

How to page Dean on Call

The Department of Medical Education offers the ability for students to contact one of the Associate Deans for an **emergency** after regular office hours through the Dean on Call program. Emergencies may include, but are not limited to, an illness or accident preventing a student from taking an examination, a needlestick, and/or an incident that may precipitate a student's leave from the curriculum. If a student has a needlestick, report to the Employee Health Office at the hospital where the exposure occurred (see Needlestick Policy and Procedure in Student Handbook). Students may place the call for their respective campus:

MS1, MS2 and Morgantown MS3/MS4

External

Please note: If you are paging Dean on Call **externally** and outside of WVU computer system, then call **304-598-4000** and have the Hospital Operators page Dean On Call for you.

Internal

- Go to Connect page (<http://connect.wvuhealthcare.com/>)
- Click **On Call** in the top menu
- Search the Directory for **Dean On Call** by typing in the search box

The screenshot shows the Amcom Web Paging interface for the School of Medicine Dean On Call. The top navigation bar includes 'Directory' and 'OnCall'. The search bar contains 'Dean On Call'. Below the search bar, there are search options: 'Starts With', 'Exists In', and 'Search All Names'. The search results table shows one entry: 'Dean On Call' with 'School of SOM' as the department and 'WVUH' as the location. A popup box titled 'Amcom Web Paging - School of Medicine Dean On Call' is open, showing 'Reassigned to Scott Cottrell'. It has a 'Select Device' dropdown set to 'MOBILE CONNECT' and a 'Device Information' section with fields for Provider (Mobile), Status (Up), Type (AMC Device), and Message Max (160). There is also a 'Message Priority' section with radio buttons for Low, Normal (selected), and High. A warning message says 'Don't forget to add your callback number with proper area code.' and there are 'Send' and 'Cancel' buttons at the bottom.

- Once you select Dean on Call, click **AMC Device ReAssign**.
- Type your message in the **AMC Device** popup box (**be sure to include your callback number**) and click **Send**.

MS3/MS4 Charleston Students:

1. Local call is 304-388-8250- enter pager # 3753, enter number to call, or
2. Call Charleston hospital operator (304-388-5432) and ask to page Dean on Call.

MS3/MS4 Eastern Students:

1. Call Dean on Call at 304-264-9202 (after 5:00pm and on weekends call 304-264-6234).

Updated: August 2012

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