



Memorial Sloan Kettering
Cancer Center

2025 -2026 Science Enrichment Program Orientation



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1. Orientation

Program Schedule



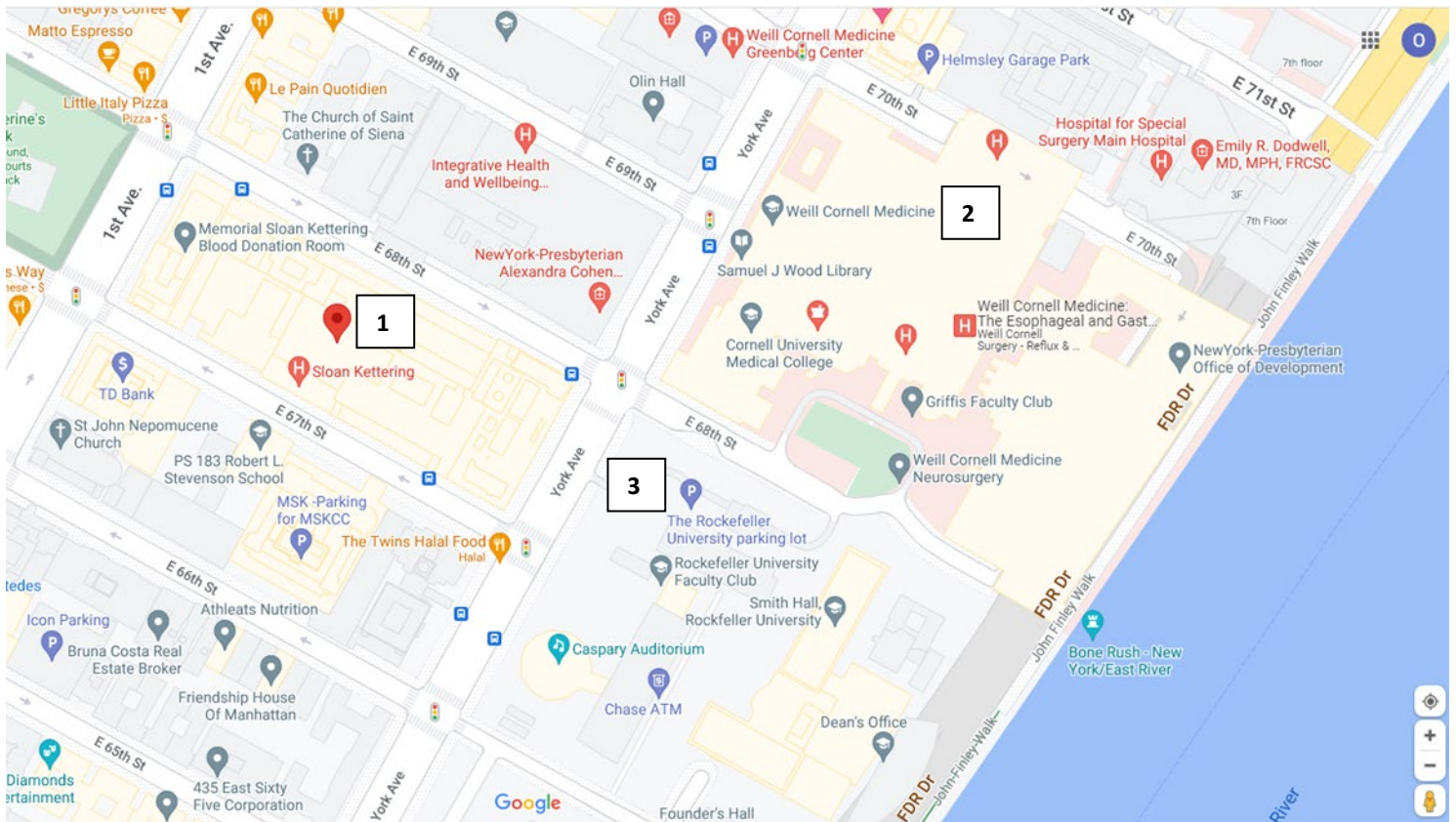
Date	Time	Location	Class Title	Class Category	Facilitator	Facilitator Email
11/5/2025	4:30PM - 6:00PM	ZRC-666	Program Overview/ Student Expectations & Professionalism in the Workplace & Personality Assessment	Programatic	Yaihara Fortis-Santiago/Raia Mohammed/Kevin Fisher	
11/12/2025	4:30PM - 6:00PM	Zoom	2024-2025 SEP Alumni: Potential Panelist (Alexander Martinez, Rocio Garcia, Daniela Gonzalez Placencia, Nya Lataillade, Jaylen McDonald, Sarah Segura)	Professional Dev	Yaihara Fortis-Santiago/Raia Mohammed/Kevin Fisher	
11/19/2025	4:30PM - 6:00PM	Zoom	ent: Navigating the STEM Academic Journey (talk about paths through science and medicine) Sangita Chakraborty (Bridge)/ Diego Rodriguez (MD PhD student) /Dylan	Professional Dev	Yaihara Fortis-Santiago	
11/26/2025		No Class - Day Before Thanksgiving Day Holiday	No Class - Thanksgiving Day Holiday	N/A		
12/3/2025	4:30PM - 6:00PM	ZRC-666	Professional Development: How to Read a Journal Article	Professional Dev	Dr Jerry Melchor, Jonathan Bermeo	melchorj@mskcc.org; bermeoj@mskcc.org
12/10/2025	4:30PM - 6:00PM	ZRC-666	Cancer Biology: Into & Fundamentals of Biology (I and II) (Pop Quiz)	Cancer Biology	Dr Debyani Chakravarty	chakravd@mskcc.org
12/17/2025	4:30PM - 6:00PM	ZRC-666	Cancer Biology: The Nature of Cancer	Cancer Biology	TBD	TBD
12/24/2025		No Class - Winter Break	No Class - Winter Break	N/A		
12/31/2025		No Class - Winter Break	No Class - Winter Break	N/A		
1/7/2026	4:30PM - 6:00PM	ZRC-666	Cancer Biology: Cancer as a Genetic Disease	Cancer Biology	TBD	TBD
1/14/2026	4:30PM - 6:00PM	ZRC-666	Cancer Biology: Cell Cycle	Cancer Biology	Dr Jose Reyes	reyesj3@mskcc.org
1/21/2026		No Class - NYC DOE Regents Administration	No Class - NYC DOE Regents Administration	N/A		
1/28/2026	4:30PM - 6:00PM	ZRC-666	Cancer Biology: Liquid Tumors	Cancer Biology	Dr Omar Abdel-Wahab	abdelwao@mskcc.org
2/4/2026	4:30PM - 6:00PM	ZRC-666	Cancer Biology Midterm Exam Preparation	Cancer Biology	Dr Debyani Chakravarty	chakravd@mskcc.org
2/11/2026	4:30PM - 6:00PM	Zoom	Cancer Biology Mid-Term Exam	Cancer Biology	Dr Debyani Chakravarty	chakravd@mskcc.org
2/18/2026		No Class -Mid Winter Recess, schools closed	No Class -Mid Winter Recess, schools closed	N/A		
2/25/2026	4:30PM - 6:00PM	ZRC-666	Cancer Biology: Tumor Suppresors	Cancer Biology	Dr Pablo-Sanchez Vela	sanchezp@mskcc.org
3/4/2026	4:30PM - 6:00PM	ZRC-666	Cancer Biology: Oncogenes and Cell Signaling	Cancer Biology	Dr Sarah Suenholz	phillis2@mskcc.org
3/11/2026	4:30PM - 6:00PM	Macklowe Building, 323 E. 61st St NY, NY 10065, Conference Room 530	Cancer Biology: Targeted Therapies	Cancer Biology	Dr Debyani Chakravarty	chakravd@mskcc.org
3/18/2026	4:30PM - 6:00PM	ZRC-666	Cancer Biology: Immunology	Cancer Biology	Dr Gabrielle Rizzutto	rizzutog@mskcc.org
3/25/2026	4:30PM - 6:00PM	ZRC-666	Models of Cancer: Cells, Organoids and Animal Models	Cancer Biology	Jonathan Bermeo	bermeoj@mskcc.org
4/1/2026	4:30PM - 6:00PM	Macklowe Building, 323 E. 61st St NY, NY 10065, Conference Room 530	Cancer Biology Final Exam Preparation	Cancer Biology	Dr Debyani Chakravarty	chakravd@mskcc.org
4/8/2026		No Class -Spring Recess, schools closed	No Class -Spring Recess, schools closed	N/A		
4/15/2026	4:30PM - 6:00PM	Zoom	Cancer Biology Final Exam	Cancer Biology	Dr Debyani Chakravarty	chakravd@mskcc.org
4/22/2026	1:00PM - 2:30PM	Macklowe Building, 323 E. 61st St NY, NY 10065, Conference Room 530	Programming Languages - R/Python	Computational Sciences	Ino de brujin	debruiji@mskcc.org
4/29/2026	1: 00PM - 2:30PM	Macklowe Building, 323 E. 61st St NY, NY 10065, Conference Room 530	Intro to Bioinformatics	Computational Sciences	Dr Francisco Sanchez-Vega	sanchezfv@mskcc.org
5/6/2026	4:30PM - 6:00PM	Macklowe Building, 323 E. 61st St NY, NY 10065, Conference Room 530	A Look Into Clinical Research-cBioPortal and OncoKB Data for Research & Health	Computational Sciences	Dr Nikolaus Schultz	schultzzn@mskcc.org
5/13/2026	4:30PM - 6:00PM	ZRC-666	Research and Development: How Biomarkers are found and used	Clinical/Translation Research	Dr Brian Houcks-Loomis	loomisb@mskcc.org
5/20/2026	4:30PM - 6:00PM	ZRC-666	Clinical and Translational Research 101	Clinical/Translation Research	Cristina Bravo	bravoc@mskcc.org
5/27/2026		No Class -Eid al-Adha, schools closed	No Class -Eid al-Adha, schools closed	N/A		
6/3/2026	4:30PM - 6:00PM	ZRC-666	Clinical Research: Ethics	Clinical/Translation Research	Roy Cambria	cambriar@mskcc.org
6/10/2026		No Class - NYC DOE Regents Administration	No Class - NYC DOE Regents Administration	N/A		
6/17/2026		No Class - NYC DOE Regents Administration	No Class - NYC DOE Regents Administration	N/A		
6/29/2026	10:00AM - 4:00PM	Location TBD	SEP Summer Placement Orientation w/ SSP Students	Programmatic	Yaihara Fortis-Santiago/Raia Mohammed/Kevin Fisher	
6/29/2026	TBD	Location TBD	Lab Safety Training during Orientation	Programmatic	Environmental Health & Safety	pramans@mskcc.org; obrienp2@mskcc.org
6/29/2026 to 8/21/2026			SEP Summer Research Placement	Programmatic	Yaihara Fortis-Santiago/Raia Mohammed/Kevin Fisher	
Date TBD July 2026	TBD	American Museum of Natural History	NYC Science Research Mentoring Consortium College Workshop	NYC Science Research Mentoring Consortium	Maria Strangas & Arden Feil	mstrangas@amnh.org; afeil@amnh.org
Date TBD likely 2nd Thursday in August 2026	3:30PM - 6:00PM	American Museum of Natural History	Student Presentations: NYC Science Research Mentoring Consortium Summer Symposium	NYC Science Research Mentoring Consortium	Maria Strangas & Arden Feil	mstrangas@amnh.org; afeil@amnh.org
8/21/2026	10:30AM - 1:00PM	ZRC-Lobby	OSET HS Programs Poster Session	Programatic	Yaihara Fortis-Santiago/Raia Mohammed/Kevin Fisher	

2. About

- MSK Maps
- MSK Buildings (cafeteria, library, etc)
- ZRC 6th floor Map

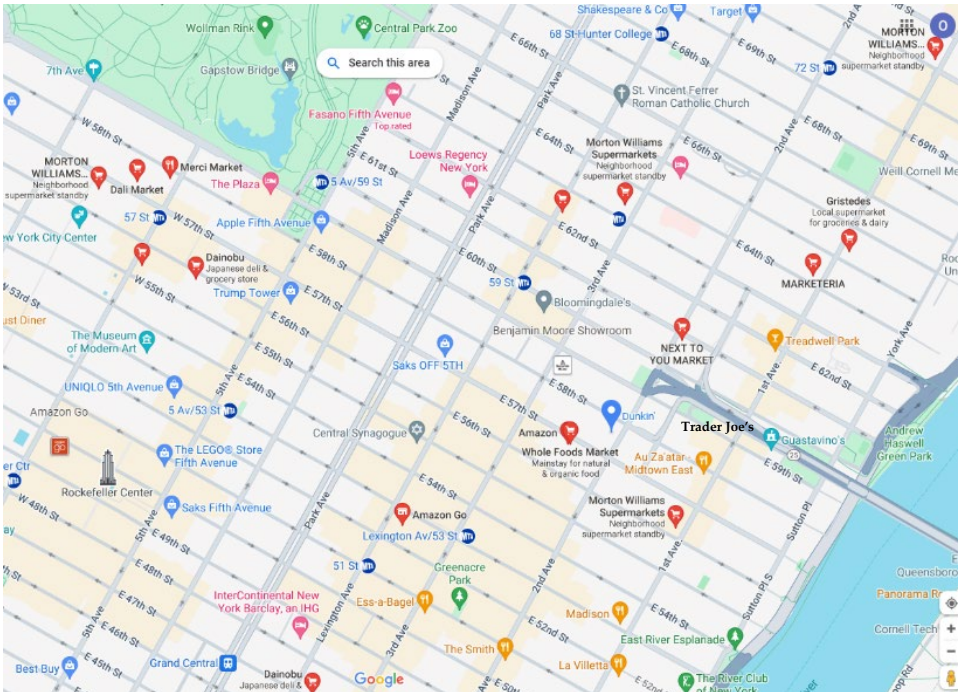


STREET VIEW of MSK, CORNELL and ROCKEFELLER



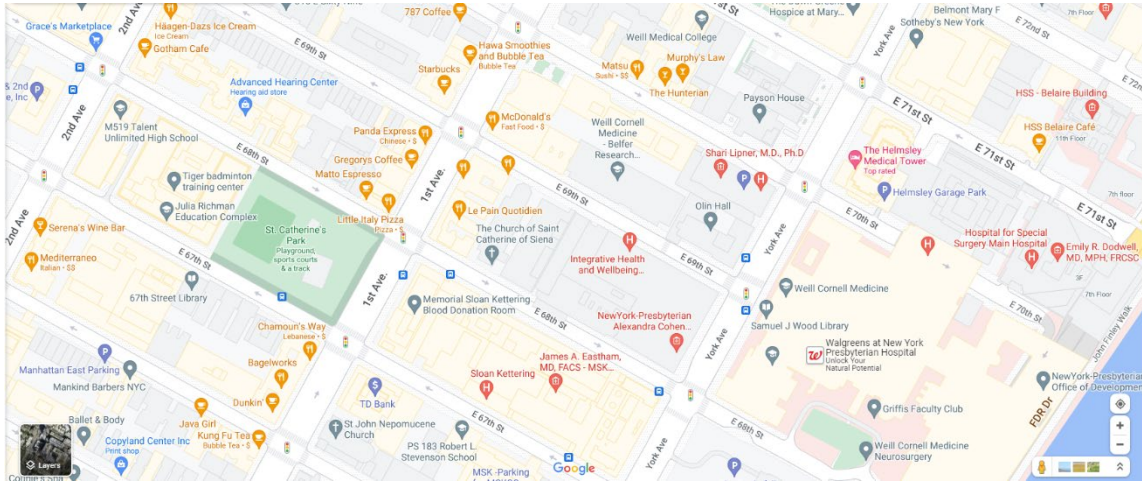
1. [MSK Campus](#)
2. [Weill Cornell Campus](#)
3. [Rockefeller](#)

LOCAL GROCERY STORES



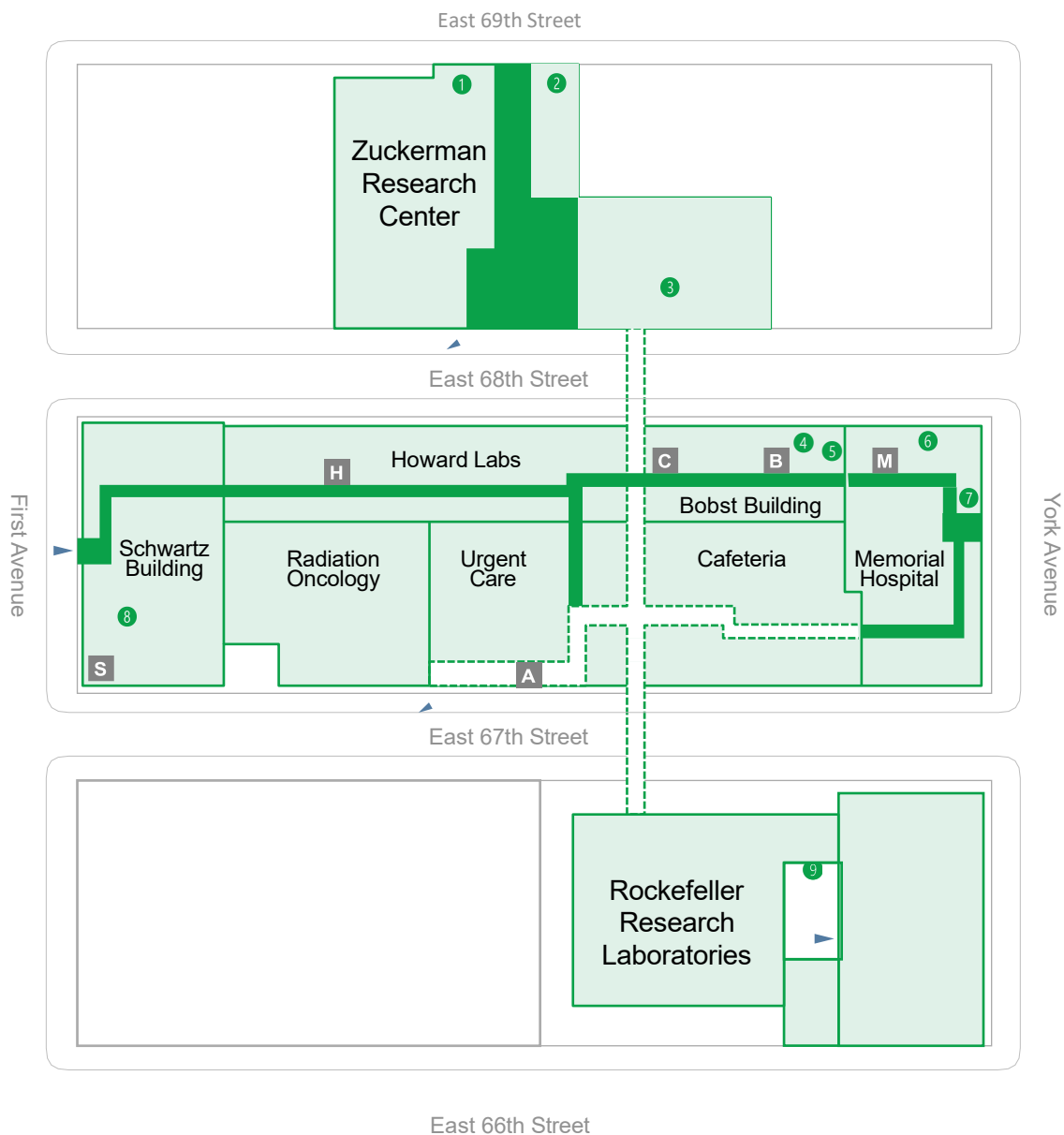
Whole Foods	226 E 57th St
MORTON WILLIAMS SUPERMARKETS	1331 1st Avenue
Gristedes	1208 1st Avenue
A Matter of Health NYC, Inc	1347 1st Avenue
MARKETERIA	1187 1st Avenue
Trader Joes	405 E 59th St
Dainobu Grocery	129 E 47th St
Amazon Go	150 E 53rd St
A Matter of Health	1347 1st Ave
The Health Nuts	1208 2nd Ave

RESTAURANTS/CAFES IN OUR AREA



Sophie Cuban Cuisine	401 E. 68th Street
Little Italy Pizza	359 E 68th Street
Le Gourmet	1267 1st Avenue
Lenwich	1269 1st Avenue
Gregory's Coffee	1273 1st Avenue
Le Pain Quotidien	1270 1st Avenue
Pizza Park	1233 1st Avenue
Starbucks	1102 1st Avenue
McDonalds	1286 1st Avenue
Chipotle	1288 1st Avenue
Bamboo Sushi	1280 1st Avenue
Bagel Works	1229 1st Avenue
Padoca Bakery	210 E. 67th Street
Panda Express	1277 1st Avenue
Matsu	411 E 70th Street
Matto Espresso	359 E 68th Street
Häagen-Dazs Ice Cream	1306 2nd Avenue

MSK Main Campus



A Elevators

- ① Cyber Lounge
- ② Cyber Library
- ③ Zuckerman Auditorium
- ④ Mailroom
- ⑤ Cashier
- ⑥ Gift Shop
- ⑦ Information Desk
- ⑧ Blood Donor Room

MSK Cafeteria Information

The Center operates a cafeteria, located in Memorial Hospital at the main campus, for the benefit of employees, patients, and visitors. It is open M-F 6:30am to 11:00pm and on Saturday and Sunday 7:00am to 3:00pm. The cafeteria menu is posted daily on the MSKCC Intranet/OneMSK Site at:

<https://one.mskcc.org/sites/pub/pss/Pages/food/Cafeteria-Menu.aspx>

Vending machine service is available 24 hours a day in the cafeteria's west dining room.

WEBSITE

Virtual Library – 24/7 Access

<https://library.mskcc.org>



CONTACT LIBRARY STAFF

Consultation: 212-639-7439

Chat: 10:00 am to 4:00 pm (Monday to Friday) See chat link on bottom of Library Website

Email: AskLibrarian@mskcc.org

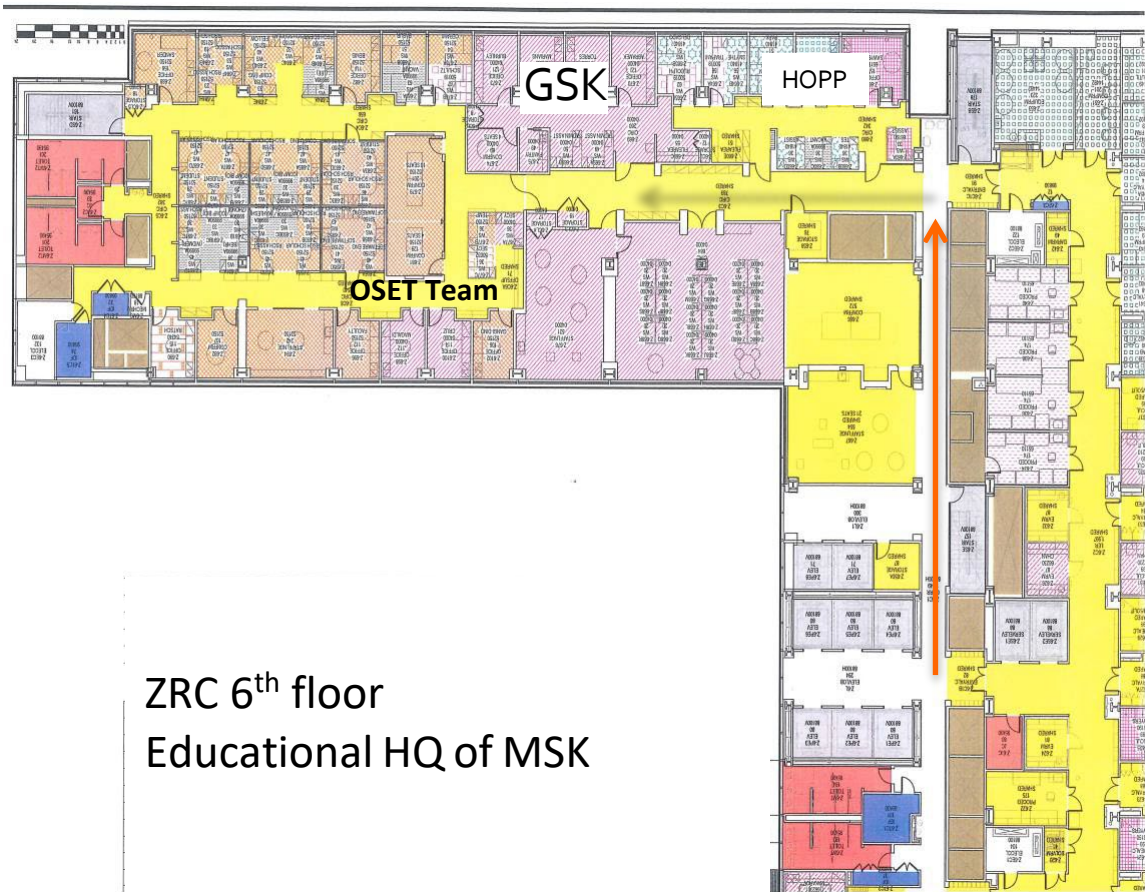
View Individual Staff under “[Staff Directory](#)” Online request forms available under “[Ask Us](#)”

Subscribe to our Library Blog: <https://library.mskcc.org/blog>

Follow us on X: [@MSKCC_Library](#)

Feedback: <https://library.mskcc.org/help/general-feedback>

OFFICE LOCATION



ZRC 6th floor
Educational HQ of MSK

OSET Office Staff:

- Yaihara Fortis-Santiago, PhD
 - Associate Director, Office of Postdoctoral Affairs Trainee Diversity Initiatives
- Thalyana Stathis, PhD
 - Associate Director, Office of Career & Professional Development
- Inna Bakman-Sanchez, PhD
 - Sr Program Manager, Office of Scientific Education & Training
- Raia Mohammed
 - Sr Project Coordinator, Office of Scientific Education & Training
- Sandy Semprit
 - Project Coordinator, Office of Scientific Education & Training

3. Important Information

- How to activate MSK Email and Ping ID
- Intern contact list (includes employee id #)
- Workday tasks
- Pay schedule
- MSK Security Information



Setting up your MSK Email and PING ID

New hires will be sent an email from sailpoint@mskcc.org containing a unique link address to the Sailpoint platform where you can claim your account by entering your employee ID and Last 4 of SSN.

After setting a password, new hires are then brought to a page to setup their mobile devices with PingID. The website itself is self-explanatory and displays instructions on each step.

Only those who are completely cleared will be able to activate their email/PING ID.

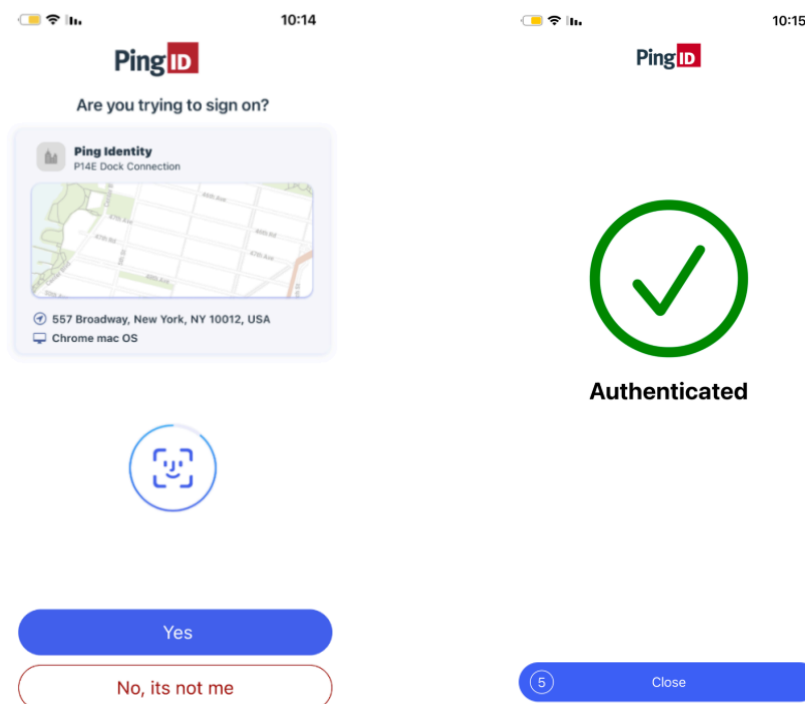
Important info:

- You will receive an email from MSK Information Security on your start date 11/5/2025 to claim your MSK Account(SailPoint).
- You must claim your MSK account within 72 hours of your start date.
- You will need your Employee ID Number and the last four digits of the Social Security Number in order to get started. If you do not have a Social Security Number you may use 0000. Be sure to remember your password as you will need this to access MSK systems and email.
- You will be prompted to follow steps to activate email address and set up PING ID (a mobile device downloaded to your phone.)

In the event that you require additional assistance please call MSK Help Desk at 646-227-3337.

If you do not receive the email for activation, please notify icky.

EXAMPLE OF PING ID ON MOBILE DEVICE



FOR MSK VDN/VPN ACCESS:

- Please ensure with your PI if you will need VDN access or VPN access.
- If you need VDN Access, please contact the helpdesk after you have setup your MSK account by calling 646-227-3337. (Have your employee ID # on you)
- If you need access to lab shared drives or VPN, please ask your PI or lab admin to grant you these privileges.

Link References:

- ezPassword Profile Registration: <https://ezp.mskcc.org/?ProfileNewUser>
- ezPassword Password Reset: <https://ezp.mskcc.org/?SelfServicePassword>
- PingID Registration: <https://mfaenrl.mskcc.org/PingIDExternal>

Workday tasks to be completed How to open WORKDAY:

1. Open MSKCC Internet Browser or go to [https://mskoffice.mskcc.org/ //](https://mskoffice.mskcc.org/)
2. Click on WORKDAY
3. Enter your username and password
4. Click on inbox/tasks or Personal Information to update/add info to:
 - Personal Information Update
 - Emergency contact
 - Photo update
 - On-boarding task completion
 - Disability Self-Identification
 - State/withholding tasks (please note we cannot offer you any tax advice on withholding exemptions)

When you click on Workday for the first time you will see various inbox task up on the right-hand corner for you to complete.

Please complete them all! In the unlikely event of an emergency, we want to be able to contact those who love you!!

Click on View All Apps

My Tasks - 1 month(s) ago


[Go to My Tasks \(1\)](#)

Time Off Balance


My Goals

[View All Apps](#)

Timely Suggestions




You Have a New Payslip
Review your payslip information to ensure accuracy
[View Payslips](#)




Keep Your Emergency Contacts Updated
We would like you to review your Emergency Contact Information and ensure it's up to date
[Update Contacts](#)


Announcements



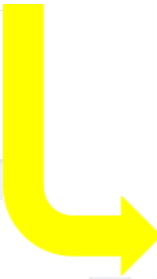
Log in to the Learning Hub Today!
MSK's new single digital learning portal, the Learnin...



MSK's Mission, Vision, and Core Values
MSK's core values are the fundamental beliefs that s






















Mv Covid -19




HOW TO ACCESS PERSONAL INFORMATION ICON TO UPDATE YOUR INFORMATION

Click on Personal Information
ICON

Applications
19 items

 My Performance	 My Team	 Compensation	 Time Off
 Personal Information	 Team Performance	 Benefits	 Pay
 My Health Requirements	 Internal Jobs	 My Open Positions	 My Learning
 Team Time Off	 My Open Job Requisitions	 My Help	 External Links
 Tableau/History...	 HR Reporting	 HR Reporting Hub For Managers	



ADD INFORMATION

The screenshot shows the 'Personal Information' page in the Memorial Sloan Kettering Cancer Center Workday system. The page has a blue header with a search bar and the Memorial Sloan Kettering Cancer Center logo. Below the header, there is a blue bar with the text '← Personal Information'. The main content area is divided into two sections: 'Change' and 'View'. The 'Change' section contains a list of buttons: 'Contact Information', 'Personal Information', 'Emergency Contacts', 'Photo', 'Legal Name', and 'Preferred Name'. The 'View' section contains a list of buttons: 'About Me', 'Addresses', 'Email Addresses', 'Address Changes', 'Name', and 'More (2)'. A large red arrow points from the 'ADD INFORMATION' header to the 'Personal Information' button in the 'Change' section.

W search

Memorial Sloan Kettering Cancer Center

← Personal Information

Change

- Contact Information
- Personal Information
- Emergency Contacts
- Photo
- Legal Name
- Preferred Name

View

- About Me
- Addresses
- Email Addresses
- Address Changes
- Name
- More (2)

workday

2025 Pay Period Schedule

24	11/02/25	11/15/25	11/21/25	Veteran's Day (11/11) (PH#5)
25	11/16/25	11/29/25	12/05/25	Thanksgiving Day (11/27)
26	11/30/25	12/13/25	12/19/25	

2025 Holiday Schedule

Holidays	Day & Date Holiday Observed/Credited	Date for which Premium Pay will be Paid
Legal Holidays		
Veteran's Day PH#5	Tuesday	11/11/2025

NOVEMBER

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
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25	26	27	28	29	30	31

FEBRUARY						
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22	23	24	25	26	27	28

MARCH						
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29	30	31				

APRIL						
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MAY						
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31						

JUNE						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2026 Pay Period Schedule				
PP#	PP Begin	PP End	Pay Date	Holidays/Personal Days
1	12/14/25	12/27/25	01/02/26*	Christmas Day (12/25/25)
2	12/28/25	01/10/26	01/16/26	New Year's Day (1/1/26); PH#1 (1/1)
3	01/11/26	01/24/26	01/30/26	Martin Luther King, Jr. Day (1/19)
4	01/25/26	02/07/26	02/13/26	
5	02/08/26	02/21/26	02/27/26	President's Day (2/16) (PH#2)
6	02/22/26	03/07/26	03/13/26	
7	03/08/26	03/21/26	03/27/26	
8	03/22/26	04/04/26	04/10/26	
9	04/05/26	04/18/26	04/24/26	
10	04/19/26	05/02/26	05/08/26	
11	05/03/26	05/16/26	05/22/26	
12	05/17/26	05/30/26	06/05/26	Memorial Day (5/25)
13	05/31/26	06/13/26	06/19/26	
14	06/14/26	06/27/26	07/03/26	Juneteenth National Independence Day (6/19) (PH#3)
15	06/28/26	07/11/26	07/17/26	Independence Day (Observed 7/3)
16	07/12/26	07/25/26	07/31/26	
17	07/26/26	08/08/26	08/14/26	
18	08/09/26	08/22/26	08/28/26	
19	08/23/26	09/05/26	09/11/26	
20	09/06/26	09/19/26	09/25/26	Labor Day (9/7)
21	09/20/26	10/03/26	10/09/26	
22	10/04/26	10/17/26	10/23/26	Columbus Day/Indigenous Peoples' Day (10/12) (PH#4)
23	10/18/26	10/31/26	11/06/26	
24	11/01/26	11/14/26	11/20/26	Veteran's Day (11/11) (PH#5)
25	11/15/26	11/28/26	12/04/26	Thanksgiving Day (11/26)
26	11/29/26	12/12/26	12/18/26	
27	12/13/26	12/26/26	12/31/26	Christmas Day (12/25/26)

PH = Personal Holiday. For more information, see [HR Policy #402](#).

*The system paycheck will occur on this day.

JULY						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



AUGUST						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 = Pay Day
 = Holiday

7/31/2025



2026 Holiday Schedule

Holidays	Day & Date Holiday Observed/Credited		Date for which Premium Pay will be Paid
Legal Holidays			
New Year’s Day	Thursday	01/01/2026	01/01/2026
Martin Luther King, Jr. Day	Monday	01/19/2026	01/19/2026
Memorial Day	Monday	05/25/2026	05/25/2026
Independence Day	Friday	07/03/2026	07/04/2026
Labor Day	Monday	09/07/2026	09/07/2026
Thanksgiving Day	Thursday	11/26/2026	11/26/2026
Christmas Day	Friday	12/25/2026	12/25/2026
Personal Holidays			
New Year’s Day PH#1	Thursday	01/01/2026	
President’s Day PH#2	Monday	02/16/2026	
Juneteenth National Independence Day PH#3	Friday	06/19/2026	
Columbus Day/Indigenous Peoples’ Day PH#4	Monday	10/12/2026	
Veteran’s Day PH#5	Wednesday	11/11/2026	

Use of Holidays

Employees may use their personal holidays on or after the date credited.

Because of institutional needs, some departments may remain open during a legal holiday. Therefore, the holiday time off for some employees will not coincide with the date on which the Center observes the holiday.

Pay Schedule Information

Checks will be mailed to the address indicated on your on-boarding paperwork (W-4). If you do not want to receive a check in the mail, you will need to sign up for direct deposit in **WORKDAY**.

Direct Deposit-Important

How to sign up to direct deposit in WORKDAY :

1. Open MSKCC Internet Browser
2. Click on **WORKDAY** or go to <https://mskoffice.mskcc.org/>
3. Enter your username and password
4. Click on the **PAY** worklet
5. Click on **Payment Elections** from the Actions Menu
6. Under Accounts, select **ADD** and fill out all fields
7. Under Payment Elections, select **EDIT**
8. Use the **ADD (+)** button to add an election
9. Country must remain United States and Currency must remain USD
10. Under payment type, select either Check or **Direct Deposit**

***If you need help at any time please call the HR Resource Center at
646-677-7411**

Please remember:

- Some of our patients have low vaccine protection and therefore remain at high risk of severe COVID-19:
 - If a patient requests that you wear a mask, kindly comply.
 - Although optional in ambulatory areas, masking is **strongly encouraged** in clinics with hematologic malignancy patients.
- Masks continue to be required as part of standard [Infection Control policies](#) and for patients in protective isolation (BMT/Cellular Therapy).
- Masks will remain available at all locations for anyone who would like to wear one.

Visitors, contractors, and institutional guests must follow these guidelines. Going forward, if community levels of COVID-19 increase, masking requirements may be reinstated in certain areas. Please go to [OneMSK](#) for more information.

Effective April 1, 2025, the **spring/summer policy** will apply as per the [updated masking table](#) shown below:

Location	Flu season	
	(April 1 st – October 31 st)	November 1 st – March 31 st)
INPATIENT UNITS INCLUDING K-5, UCC/CDU/SCC		
All staff entering a patient room or bay	Masks required	Masks required
During Physiotherapy (Hallways)	Masks required	Masks required
Transporters (In transit)	Optional	Optional
Nurses' Station/Breakrooms/Conference Rooms/Pantry	Optional	Optional
1275 YORK: PERIOPERATIVE, DIAGNOSTIC IMAGING & RADIATION TREATMENT/THERAPY, PEDIATRIC PROCEDURE ROOM, PACC		
All staff entering a patient room or bay	Masks required	Masks required
Transporters (In transit)	Optional	Optional
Nurses' Station/Breakrooms/Conference Rooms/Pantry	Optional	Optional
Check in areas when intaking patients	Optional	Optional
PACC: Non-urgent care visit	Optional	Masks required
PACC: Urgent care visit	Masks required	Masks required
AMBULATORY CARE INCLUDING PERIOPERATIVE, DIAGNOSTIC IMAGING, AND RADIATION ONCOLOGY		
All staff when providing direct care in treatment or examination bays	Optional	Masks required
Transporters (In transit)	Optional	Optional
Nurses' Station/Breakrooms/Conference Rooms/Pantry	Optional	Optional
Check in areas when intaking patients	Optional	Optional
NOTES		
Visitors, Vendors, Contractors, and Guests: follow the above guideline for spaces where masks are required		
For non-clinical communal spaces such as waiting areas, pantries, cafeterias, and gift shops, masks are optional.		
If patient requests, kindly wear a mask		

MSK Security Information

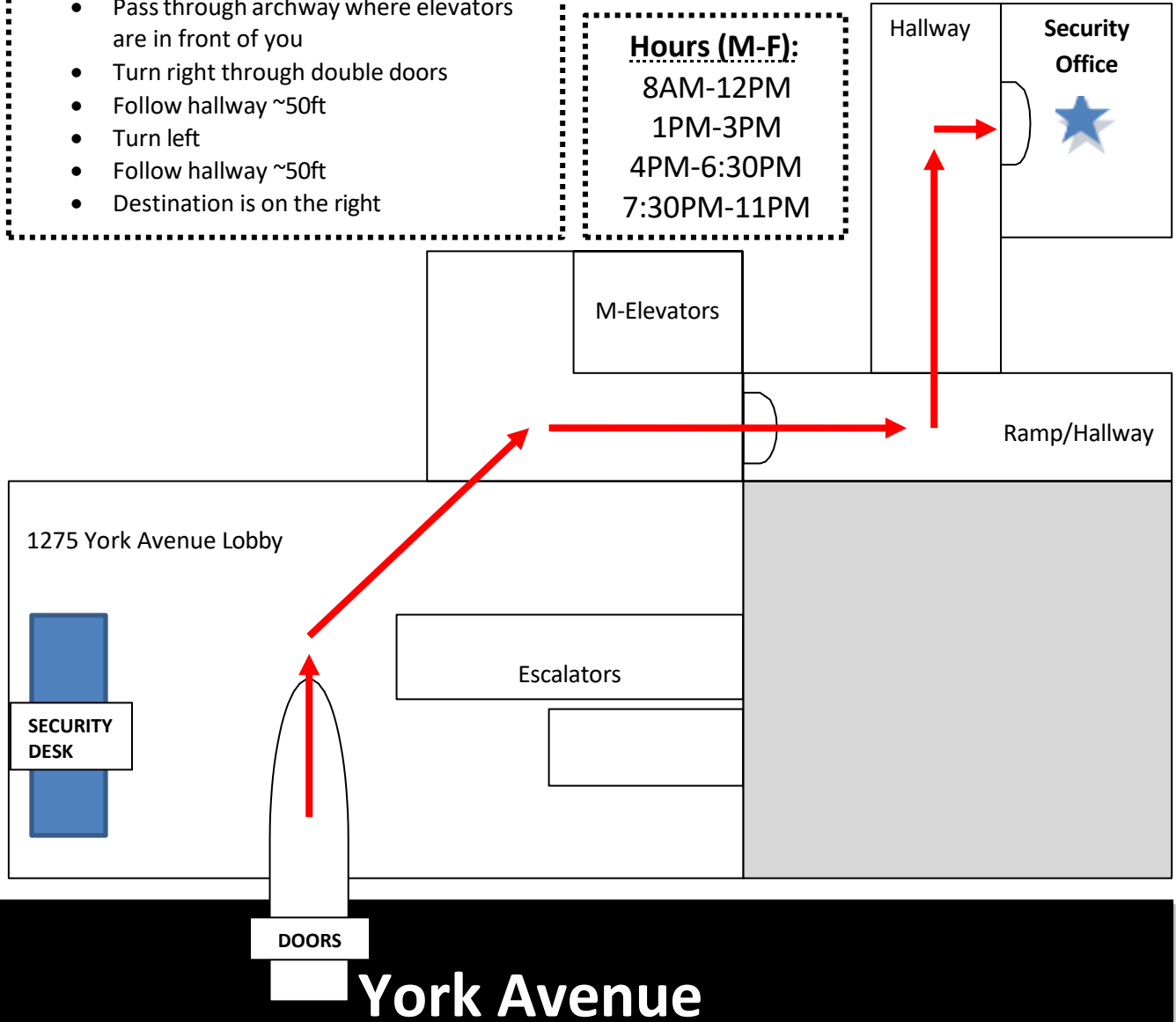
67th Street

Directions:

- Enter doors at 1275 York Ave
- Bearing right through the lobby, pass the security desk and escalators
- Pass through archway where elevators are in front of you
- Turn right through double doors
- Follow hallway ~50ft
- Turn left
- Follow hallway ~50ft
- Destination is on the right

Hours (M-F):

8AM-12PM
1PM-3PM
4PM-6:30PM
7:30PM-11PM



MSK ID PROCESSING HOURS

Location: Main Campus 1275 York Avenue C-G43

Monday to Friday: 8:00am to 12:00pm

1:00pm to 3:00pm

4:00pm to 6:30pm

7:30pm to 11:00pm

Click here for: [MSK Security Information](#)

Security

» ID badge to be worn at all times. Employee must report loss of ID to Manager.

» Maintain locked doors on storage areas.

» Please report suspicious visitors/events to security in a timely fashion.



Personal Safety

- Always be aware of your surroundings.
- Report any suspicious activity or individuals to hospital security immediately.
- If possible, walk in groups when leaving the hospital during late hours.

Protecting Personal Belongings

- Never leave personal belongings unattended.
- Use hospital-provided lockers or safe storage facilities when available.
- Keep small valuables at home if they are not essential to your visit.

Familiarize Yourself with Safety Exits

- In case of an emergency, remain calm and follow instructions from hospital staff.
- Know the locations of emergency call buttons or intercoms.

Digital Safety

- Use the hospital's public Wi-Fi responsibly. Avoid accessing personal accounts or conducting sensitive transactions.
- Be wary of phishing attempts or suspicious emails if using hospital computers.

Feedback and Reporting

- Use the appropriate channels to give feedback or report concerns about security measures.
- Your feedback can be essential for continuous improvement in security measures.

FIRE SAFETY

Please review the full fire safety manual [here](#).

What do I do if...		MSK Main Campus 1275 York Avenue New York, NY 10065	
I see smoke or fire?		I have to use a fire extinguisher?	
Rescue: Rescue anyone in immediate danger		Pull the pin	
Alarm: Activate pull station		Aim at the base of the fire	
Confine: Close all doors		Squeeze the handles together	
Evacuate or Extinguish:		Sweep from side to side until the fire is completely out	
1. Follow building fire safety plan			
2. Listen for announcements			
3. Evacuate horizontally if possible			
ASSEMBLY AREAS:		I'm in an active shooter situation?	
1. St. Catherine's Park		Run / Hide / Fight	
2. Rockefeller Auditorium		When safe to do so, CALL 911	

Memorial Sloan Kettering Cancer Center		MSK Main Campus 1275 York Avenue New York, NY 10065	
During Emergencies		Important Contacts:	
CHECK If on duty, report to your supervisor	POLICE: Dial 911	SECURITY: 212-639-7866	RADIATION SAFETY: 212-639-7391
CALL If delayed to work, contact your supervisor	FIRE & EMS: 212-639-6000 then dial 911	MAIN EMERGENCY OPERATOR: 212-639-6000	HELP DESK: 646-227-3337
COME Report to work for your scheduled shift	HICS COMMAND CENTER: Primary (M-107): 212-639-2222 Backup (RRL-116): 212-639-3229	EMPLOYEE EMERGENCY INFORMATION: 646-888-4636	FACILITIES: 212-639-7850
	EMPLOYEE HEALTH: 646-888-4000	INFECTION CONTROL: 212-639-7814	BIOMEDICAL ENGINEERING: 212-639-8370
			ENVIRONMENTAL HEALTH & SAFETY: 646-888-2280

FUNCTION & FASHION


Communicating with your I.D.


Wearing your I.D. card identifies you as an MSK employee and is helpful to patients and visitors who are seeking assistance.

At a glance

A quick scan of your I.D. and visitors see:

Name LASTNAME, FIRST
DEPARTMENT

Photo 

'Flu Fighter' decal should be visible 

Title or Department

Wearing tips

- › Wear an approved MSK lanyard or ID holder, which are available at the Security office in Memorial Hospital.
- › Wear your ID card above the waistline, just below chest level
- › Always prominently display your ID card when entering an MSK facility – even during inclement weather.
- › Contact Security immediately, if your ID card has become damaged, lost or stolen.

securitd@mskcc.org

Security Office

Hundreds of people visit Memorial Hospital each day. Ensuring our patients and visitors have the best experience possible during their stay is important to everyone. We can improve on that experience for everyone the minute we walk in the front door — by proudly displaying your MSK ID lanyard/clip. Wearing your MSK ID lanyard/clip helps identify patients and staff when they're in the building — which helps us reach out to those who might need assistance, need directions, or have a question. Wearing your MSK ID lanyard/clip in plain sight helps us keep our locations running smoothly and securely. While at work, please wear your ID/badge in a way that makes it visible to both your colleagues and our patients. If you need a new lanyard or clip, please email at securitd@mskcc.org or call 212.639.7866 or stop by the Security office on the ground floor of Memorial Hospital.

MSK Security- Frequently-Asked Questions (and Answers)

What are the hours of the Security Department?

The Security Department is open 24hrs / 7 days a week

What happens if I loss my ID card?

Notify your Manager or Supervisor of a lost ID card. Your Manager, Supervisor, or you should contact the Security Department immediately to deactivate the ID card.

How do I replace my ID card?

Have your Manager or Supervisor email the Security Department at securitd@mskcc.org requesting a new ID.

What is the Smoking Policy?

Employees, ambulatory patients, visitors, volunteers, vendors, students, trainees, and any other individuals conducting business with Center employees on Center premises are prohibited from using tobacco products within any Center building, on any sidewalk, within any courtyards and/or any property surrounding all sites that are owned and operated by MSKCC (including research facilities and the regional network) and within 15 feet of any entrance or exit (including loading docks, parking garages and parking lots) of all work sites that are leased by the Center. The aforementioned sites will be referred to collectively as "MSI Center Campuses".

Cigarettes, cigars, pipes and all other smokeless tobacco products are prohibited from use within and on all MSK Center Campuses. Electronic cigarettes are prohibited from use within all MSKCC facilities. The FDA does not recognize this product as an approved smoking cessation device.

What are the visiting hours for patient visitor?

Visitors are welcome throughout the day on all adult inpatient units between the hours of 6 AM-10 PM, on inpatient pediatrics between 8 AM-8:30 PM and in the ICU between 11 AM-7 PM. Unit visiting hours vary based on patient age group, acuity and unit operations.

How do I report a suspicious person or package?

Notify your Manager, Supervisor, and the Security Department immediately (extension# 7866.)

Where is the Lost and Found Department?

The Lost and Found Department is located in the Security Department at the Main Campus, room C-G-43. Regional and Off-site locations have made arrangements to receive lost and found property at their specific locations.

Please see the Administrator or when applicable the Security Manager to report lost or stolen property.

I was recently stopped by a guard as I was exiting the institution with property; what is the property removal policy of the institution?

Anyone removing material from the Center's premises, either on a permanent or temporary basis, is required to obtain a signed [Property Removal Authorization Forms](#) for presentation to Security Department personnel. Security Department Personnel are authorized to ask for Property Removal Authorization Forms and to inspect all materials being removed from the premises. The Security Department is the only department authorized to requisition Property Removal Forms. Duplicating forms or issuing forms not approved by the Security Department is prohibited.

How do I change my information on my ID card?

In order to change the information on your ID card (e.g. name, title, department) you must first notify Human Resources and be guided by their directions. Upon approval the Security Department will issue a new ID card.

What do I do if I keep receiving harassing phone calls?

Notify your manager immediately and have he or she direct you to the Security Department to file a Security Incident Report.

How do I report an incident that occurred on my floor?

Notify the Security Department at (212) 639-7866 and a Security Officer will assist you in filing a Security Incident Report.

What is the purpose of preparing an Incident Report with Security? A Security Incident Report serves as a record detailing the facts of an incident that has occurred. It assists in the deterrent of crime and is an essential tool in the investigative process of an event.

MEMORIAL SLOAN KETTERING CANCER CENTER
Administrative Policy and Procedure #3304

Title: Disorderly or Unauthorized Persons on the Premises Section:

3300 - Visitors

POLICY

The Center reserves the right to request disorderly or unauthorized persons to leave the premises and, should such request be refused, to have the individual(s) escorted from the premises by a Security officer.

PROCEDURE

1. Employees should report immediately all suspicious or disorderly individuals on the premises to the Security Office, at (212) 639-7866.
2. A Security officer will request politely that the individual leave the premises.
3. If the individual refuses to leave, a Security officer is authorized at the direction of a supervisor or above to take appropriate steps to have the individual escorted from the premises.

REFERENCE

[Policy and Procedure #3301](#)

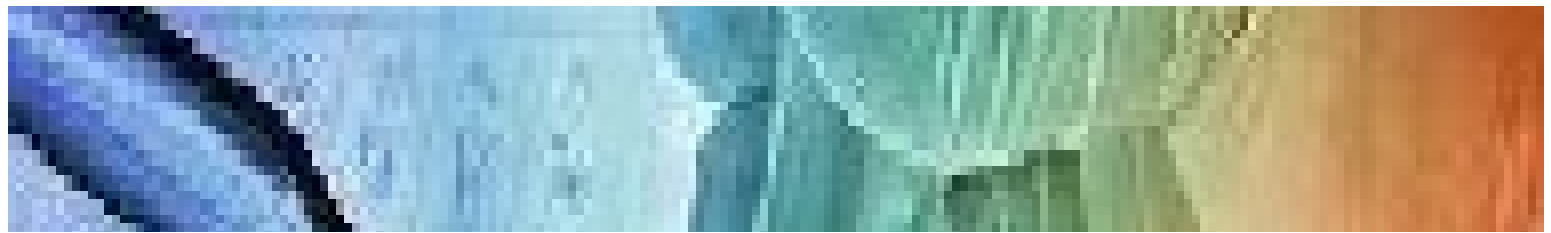
Title: Lost and Found
Section: 3300 - Visitors

POLICY

All articles found on Center property must be deposited with the Security Department which is assigned the responsibility for holding and disposing of lost and found articles.

PROCEDURE

1. Promptly report and/or deliver any lost or found article to the Security Department.
2. Upon proper identification, lost and found articles deposited in the Security Department will be returned to the owner.
3. After a reasonable time, depending upon value and Security Department space requirements, unclaimed cell phones will be donated to the local police precinct for redistribution, unclaimed articles of clothing will be destroyed by the Security Department, and remaining articles (e.g., jewelry, electronics) shall either be sent to an appropriate charitable organization for disposition or destroyed.
4. Any item valued over \$500.00 is sent to the Police Precinct. Cash after 90 days is deposited in the general fund of Memorial Sloan Kettering Cancer Center.
5. The Security Department will keep a list for at least 18 months of all unclaimed property which has been disposed of or sent to a charitable organization.



From Environmental Health & Safety ([EHS](#)): Unsafe Lab Attire

It is true, summers are getting hotter and more humid. In dealing with this new reality, it is incredibly important to remember the principles of proper lab attire. Regardless of the outside temperature, all individuals have a responsibility to protect themselves to maintain a safe laboratory environment, and this begins with wearing proper lab attire.

Key Components of Proper Lab Attire

1. Eye Protection
2. Gloves
3. Protective Lab Clothing
4. Lab Coats
5. Closed-Toe Shoes



For more information, please read on and also **review** MSK's Lab Attire PPE Policy [here](#).

Please remember that clothing should cover the skin and socks should always cover the ankles. This is to prevent exposure to laboratory materials you may inadvertently encounter in the event of an accident. Shoes must be non-absorbent and should cover the entire foot. Perforated, open-toe or open-heel shoes, sandals, high heels, or clogs are not permitted in laboratory spaces at MSK. Depending on the type of work being conducted, additional personal protective equipment (PPE) may need to be donned. All individuals at minimum must wear a properly fitted lab coat (fully buttoned). When operating any type of machinery that may potentially pose a safety hazard, please remember to not wear loose fitting clothes, or items that can potentially get caught in equipment. Examples include loose clothing, neckties, lanyards, and dangling jewelry. Also, long hair should always be tied back and away from the face and experiment(s) being performed.

1. Eye Protection

- a. Goggles—Wore whenever there is a risk of chemicals splashing, handling cryogenics, and handling glassware or liquids at high temperatures.
- b. Face Shields—Wore when there is a risk of blood borne pathogen exposure due to splashing, working with explosive compounds, glassware that's under elevated or reduced pressure, and potential high hazard substance splashes. May be used in conjunction safety glasses or goggles.
- c. Safety glasses with side shields - Worn when there is risk of a physical hazard(s), such as flying objects.

2. Gloves

- a. Nitrile—Worn whenever working with hazardous chemicals. Should serve as baseline for laboratory work.
- b. Latex—Should ONLY be used when working with biological materials. Do not prevent dermal exposure to hazardous chemicals.
- c. Specialized—Butyl, thermal, or cut resistant gloves, may be needed depending on the type of work. Please contact EHS for more information.

3. Protective Lab Clothing

- a. Long pants—MUST always be worn inside of the laboratory.
- b. Shorts, skirts, or any revealing clothing do not prevent dermal exposure from splashes, airborne contaminants, and accidental spills.

4. Lab Coats

- a. Standard Lab Coats - Always worn in the lab.
- b. Flame Resistant Lab Coats - Used for laboratory work involving pyrophoric as defined in the Laboratory Chemical Safety Policy.
- c. Lab coats - Protect against dermal exposure, prevents your clothes from becoming contaminated, and helps to reduce the number of outside contaminants in the laboratory environment.

5. Closed-Toe Shoes

- a. Closed-toe, non-absorbent shoes – MUST always be worn inside of the laboratory
- b. Prevents against physical and chemical exposure by protecting against any materials that may accidentally be dropped on the foot.
- c. Shoes should cover the entire foot and be made of a material that is not porous (i.e., no mesh or cloth that can allow substances to leak through).

Please remember the importance of keeping yourself safe. Research laboratories have the potential to cause life altering injuries and even death. Everyone has a responsibility, to protect themselves, which starts by making sure that individuals are properly dressed while working in laboratory research settings at MSK.

Are You Protected in The Lab?

MSKCC Policy requires proper attire for all who work in the lab and the use of Personal Protective Equipment (PPE) when handling hazardous materials.

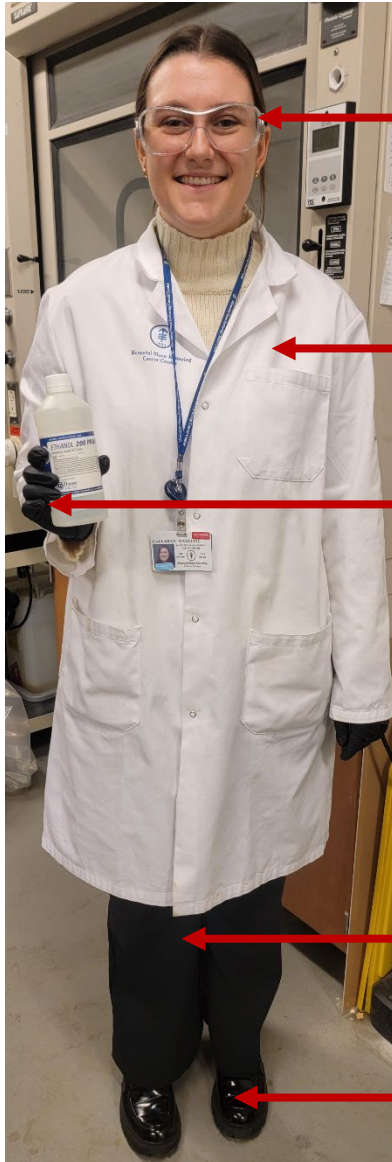
NOT PROTECTED

- ✗ - Eyeglasses
- ✗ - Sunglasses

- ✗ - Unbuttoned lab coat
- ✗ - Sleeves rolled up
- ✗ - Lab coat material incompatible with hazards

- ✗ - Glove material incompatible with hazards

- ✗ - Clothing that does not fully cover legs, such as, shorts, short skirts etc.
- ✗ - Shoes that do not fully cover feet, such as sandals



PROTECTED

☒ Eye Protection

☒ Lab coat (buttoned)

☒ Gloves

☒ Covered legs

☒ Fully covered shoes

When - At a minimum, safety glasses are required when handling hazardous materials; when there is a splash risk, use safety goggles and add face shield as needed

Why - Mitigates impact such as exploding glassware or hazardous material exposure and prevents eye injury

When - During work with hazardous materials (chemical, biological, radiological)

Why - Protects skin from hazardous materials, and prevents contamination, burns, injuries, absorption

When - **AT ALL TIMES** in the lab, from point of entry

Why - Protects from accidental spills, splashes of hazardous materials, and shattered glass; prevents contamination, burns, injuries



4. Mandatory Trainings

- Complete mandatory trainings modules in Saba



MSK'S Mandatory Courses with Saba

On-line Courses -Please note you will only be able to complete the mandatory trainings after your email and PING ID is activated.

My Learning with Saba at <https://msk.sabacloud.com/>

Memorial Sloan Kettering's online Learning Hub consists of online courses that cover regulatory compliance topics (see table below).

You will receive an e-mail from My Learning within three business days of your start date informing you of the courses that you are required to complete and the deadlines for completion. **Go to My Courses.**

You are required to complete the courses listed below (1-10) days within your SEP internship start date.

1. **Safety & Emergency Preparedness**
2. **Code of Conduct**
3. **Keeping Data Safe**
4. **Privacy Basics**
5. **Respect in the Workplace**
6. **Equality, Diversity, and Inclusion**
7. **Laboratory Safety Training**
8. **Biological Safety Training**
9. **Annual Laboratory Radiation Safety Training**-For this online training you need to search for the course title, "Annual Laboratory Radiation Safety Refresher Training", enroll then complete. This course will provide an overview of radiation safety requirements in the laboratory environment.
10. **Additional Required Laboratory Training** (see online calendar)

If you do not see these courses listed after you follow the steps on completing/ finding the courses-please notify Vicky Baudin at OETHSPROGRAMS@mskcc.org

MSK Saba Modules Training Steps

Step 1: CONNECT TO MSKCC OFFICE: Type into web browser <https://mskoffice.mskcc.org/>

Step 2: CLICK ON MSK Workday icon:














Memorial Sloan Kettering Cancer Center


OneMSK
ANYWHERE


TABLE OF CONTENTS REMOTE ACCESS HUB


Quick Launch

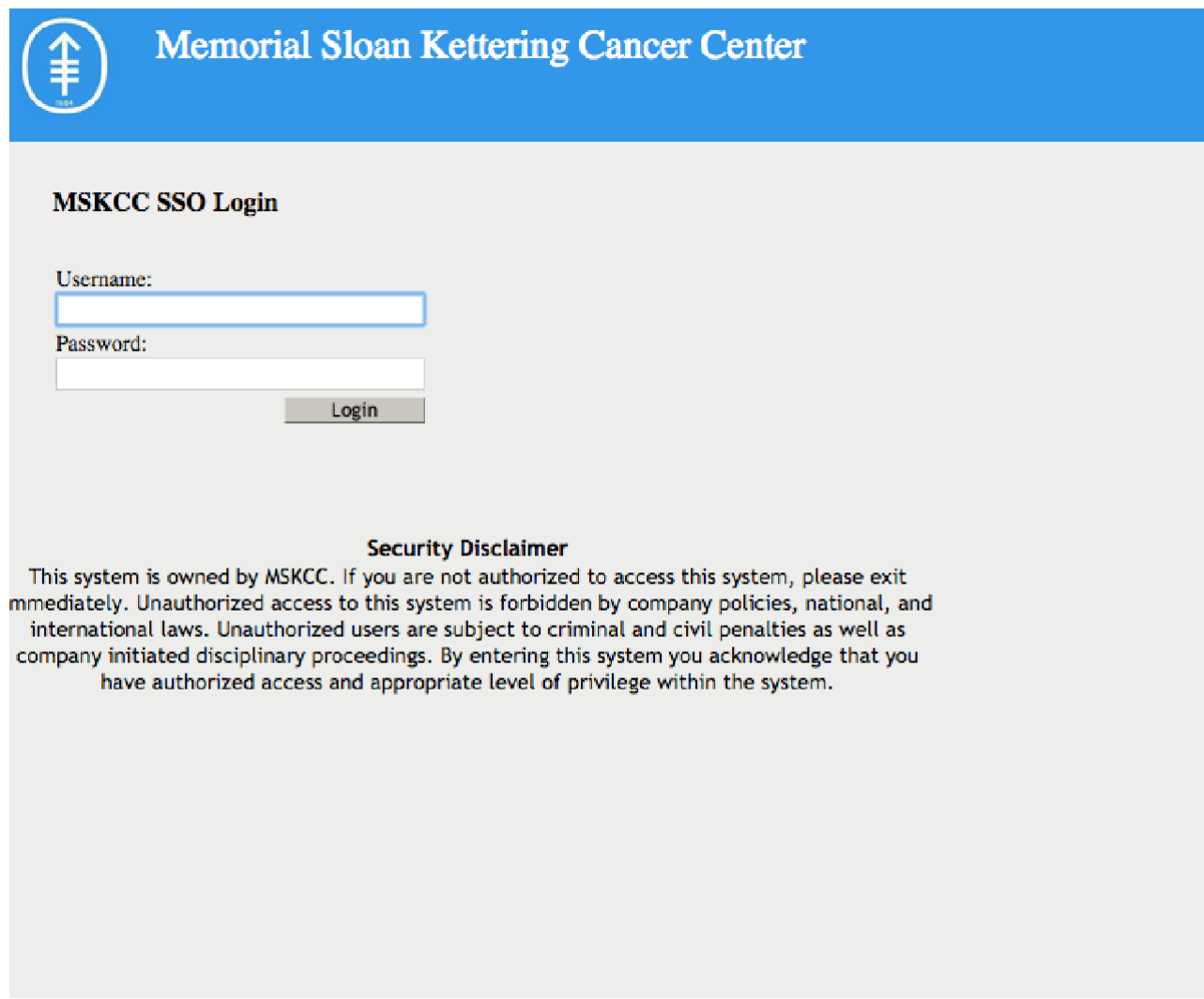
OneMSK News

 **Join BLAM for a Exhibition**
Enter the raffle by... to win a complimer yesterday

 **Remembering**
We extend our dee Kerry's family, frien during this difficult yesterday

 **Traffic Alerts Ne Nassau, 6/3 – 6**
From June 3 to Jun near MSK Nassau closed. yesterday

Step 3: LOG IN TO WORKDAY USING YOUR USERNAME AND PASSWORD



The image shows the MSKCC SSO Login page. At the top is a blue header with the MSKCC logo (a stylized 'M' with an upward arrow) and the text 'Memorial Sloan Kettering Cancer Center'. Below the header, the page has a light gray background. The main heading is 'MSKCC SSO Login'. Underneath, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field is a white box with a blue border. The 'Password:' field is a white box with a gray border. To the right of the 'Password:' field is a gray 'Login' button. Below the login fields is a 'Security Disclaimer' section. It starts with the heading 'Security Disclaimer' and followed by a paragraph of text.

MSKCC SSO Login

Username:

Password:

Login

Security Disclaimer

This system is owned by MSKCC. If you are not authorized to access this system, please exit immediately. Unauthorized access to this system is forbidden by company policies, national, and international laws. Unauthorized users are subject to criminal and civil penalties as well as company initiated disciplinary proceedings. By entering this system you acknowledge that you have authorized access and appropriate level of privilege within the system.

USER ID: You can use email username (everything before @mskcc.org)

Password: Type your password

Step 4:
Click on
"View all Apps"

Welcome

It's Thursday, May 26, 2022

Awaiting Your Action



Set Goals: Ro

Inbox - 5 month(s) ago

[Go to All Inbox Items \(1\)](#)

Timely Suggestions



You Have a New Payslip

Review your payslip information to ensure accuracy

[View Payslips](#)



Keep Your Emergency Contacts Updated

We would like you to review your Emergency Contact Information and ensure it's up to date.

[Update Contacts](#)

Quick Tasks

My Payslips

Time Off Balance

My Goals

[View All Apps](#)

Announcements



Changes to Workday

You may notice that your Workday experience looks a t



My Covid -19 Vaccination Details

Click the link to view Covid-19 vaccination details. The Corit



Need Help?

[← Back to Menu](#)

Edit Apps (21) ?

A max of 20 Apps can display in your menu at once.

Benefits

Pay

My Health Requirements

Internal Jobs

My Open Positions

Learning Hub

Team Time Off

My Open Job Requisitions

My Help

Step 5: Click on
"Learning Hub"

Allocation for Create Position: SCIENTIFIC EDUCATION

[View Payslips](#)

to ensure accuracy


cts Updated

Emergency Contact Information and

[Update Contacts](#)

← Learning Hub

Learning Hub

Click here to access the Learning Hub, our single digital portal for online learning across MSK. To access Saba (formerly My Learning), navigate to the "Useful Links" section on the "Home" page of the Lear... 



Click here to access the Learning Hub, our single digital portal for online learning across MSK. To access Saba (formerly My Learning), navigate to the "Useful Links" section on the "Home" page of the Learning Hub.



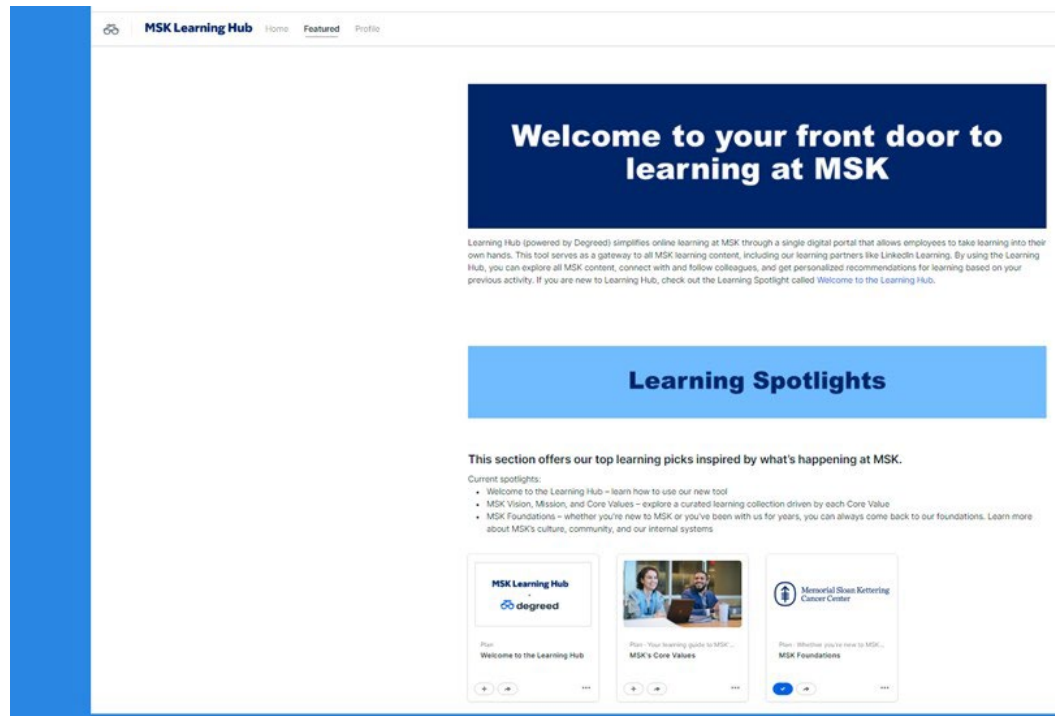
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System Status: Your system will be unavailable for a maximum of 3 hours during the next Weekly Service Update; starting on Friday, May 26, 2023 at 11:00 PM PDT (GMT-7) until Saturday, May 27, 2023 at 2:00 AM PDT (GMT-7).

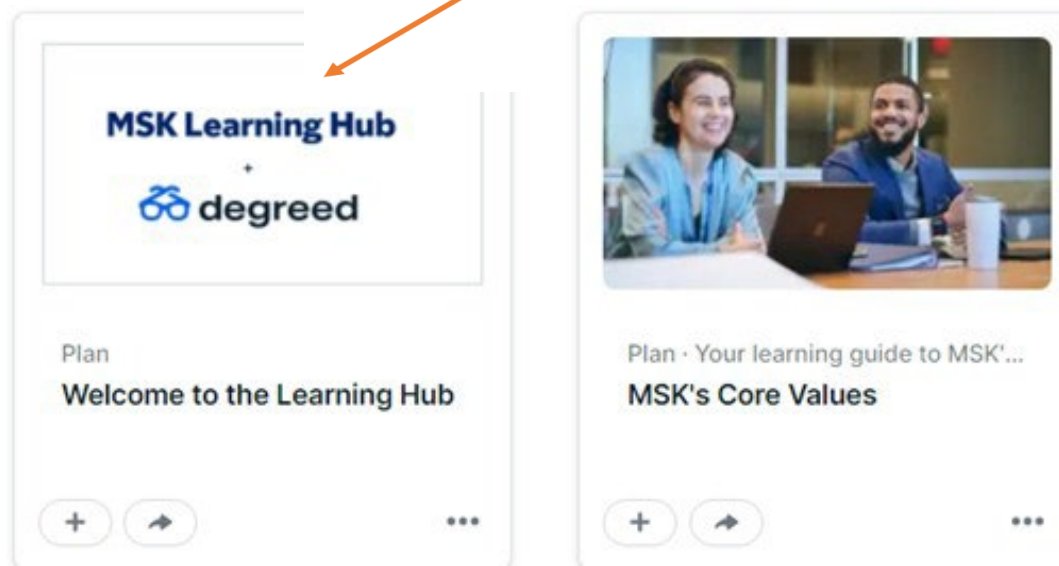


Step 6: Click here

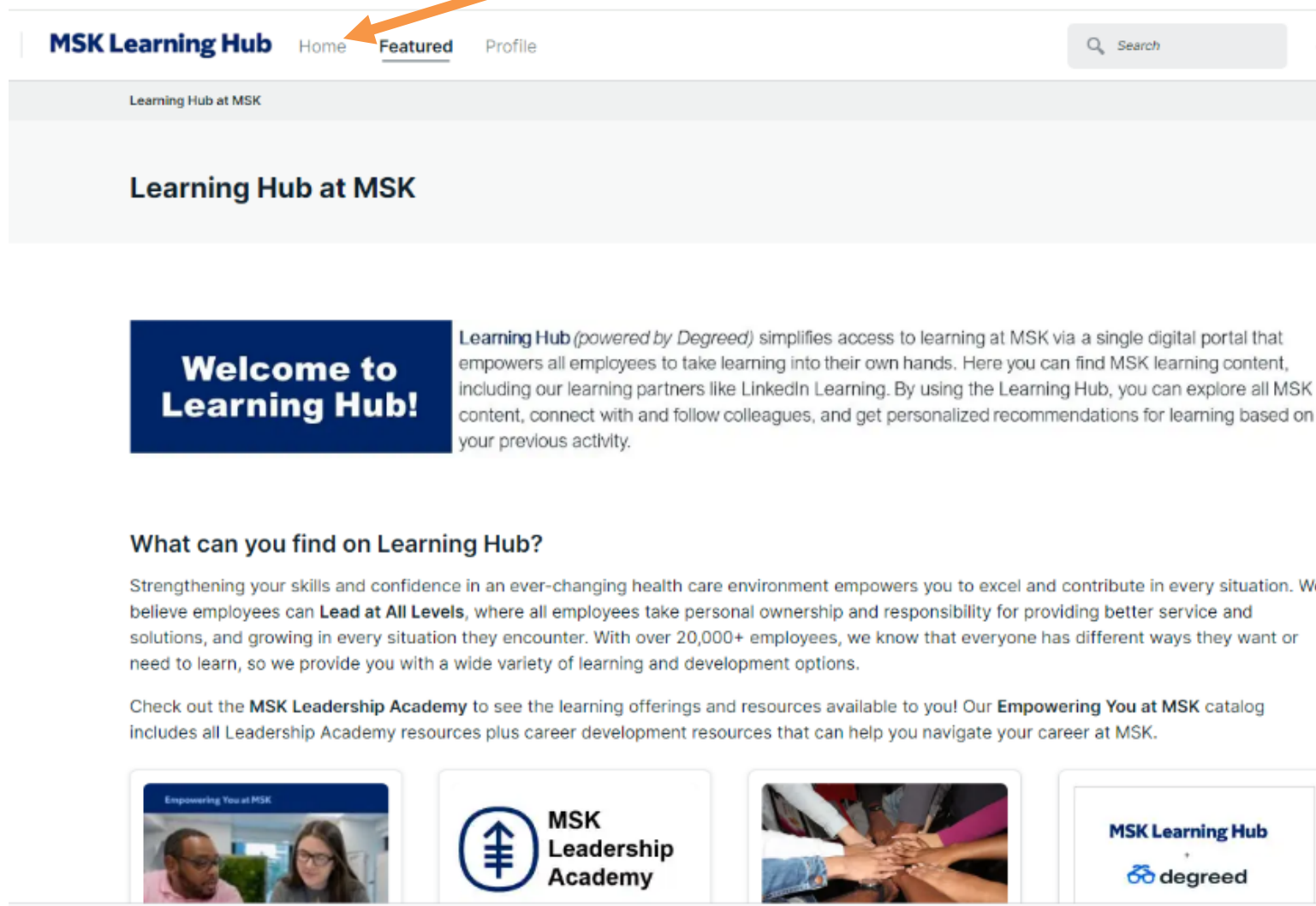
This is the page you will see...



Step 7: Click here



This is the page you will see... click on Home



The screenshot shows the MSK Learning Hub interface. At the top, there is a navigation bar with the MSK Learning Hub logo, tabs for Home, Featured, and Profile, a search bar, and a plus icon. Below the navigation bar is a header section with the text 'Learning Hub at MSK'. The main content area features a large blue box with the text 'Welcome to Learning Hub!' and a paragraph explaining the Learning Hub's purpose. Below this is a section titled 'What can you find on Learning Hub?' with a paragraph about the health care environment and learning opportunities. At the bottom, there are four tiles: 'Empowering You at MSK' with a photo of two people, 'MSK Leadership Academy' with a logo, a photo of hands stacked together, and 'MSK Learning Hub + degreed' with the degreed logo.

MSK Learning Hub Home **Featured** Profile +

Learning Hub at MSK

Welcome to Learning Hub!


Learning Hub (powered by Degreed) simplifies access to learning at MSK via a single digital portal that empowers all employees to take learning into their own hands. Here you can find MSK learning content, including our learning partners like LinkedIn Learning. By using the Learning Hub, you can explore all MSK content, connect with and follow colleagues, and get personalized recommendations for learning based on your previous activity.


What can you find on Learning Hub?

Strengthening your skills and confidence in an ever-changing health care environment empowers you to excel and contribute in every situation. We believe employees can **Lead at All Levels**, where all employees take personal ownership and responsibility for providing better service and solutions, and growing in every situation they encounter. With over 20,000+ employees, we know that everyone has different ways they want or need to learn, so we provide you with a wide variety of learning and development options.

Check out the **MSK Leadership Academy** to see the learning offerings and resources available to you! Our **Empowering You at MSK** catalog includes all Leadership Academy resources plus career development resources that can help you navigate your career at MSK.


Empowering You at MSK


 **MSK Leadership Academy**



MSK Learning Hub
+ degreed

Step 8: On the left side bar, click on "Assignments"

 **MSK Learning Hub** [Home](#) [Featured](#) [Profile](#)



20.6 pts

Focus Skills 0/4 +
Add Focus Skills you're actively developing to receive personalized content recommendations.

Discover

Assignments 1

Saved


Shared

Pathways


Plans

Groups


Monthly Activity

 Items Viewed


 0

 Completions


 0

 Points Earned


 0
[All activity >](#)


 **Assignme**
If you are i
My Learnin

Discover
Continue Learning


 **Memorial Sloan
Cancer Center**

Plan · Whether you're new
MSK Foundations






**Trending Within
Memorial Sloan Ketteri**

 **Jillian Olmeda** and 937 c
this

Use search bar at top right to search for courses



MSK Learning Hub

[Home](#)[Featured](#)[Profile](#)

Search

laboratory radiation

TypeProviderDuration☐ Memorial Sloan Kettering Cancer Center EndorsedMore Filters

Results 1-20 of 41Sort by Most Relevant

CourseInternal

Annual Laboratory Radiation Safety Training

Annual Radiation Safety Training

☒ Mark Complete

Course30 minutesInternal

Radiation Injury Treatment Network

This training module covers Memorial Sloan Kettering's responsibility as a Radiation Injury Treatment Network Hospital

☒ Mark Complete

Skills

Mediation+

Aviation+

People

Pierre-Jacques Hamard
Molecular Biology, Project Planning, Cancer Biology,...+

Groups

There are no related Groups results found.

Required Regulatory Training (formerly MLP) Regulatory

Required Regulatory Training comprises online courses that cover a subset of regulatory and compliance-related topics to which our workforce is subject and conveys important information on MSK's policies and standards. Required Regulatory Training courses are required as assigned for MSK employees and affiliates and must be completed within 60 days of hire and during the annual open window.

Please complete your assigned courses by their due date!

To access your training, login to the Learning Hub at MSK [here](#) and select Training 2024.

Required Regulatory Training courses are assigned by managers via a Training Assignment Questionnaire in My Learning. The Training Assignment Questionnaire is used to assign the appropriate Required Regulatory Training courses to staff. These courses cover regulatory and compliance related topics.

My Learning generates emails to individuals alerting them of the courses they are assigned to take. Reminder emails are sent until all of the required courses have been completed. Managers receive monthly emails with the names of their direct reports who have overdue courses.

Those who are new to MSK, transferring to a new role within MSK, or returning to MSK after 2+ years are required to review the full content for each assigned course. All others are given the option to demonstrate knowledge of the content for each assigned course and "test out" of some or all of the course. For those who select the "test out" option, for questions answered correctly, individuals are exempt from taking the corresponding section of the course module. For any question(s) answered incorrectly, individuals are taken to the applicable section of course content to review and ensure they understand the content.

Your Role

Timely completion of Required Regulatory Training is essential for each member of the MSK community to contribute to a safe, compliant, and ethical workplace, as well as critical for ensuring MSK's compliance with requirements and standards to which we are subject as a healthcare institution and recipient of government funding.

What Resources and Support Are Available?

If you cannot find the Required Regulatory Training course in Learning Hub, go to My Courses in [Saba](#)

System/Technical/Learning Hub questions: Contact HR Resource Center at hrrc@mskcc.org | 646-677-7411 (x129-7411)

Assignment or content questions: Contact Compliance at compliancetraining@mskcc.org

What is Required Regulatory Training?

Required Regulatory Training (formerly MLP) comprises online training courses that meet various regulatory requirements, including federal, state, and local laws, and Joint Commission standards.

Some training is required of MSK's entire workforce, while some is required of a subset based on role (as informed by managers' completion of assignment questionnaires for employees). Training frequency is dictated by applicable requirements (some training is required annually, some at other frequencies).

MSK provides and ensures annual completion of ongoing required regulatory training during this defined open window each year (with new hires during the year having 60 days to complete their training).

5. Code of Conduct

- MSK HR POLICIES



Memorial Sloan Kettering Cancer Center

CODE *of* CONDUCT



Memorial Sloan Kettering
Cancer Center

MSK's CODE OF CONDUCT

The MSK Code of Conduct is designed to set the institution's standards and to serve as your guide to appropriate conduct at work. We provide patients with the best care available as we work to discover more effective strategies to prevent, control, and ultimately, cure cancer. None of this happens successfully without adherence to the highest standards of ethics and integrity. Everyone at MSK — our employees, Board members, volunteers, vendors, contractors, students, and consultants — plays an important role in upholding these standards in everything we do.

How to Use the Code of Conduct

The MSK Code of Conduct describes the governing principles and standards of conduct for everyone associated with Memorial Sloan Kettering. At the end of each section, you will find question-and-answer scenarios that describe situations you may experience while working at MSK. You will also find a resources section, which includes links where you can find additional information on OneMSK, contact information for MSK departments to answer questions, and related policies and procedures. It is your responsibility to read and understand specific policies and procedures that affect you and your job.

Attestations

Employees attest to understanding of -- and agreement to comply with -- MSK's Code of Conduct upon hire and on an annual basis during Required Regulatory Training. Compliance with the Code of Conduct is also a component of annual performance reviews.

We urge you to download and review the MSK Code of Conduct [here](#) .

6. Abstract & Poster info



2025-2026 SCIENCE ENRICHMENT PROGRAM

POSTER SESSION INFORMATION

The purpose of this poster session is to provide students with an opportunity to exhibit their research findings, experimental breakthroughs, project updates, and real lab experiences with family members, teachers, and MSK faculty. This will be an interactive session where students will be available to discuss their work and attendees are given the opportunity to browse other student's posters as well as ask questions.

**Friday, August 21, 2026
10:30 AM to 1:00PM
Zuckerman Research Center - Auditorium
417 East 68th NY, NYY 10065
Appetizers and beverages will be served**

Poster Guidelines

A successful poster is not created overnight. Preparing a well-organized, visually-pleasing poster requires you to plan well in advance. First, determine what type of poster you will create. Next, gather your data and decide what information to include. Speak to your mentor regularly about your project and the outline for your poster. Lastly, create the text and graphics. Remember to consider how these work together and then format your poster accordingly.

- I. Your poster must contain the following components: Title, Abstract, Background Objectives, Methods, Results, and Conclusion.
 - a. Title: The title of your poster should be descriptive of your research and should appear at the top (or high up on the poster) in large letters. Below the title put your name and the names of all those who made significant contributions to the project
 - b. Abstract: Include a concise summary of your project—approximately 200-300 words in length—that will be easily understood by all audiences.
 - c. Background: This section explains the justification for the study and describes previous research upon which your project has been based.
 - d. Objectives: Describe the purpose in conducting the study. This can be in the form of specific research questions or hypotheses.
 - e. Methods: Explain the methods and strategies used to carry out your project.
 - f. Results: Include text, tables and/or figures.
 - g. Conclusion: Draw legitimate conclusions instead of speculations, and discuss the next step for the study if it were to continue.
- II. We suggested you use an overall poster size of 42W X 48H to accommodate poster boards which will be 60W x 72H. This is a standard size, and your mentor can help with this. You will lay out your entire poster on this slide.
- III. **Please email a PDF copy of the poster by August 14, 2026 by 9am to OSETHSPROGRAMS@mskcc.org for printing.**

7. Additional Information

Program & Intern Contact List



Contact Information

Mailing Address

1275 York Avenue
New York, NY 10065

Physical Address

Zuckerman Research Center
417 East 68th Street
Suite 677
New York, NY 10065

Program Contact:

- Tel 646.888.2013
Email OETHSPROGRAMS@MSKCC.ORG

Please do not forget to return your ID!

On your last day on-site, you will need to hand your ID Badge to the security office.



**Memorial Sloan Kettering
Cancer Center**