide a photo to acquire an identification badge.

Frequently Asked Questions and Useful Links

Q. What should I do when I'm still planning my trip

A. Make sure you have contacted the office of [Immigration Services](#) and [Human Resources](#) at the Medical School.

Q. Once I land, how do I get to Worcester from points East (including Logan Airport in Boston) and West?

A. You should discuss your full arrival itinerary and pick-up plans with your department contact person. But in case you need them, here are directions to Worcester, Massachusetts

<http://www.worcestermass.org/about-worcester/getting-to-worcester>



Q. How can I learn more about the Department of Psychiatry?

A. Start by visiting our website at <http://umassmed.edu/psychiatry/index.aspx> and make plans with your coordinator to begin meeting with people in your group and across the department as soon as you arrive. The main office for the department is located on the 7th floor, Room S7-864, of the Medical School building, which is next to the hospital.

Q. How can I find out more about living in the Worcester area; about essential goods and services, places to go and things to do?

A. You might find these links helpful <http://www.worcestermass.org/about-worcester>
<http://www.umassmed.edu/Content.aspx?id=77860&linkidentifier=id&itemid=77860>

Q. How can I get around in Worcester?

A. Here is some information about public transportation and other means of getting about <http://www.worcesterma.gov/living-working/getting-around-the-city>



Good Luck!

And stay in touch