



Institutional Policy on Miscellaneous Administration Services and Resident Responsibilities

Library Services:

- The entire TMC library is online, with a TMC Librarian who can perform literature searches on clinical topics and can acquire articles of interest as needed.
- Full Text search and retrieval of current medical journals and textbooks is available directly to residents, and the TMC Librarian can obtain full-text articles online from additional journals not otherwise directly available to residents.
- The library can be accessed at <http://www.tmc.az.com/medical-library> from home through TMCs remote portal or directly through the TMC Home page while on campus.

Mailboxes:

- Residents are not provided with physical mailboxes. You will be notified if mail is delivered to the THMEP office.

E-Mail

- All residents are issued an official, secured TMC-based email address for all official TMC/THMEP correspondence as well as secure patient-related correspondence. This email account **MUST** be checked on a daily basis (at minimum).

New Innovations:

- New Innovations must be checked and evaluations, duty hours, and other requirements, as addressed in this manual must be completed in a timely fashion.

Equipment:

- The THMEP Office has a printer, copier and fax machine available for resident use during regular office hours.