

# LIFE ON THE FARM

# ***STANFORD UNIVERSITY MEDICAL CENTER***

## ***STANFORD HOSPITALS & CLINICS***

### ***House Staff Guide To The Farm***

***NOTE: STANFORD HOSPITAL & CLINICS  
DOES NOT ENDORSE ANY OF THE  
AGENCIES OR BUSINESSES LISTED IN THIS  
MANUAL***

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## **ADMINISTRATION, OFFICE OF GRADUATE MEDICAL EDUCATION:**

The Office of Graduate Medical Education is located on the fourth floor of the Stanford University Hospital (HC435) adjacent to the on-call quarters. The telephone number is 650/723-5948. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

This office is responsible for orientation, contracts, payroll, enrollment in health and dental plans, California physicians licensure, visas for foreign medical graduates, distribution of education benefits, maintenance of the on-call quarters, maintaining accreditation files on residency programs and preparation of the interns and residents count for the cost report.

The office staffs the Graduate Medical Education Review Committee and the Chief Residents' luncheons.

The staff will assist with housing, health insurance claims, student loan deferments, and general questions/problems.

**DIRECTOR:** Ann M. Dohn

**STAFF:** Betty J. Pasion  
Todd Myers  
Brett Toensing  
Robbin Bankston

\* \* \* \* \*

## **CALIFORNIA PHYSICIANS LICENSURE:**

Under current California law, graduates of approved U.S. medical schools must be licensed by the first day of their third year of residency training. They may apply for initial licensure upon completion of the internship year.

License applications are available on the Medical Board of California website, [www.medbdca.gov](http://www.medbdca.gov). The L-3A (certification of internship for Stanford interns) and the L-4 (certification of training) forms are completed in the GME Office. ***Please do not have your departments complete these forms.***

At this time the cost of initial California licensure is \$805. Residents are expected to obtain their initial license by September 1st of their PGY II year. The Office of Graduate Medical Education will reimburse \$805 towards the cost **after** receiving a copy of your wallet license. Stanford interns may receive reimbursement of partial fees (\$505 application fee) if the application is given to the GME Office for mailing prior to March 1<sup>st</sup> of the internship year. If you have completed 2 years of U.S. residency you must have a valid California MD license before you commence training at Stanford. There is no longer a year of grace period for individuals relocating to California training programs.

The licensure procedure can take six months once the application is received in Sacramento. Failure to obtain a physicians license in a timely fashion can jeopardize

your residency. **Don't delay.** Please see House Staff Policies and Procedures for more information.

Graduates of international medical schools should contact the Office of Graduate Medical Education regarding license requirements.

**Note:** Every year six or so residents wait until June to apply for a license causing the Office of Graduate Medical Education numerous gray hair, inconveniencing fellow house staff who must take extra call for an unlicensed resident in July, and in general creating a mess. There are no excuses!!!!

Medical Board of California  
1426 Howe Avenue  
Sacramento, CA 95325  
(916) 263-2499  
[www.medbd.ca.gov](http://www.medbd.ca.gov)

**YOU ARE RESPONSIBLE FOR THE TIMELY RENEWAL OF YOUR CALIFORNIA MEDICAL LICENSE. YOU WILL BE SUSPENDED FROM YOUR RESIDENCY IF YOUR CALIFORNIA MEDICAL LICENSE LAPSES.**

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## **CAMPUS FACILITIES:**

House Staff are eligible to use the campus libraries, pools, and gym facilities. Campus courtesy cards may be obtained M-F, 8-12 & 1-5 in room 140A of the Old Union (725-5331). There is no discount given on tuition for courses taken on campus. You **do not** have use of the golf course with the exception of two months per year. Sign-up is in the GME Office – first come basis. Stanford does not issue courtesy cards to resident spouses.

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## **CHIEF RESIDENTS LUNCHEON:**

The Chief Residents meet on the third Tuesday of each month at 12:00 p.m. for lunch in the Bing Dining Room with the Chief of Staff and the Director, Office of Graduate Medical Education. Residents are encouraged to direct questions and problems to the group via the Chief Residents.

\* \* \* \* \*

## **COUNSELING:**

In addition to psychiatry benefits available through the health insurance, house staff are eligible for 12 free counseling sessions via the Committee of Well-Being of House Staff. Confidentiality will be maintained. Your department will receive no information from any source regarding the counseling.

For more information please call Cynthia Chatterjee, M.D. at (650) 213-8870.

\* \* \* \* \*

## **GYM, HOUSE STAFF:**

In June of 1991, Dr. & Mrs. Peter Bing presented Stanford Hospital with a gym for the use of its house staff. The facility is located on the fourth floor of the hospital in the on-call quarters. Showers are adjacent to the area.

Use of the facility is **restricted** to interns and residents. You may bring a spouse/guest to work out with you. They may only use the equipment when you are present.

The door combination is available from the Office of Graduate Medical Education.

## **LAB COATS:**

Each resident is given one white lab coat during orientation. Clean coats may be obtained in Linen Service located in room H0540 in the basement level of the main hospital.

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## **LIBRARY:**

In 1993, Dr. & Mrs. Peter Bing gave the Stanford house staff library, located in the 4th floor-on-call quarters. The library has reference texts and computers available 24 hours a day.

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## **LOAN DEFERMENTS:**

Student loan deferments are signed by the Director, Office of Graduate Medical Education. File copies of all completed deferments are maintained until the completion of your residency. **Do not** have your departments sign your loan forms.

In the Spring of 1984, many of the banks and other lenders of student loans revised their deferment forms to reflect a special status for interns and residents. These criteria have been clarified by the Department of Education, and a school can not certify an intern or resident as a full-time student unless the school: (1) receives a registration payment from the student at the start of each term; (2) maintains a current transcript on the student; and (3) evaluates the student in some way reflected on the transcript. Since Stanford meets none of the three criteria, we are unable to certify interns and residents as students.

Certain deferment forms can be signed by the Director, Office of Graduate Medical Education. Please bring or send your completed forms to this office for certification. If, for some reason, they cannot be certified we will get in touch with you.

Different loans have different deferment terms (as should have been indicated to you in your exit interview from your medical school. Please note that grace/deferment periods begin when you cease enrollment as a full-time student; hence, this period may begin

prior to your date of graduation if you were enrolled less than half-time during your last term.

**GUARANTEED STUDENT LOANS - (GSL) (FISL)**

7% loan disbursed before 10/1/81 - 9 month grace period

7% loan disbursed after 10/1/81 - 9 month grace period

8% loan disbursed after 9/12/83 - 6 month grace period

9% loan disbursed before 10/1/81 - 6 month grace period

9% loan disbursed after 10/1/81 - 6 month grace period

\*Final Regulations of the Department of Education in connection with GSL loans, published November 10, 1986 and effective in 45 days, require not only a deferment form from the institution but also "A statement from an official of an appropriate State Licensing agency that the internship program meets the provision of paragraph (g) (2) of this section." Paragraph (g) (2) required that the borrower holds at least a bachelor's degree.

**NATIONAL DEFENSE STUDENT LOANS (NDSL)**

3% loan disbursed before 10/1/90 - 9 month grace period, no deferment

3% loan disbursed after 10/1/80 - 6 month grace period followed by 2 year internship/residency

4% loan or 5% loan - 6 month grace period followed by 2 year internship/residency deferment

Even if you received an NDSL loan which qualifies for deferment, this does not fall back upon earlier loans for which there was no internship/residency deferment.

**HEALTH PROFESSIONS STUDENT LOANS (HPSL)** - Deferrable through internship and residency.

**HEALTH EDUCATION ASSISTANCE LOAN (HEAL)** - Deferrable throughout internship and residency up to 4 years; however, remember that interest is constantly capitalizing to principal.

**STUDENT LOAN SERVICE (SLS) (FORMERLY ALAS)** - Those that borrowed prior to 7/1/87 are limited to 2 year deferments for internship/residency. Those that borrowed for the first time after that date are eligible for longer deferments.

Interns and residents fall into one of two categories. Here are the categories and how we must handle your deferment forms.

- 1) Interns and residents who have not yet completed their grace/deferment period: We will complete your deferment forms as long as your status is listed as

"intern/resident", not as "full-time student." Please write the former in, if your form has no such box to check.

- 2) Interns and residents who should be in repayment status: Starting with deferment forms for the 85-86 residency year, we will not process any deferments for house staff whose grace/deferment periods have expired, and suggest that you inform your bank/school immediately that your status has changed and you are ready to begin your grace period. If you have previously used up your grace period during a period in which you were neither a full-time student nor an intern/resident, you will be required to begin payment.

**ALL:** PLEASE NOTE THAT ULTIMATELY YOU ARE RESPONSIBLE FOR INFORMING YOUR BANK/SCHOOL OF YOUR STATUS. IF YOU FAIL TO DO SO, YOU MAY BE CHARGED PAST DUE PAYMENTS, EVEN IF YOUR BANK/SCHOOL HAS NOT NOTIFIED YOU.

**FORBEARANCE:** If you feel you are completely unable to begin repayment of your loans in the amount of monthly payment due, contact your bank/school concerning procedures for being granted forbearance. Generally, you need to prove why you cannot begin repayment (which generally takes an unusual circumstance, since you knew when you contracted the loans that you would be an intern/resident with a small salary). If granted forbearance, you will usually be required to pay a monthly payment, but a lesser amount than the full amount due. If granted this status, be sure you are totally reliable in making these payments on time. You are on a tightrope status, proving your reliability monthly. **IMPORTANT:** ask for forbearance before your payments become due, in order to demonstrate your reliability. Also, the loan must still be paid in the same number of total years, so a decrease in payments for a period means an increase in remaining payments.

**DEFAULT:** Most loans which reach default status are now reported to national credit bureaus, which generally affects your credit standing for 7 years. In addition, the IRS will be deducting defaulted loans from refunds due from the 1985 tax year to reimburse delinquent student loan accounts.

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## **LOAN FUNDS:**

A small number of emergency loan funds are available through the Office of Graduate Medical Education. The maximum available is \$1,000. Loans take two days to one week to process. Call 723-5948.

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## **LONG DISTANCE ACCESS CODES:**

Each resident is assigned a long distance access code upon arrival at Stanford. The code is for **patient-care** calls only. Please do not use the access code for research or personal business. You will be asked to reimburse the hospital for all personal telephone calls.

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## **PHOTO ID'S:**

Photo ID's are provided at orientation. ***You are required to wear your badge at all times while on assignment at Stanford Hospital.*** Please make sure that it is visible at all times. Replacement name tags can be ordered from Security in the photo ID office on the first floor of Stanford Hospital (Room H0258). **You may not loan your badge to anyone.**

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## **NOTARY SERVICES:**

Betty Pasion in Office of Graduate Medical Education is a Notary Public. She can notarize hospital related documents such as medical license applications.

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## **OMBUDSPERSON'S OFFICE:**

The original proposal for an ombudsman at Stanford described the purpose of the office in this way: "The Ombudsman's task is to protect the interests and rights of members of the Stanford community from injustices or abuses of discretion, from gross inefficiency, from unnecessary delay and complication in the administration of University rules and regulations, and from inconsistency, unfairness, unresponsiveness, and prejudice in the individuals' experience."

OMBUDSPERSON: MARTHA MCKEE  
ADDRESS: MSOB x301, MC 5501  
PHONE: 498-5744

\* \* \* \* \*

## **ON-CALL MEALS:**

Residents receive \$12.50 in credit for every 24 hour period spent on call in Stanford Hospital. Call taken from home does not make a resident eligible for meal reimbursement. Your meal money may be accessed via a bar code on the back of your photo I.D. If you need to obtain a replacement ID badge you will also need to re-activate your bar code in the Dietary Office, Room H1209.

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## **ON-CALL QUARTERS:**

The House Staff on-call quarters consists of 29 double and single rooms located on the fourth floor of Stanford Hospital. Access is available via the west stairwell adjacent to patient units "B" and "C".

Call rooms are assigned by service to residents required to remain in house overnight. At this time there are no extra beds. Combinations to the doors may be obtained from your Chief Resident or the Office of Graduate Medical Education. Please do not write the combinations on doors, walls, or in the bathrooms.

The on-call rooms adjoin the lounge with pool table and color television. Two patios with furniture, an eating area with microwave and refrigerator, Bing Gym and library are adjacent to the call rooms. **We ask that you report any needed maintenance to Office of Graduate Medical Education.** The office stocks light bulbs and extra towels.

The entire on-call area is restricted to house staff only.

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## **PAGERS:**

Upon commencement of your training you will be issued a pager by Stanford Hospital. You will be asked to sign a "Responsibility Form" which guarantees return of the pager in the same condition as it was when received, with due consideration for normal wear. If the pager is lost or stolen you will reimburse Stanford Hospital for the full replacement value (at the time of replacement). The present cost of a pager is approximately \$39 and you may wish to find out if your personal property insurance will cover this, or to add a rider if it does not. Replacement pager batteries can be obtained from Communication Services Room H1107, Office of Graduate Medical Education and Security Dispatch Center Room H0258 after hours.

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## **PARKING:**

You will need to purchase a parking permit to use while on rotation at Stanford Hospital. Permits are valid from September 1, 2004 to August 31, 2005.

"A" permits are for parking located closest to the medial center. "C" permits are usually further away. We recommend a "C" permit and that you park in the parking structure located behind the medical center.

You will be able to purchase a parking permit at orientation. Please bring a check or cash (**exact change**). A pro-rated permit valid through August 31, 2004 is as follows:

Starting 06/21/04	"C" \$39	"A" \$117
Starting 07/01/04	"C" \$26	"A" \$78

Special evening/night parking is available during rotations that begin after 2 PM. Please contact the GME Office one week prior to the beginning of the rotation. Escorts from security are available to walk you to your car after hours. Call 3-7222.

Residents on home call arriving at Stanford Hospital after hours should see the security guard at the emergency entrance for a parking escort.

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## **PAYROLL:**

House Staff are paid every other Friday. There are **26** paydaydays in a year. All residents should use direct deposit for their paychecks. Confirmation of your direct deposits are mailed to your home address. Individuals without direct deposits should pick up their checks from the appropriate department residency coordinators. Forms are available in the Office of Graduate Medical Education in room HC435.

**Lost paychecks:** Replacement of lost paychecks can be obtained by signing a stop payment request in the Payroll Office (1520 Page Mill, Rm. P222) and ordering a new check.

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## **SEXUAL HARASSMENT:**

Sexual harassment is not tolerated at Stanford University Medical Center. Any and all cases should be reported to the Office of the Ombudsperson, Stanford University School of Medicine, Chief of Staff, Director of Human Resources at Stanford Hospital, or Director, Office of Graduate Medical Education.

\* \* \* \* \*

## **SOCIAL EVENTS:**

Helen and Peter Bing sponsor a wide variety of social events throughout the year. We have a group of house staff with small children that meet for dinner in the Bing Dining Room. Free tickets for the Lively Arts Series of concerts on the Stanford campus as well as some community events are available periodically, Halloween party, children's holiday party, Easter Party, and picture taking.

***Watch for announcements in the quarterly newsletter!!***

## **2005 PAYDAYS**

January 7	July 8
January 21	July 22
February 4	August 5
February 18	August 19
March 4	September 2
March 18	September 16
April 1	September 30
April 15	October 14
April 29	October 28
May 13	November 11
May 27	November 25
June 10	December 9
June 24	December 23

## BIOMEDICAL ETHICS

### ETHICS CONSULTATIONS

The Hospital Ethics Committee, an official committee of the medical staff, is available to you for clinical ethical consultations. Its role is to facilitate and to recommend; it is not to usurp the decision-making prerogative of attending physicians and patients (or their surrogates). The members of the Committee are:

Clarence Braddock, MD  
Cheryl Branco, RN  
Carol Klove, JD  
Margaret Eaton, PharmD, JD  
Barbara Ellis, RN  
Thomas J. Fiene, MD  
Harcharan Gill, MD  
Jody Greenhalgh, OTR, MACP  
Sharon Hofstedt  
Emmet Keeffe, MD  
Daivd Magnus, Ph.D. (co-chair)  
Jose R. Maldonado, MD (co-chair)  
Thomas Nagy, Ph.D.  
Jeffrey Petersen, MD  
Elizabeth Polek

Joan Raiter  
Elizabeth Rylzen, MD, JD  
Scott Skiles, LCSW  
David Spain, MD  
Keith Stockerl-Goldstein, Md  
James R. Stotts, RN  
Rev/ Amme Wa;;  
Diane Walsh, RN, ANM  
Phillip Wasserstein, MD  
Lynn Westphal, MD  
Ann Weinacker, MD  
Seth Weissman, MD  
Jenny Williams

Requests for consultations may be made by patients, family members, staff nurses, medical students, house officers, attending physicians, or other health-care personnel. However, both as a matter of courtesy and to screen (in preliminary fashion) the calls to the Committee, the following protocol is recommended:

Before inviting a consultation:

- a. The relevant ethical issues should be identified and discussed on the unit by the various health-care providers and the family; and
- b. both the attending physician and Clinical Nursing Coordinator should be advised that a consultation is being invited from the Hospital Ethics Committee.

Referrals to the Committee should go directly to the Co-Chairs (Office #3-5760) The Co-Chairs (or an available member of the Committee) will respond in timely fashion, making a preliminary assessment of the situation. As is necessary and appropriate, other members of the Committee as well as consultants not on the Committee may be called into meet with the principals on the unit. When this is appropriate, the Committee's recommendations will be recorded in the patient's chart.

The Committee meets regularly to review recent referrals; to identify and discuss issues of a recurring nature, making recommendations about their resolution to the Chief of Staff and to educate its members and the hospital community about the role, responsibilities, limitations, and opportunities of clinical ethical consultations. The Co-Chairs are also willing and available, as time permits, to meet informally with house staff

to discuss recurring ethical issues or to review difficult cases, either retrospectively or prospectively.

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## **COMMUNITY AND PATIENT RELATIONS**

The office of Community and Patient Relations offers a continually expanding range of activities that benefit the hospitals patients, medical staff, employees, volunteers, and the surrounding community. These include the Accommodations Program, the Art Program, Chaplaincy Service, Health Library, Home (Flora Hewlett Apartments), Interpretation Services, Lifeline, Patient Relations, Tours, and Volunteer Resources.

### **PATIENT RELATIONS:**

The patient relations staff offers a wide range of services to meet patient's non-medical needs.

Trained staff:

- work with patient families and hospital staff to resolve hospital related service or communications issues.
- provide limited financial assistance to patients for non-medical expenses such as housing, clothing, transportation and food through the patient relations fund and the transplant fund program.
- refer patients, hospital staff and community callers to appropriate hospital and community programs and services.
- offer notary services for patients, family and physicians on an appointment basis.
- provide advance directive documents such as the Durable Power of Attorney for Health Care and Natural Death Act Declaration and answer questions relating to these documents.
- handle a variety of special needs and patient requests.
- provide a hotline for patient assistance 24 hours a day. The direct line from patient's room is 3-6000.
- support patients, family and staff in a complex institution.

Call Patient Relations at 723-7167 for information or service. No request is too big or too small.

### **CHAPLAINCY:**

An interfaith service that respects each patient's religious convictions and does not attempt to convert a patient's beliefs. This service:

- provides comfort and support to family members.
- administers religious rites, such as the Sacrament for the Sick or Baptism.
- assists family members facing a decision to withdraw or support life systems.
- locates a specifically requested priest, rabbi, minister, or local congregation.
- conducts worship services such as weddings, funerals, and memorials.

To reach a chaplain on call 24 hours a day, page beeper number 5683 (LOVE). For more information call 723-5101.

## **HEALTH LIBRARY:**

The Health Library is a community service of SHC and co-sponsored by local medical organizations. The library provides a wide array of up-to-date health and medical information. Materials include:

- books, medical journals, health newsletters, clipping files.
- computerized journal indexes, including Medline.
- audio and video cassettes.
- information on local, regional, and national health resources.

The library is located in donated space at Stanford Shopping Center and is free and open to the public. For more information, call 725-8400.

## **INTERPRETATION SERVICES:**

Spanish interpreters provide the hospital community with services including:

- oral interpretation.
- translation of technical and non-technical documents.
- assistance in bridging cultural gaps.

Other languages can be accessed through the hospital's language bank. The service can be reached at 723-6940 or by paging beeper number 7726 (SPAN).

## **LIFELINE:**

Lifeline is a system for elderly, frail, medically vulnerable, and physically limited people. It allows them to live alone with the confidence that they are able to access emergency care at all times. It operates through an automatic dialer unit attached to the home telephone and a wireless radio transmitter worn by the subscriber. When the button on either unit is activated, trained monitoring staff at Lifeline Central are notified and immediately respond.

For more information, call 723-6906.

## **ACCOMMODATIONS PROGRAM:**

Patients and their families traveling to Stanford receive information on places to stay in the area. Accommodations Program staff recommend hotels/motels and, at select facilities, can book reservations at discounted rates. For more information call Erin Champion at 723-1341.

## **HOME (FLORA HEWLETT APARTMENTS):**

Provides short-term accommodations at low cost for patients, families of hospitalized patients, cancer outpatients, potential heart transplant recipients, as well as other out-of-town patients, or family members accompanying them who come to Stanford Medical Center for treatment periods of weeks or months.

This project was funded by the William and Flora Hewlett Foundation of Menlo Park through the Assistance League of Santa Clara County.

Access to this program is through the Social Services department. For information call Social Services at 723-7424.

## **VOLUNTEER RESOURCES:**

Directs and develops the role of volunteers in the hospital to support staff functions. To request a volunteer service call 723-7424.

## **TOURS:**

Stanford University Medical Center tours are available to educate the public about the Center's many missions and services. The tours are approximately one hour in length and visit the Medical School, Clinic, Stanford Hospital, and Lucile Packard Children's Hospital. Special group tours must be arranged in advance by contacting the Tour Director. Tours for local second grade classes are offered by reservation only on a first-come, first-served basis. Please call Community and Patient Relations at 723-7167 for reservations and information.

## **ART PROGRAM:**

Stanford University Hospital's Art Program, established in 1986, provides:

- art to create an atmosphere that enhances the emotional well-being of patients, their families, and the entire hospital community.
- a project that benefits the hospital and increases the cultural resources available to the community.
- the opportunity to identify and encourage artists by providing them the chance to participate in the Hospital's art program.

For more information, please call 723-7167.

## **EMERGENCY DEPARTMENT**

### **WORKING IN THE EMERGENCY DEPARTMENT**

The Emergency Department (ED) at Stanford University Hospital is a major gateway into the hospital. It operates 24 hours a day, seven days a week and encounters 35,000 patient visits each year. Because of the physical constraints of the department and frequently hectic nature of the clinical program, it is important for all physicians who treat patients in this area to be extremely efficient and collegial with other physicians and staff at all times.

One or more faculty Emergency Physicians is present 24 hours a day to direct patient care. It is the expectation of the Medical Director that all house officers called for consultation or to admit a patient from the ED will respond to a page immediately by telephone and in person within 10 minutes of notification. It is not appropriate to interrogate fellow house officers prior to performing a consultation. Please act in a mature, professional manner.

### **OVERVIEW**

The ED is divided into care areas based upon patient acuity. Each area has assigned primary nurses and technicians to assist in patient care. A status board is posted outside of Room 7. When a house officer engages a patient, he or she should immediately initial the board in the proper location. Both the resource (charge) nurse and faculty Attending Physician are available to resolve difficult clinical or administrative situations, including facilitating admissions and dealing with the complexities of adverse social and interpersonal situations. With rare exception, every patient seen in the ED is examined by a faculty physician.

The ED is an extremely important interface with the community, referring physicians, and paramedics. You will be challenged physically and mentally in your work, and should approach your clinical activities with enthusiasm and an open mind.

### **DOCUMENTATION**

The medical record on each patient encounter must be completed in a legible fashion. All pertinent positives and negatives should be recorded, paying particular detail to exquisite documentation of procedures and indications for same. All discharge drugs and dosages should be noted. Incomplete or illegible medical records will be returned to house officers for completion.

## **PATIENT FLOW**

The ED needs to move patients briskly through the system in order to keep beds available to incoming patients. Appropriate ED evaluation does not necessarily include lengthy ward work-ups and testing, which can be reasonable and safely performed after the patient is admitted to the hospital. Prolonged or non-urgent evaluations are expensive for the patient and disruptive to patient flow in the ED.

Similarly, the distinction between physician and nursing duties often overlaps. When it is busy, everyone is expected to pitch in. House officers who assist with patient transport, acquisition of electrocardiograms, starting IVs, covering patients with blankets, recording vital signs, and so forth quickly win the admiration of patients and nursing staff. No one should be resting when there is work to be done.

## **PERFORMANCE AND ATTITUDE**

The faculty and nursing staff want house officers to succeed in the ED. Please ask questions. Never perform a procedure or order a test if you are unsure of what you are doing. The faculty and staff would all prefer to answer what seems to be a trivial question than to have a patient incur an inappropriate expense or unnecessary, even dangerous, intervention.

The ED is a stressful environment in which to work. Inappropriate behavior is detrimental to patient care. Outbursts of anger, rude or excessively loud conversation, and arguments which may be overheard by patients convey an uncaring and unprofessional attitude. The best patient care is delivered by teamwork, and your physicians should strive to develop leadership skills. If you have a problem, ascertain the facts, and then use the Attending or Resource Nurse to help you.

## **CONSULTING AND ADMITTING**

Respond to your page as soon as possible. After ten minutes, the Chief Resident on your service will be called.

When notified of a consult request to the ED, you are expected to respond within 10 minutes. If this is not possible, you must either arrange for someone else to respond or discuss the case with the ED house staff or Attending and agree upon an alternative. No one is expected to leave the operating room or a critical patient on the floor to respond to a less acute patient in the ED; however, if you are not available, the ED should be informed so that other arrangements can be made.

You must be properly attired to see patients in the ED. Acceptable attire includes clean scrubs or appropriate working clothing. Always wear a name tag. If you are inappropriately attired, you may be asked to leave the ED.

Do not order non-urgent tests which delay consultation. Unless otherwise requested, you are being asked to see the patient, not to direct care from afar. Always feel free to discuss care of the patient with the Attending.

Always chart your consultation on a properly stamped continuation sheet.

When writing orders on patients in the ED, notify the nurse for that specific area. Do not assume that your orders will automatically be read. Writing orders only on the chart is not sufficient.

The ED Attending is responsible for all patients. Discuss your evaluation with him or her before leaving the ED to avoid being called back.

The final decision to admit a patient rests at the Attending level. If "turf battles" intervene with patient care, the ED Attending will make a final decision as to which service admits the patient.

Please respect the personnel with which you work. The ED is not a place for non-urgent work-ups. Once you have decided to admit a stable patient and a ward bed is available, transfer the patient and defer non-urgent tests.

## LANE MEDICAL LIBRARY

Stanford University Medical Center  
Stanford, CA 94305-5323

Circulation (415) 723-6691  
Reference (415) 723-6831  
FLRC (415) 723-5853

Renewals (415)723-6691  
Ref. Email: laneinfo@krypton  
MITL (415) 725-7275

### LANE HOURS

Regular Hours      Books  
M-Th 8 am - Midnight  
F-Sat 8 am - 10 pm CORE Titles  
Sun 10 am - 10 pm COPY 2 (CORE Titles)  
Other Periodicals

**Intersession Hours** Reserve Materials

**(Summer)**

M-Th 8 am - 11 pm Reference Materials  
Fri 8 am - 10 pm Special Collections  
Sat 8 am - 5 pm Exam Reviews, 1991+

Reference Hours  
M-F 8 am - 6 pm

### LOAN PERIODS

4 weeks  
Periodicals  
Non-Circulating  
1 week  
1 week  
2 Hours/Overnight from 1 hr. before  
closing to 1 hr. after opening next day

Non-Circulating  
Non-Circulating  
3 days Ask at Circulation Desk

Items are subject to immediate recall  
after 14 days, or if overdue

**IMPORTANT NOTICE: The borrower is responsible for returning or renewing all materials on or before the due date. A non refundable processing fee will be charged once a bill is issued for an overdue item.**

## **CONNECTING TO LANE LIBRARY SERVICES**

- \* Register for a Lane library card at the Circulation Desk (ask about cards for spouse, high school children, too).
- \* Obtain Folio account at Reference or Circulation Desk.
- \* Explore Folio for access to Medline, Socrates, PsycInfo, Inspec, Faculty Research, Interests, Housing, etc.
- \* Take the Wednesday library orientation tour, or ask for a custom, group orientation.
- \* Ask at the Reference Desk about
  - 1) finding books and journals at Lane (use LOIS), on campus (use Socrates)
  - 2) doing your own on-line searching (Medline, PsycInfo, etc.)
  - 3) requesting searches on other databases
  - 4) managing your Medline records
  - 5) obtaining material not available to Stanford through interlibrary loans
  - 6) finding statistics or other information on various topics...and much more
  
- \* Purchase a photocopy card at the Copynet Center (downstairs in Lane).
- \* Visit the FLRC (Fleischmann Learning Resource Center) and the MITL (Medical Informatics Training Lab) in Room M202.
- \* Learn about the resources of the other seventeen libraries on campus (apply for a card at the Privileges Desk at Green Library, M-F 8 am - 5 pm).
- \* Return items to Circulation Desk inside Lane (preferably), but book drops are available outside the library door and at curbside in front of the Medical School.
- \* Clear library records at the end of the house staff program.

### **HISTORY:**

Lane Medical Library was founded in 1906 by the directors of the Cooper Medical College. In 1908, Stanford acquired the Medical College, and in 1959, the Medical School and Lane Library moved to their present location.

### **COLLECTIONS:**

The library's research collections cover clinical medicine and its specialties, basic sciences, public health, nursing, and related fields. With over 3,000 current journal titles and approximately 315,000 volumes, the collection ranks among the best in the West. The audiovisuals and microcomputer software are located in the library's Fleischmann Learning Resource Center and Medical Informatics Training Lab (see separate description). Recommendations for additions to the collections are encouraged.

### **SERVICES:**

The library is open 104 hours/week during the regular school sessions and closes only for five holidays (New Year's, Fourth of July, Labor Day, Thanksgiving, Christmas Eve

(varies), Christmas Day). For critical, clinical emergencies when the library is not open, access is available through Security, when authorized by the senior clinician on duty.

Information Services include general reference; library tours; in-depth consulting in all aspects of information research; training programs in bibliographic database searching (e.g., Medline) and file management; microcomputer/telecommunication based information access support; and training in general library skills. Classes and tours can be customized.

Lane-LOIS is Lane's On-line Information System. It will tell you if the Library owns a book, journal, or audiovisual title, if it is on order or checked out, and the due date. Some book chapters are also in the database. The LOIS circulation module speeds checkouts and holds. LOIS is available 24 hours/day from ward or home.

Folio is the Stanford University information system. It includes Medline, Socrates (the campus-wide on-line catalog), PsychInfo, Inspec, and local databases on housing, jobs, faculty research interests, and other information. The number of available databases will continue to grow. Folio is also available 24 hours/day from ward or home.

Medline is a computer database of periodical citations included in Index Medicus, Index to Dental Literature, and International Nursing Index. This database is the primary source of biomedical literature. Articles from over 4,000 journals are included in Medline. About half of the references contain abstracts. The library supports self-service Medline access and provides training in search techniques. Check with the library staff for information on accessing Medline. Searching service on other databases is also available on a cost-recovery basis.

## **STAFF:**

The Library's trained, experienced search analysts specialize in various biomedical and health fields, from biochemistry to nutrition to nursing. Ask the Reference Desk for help with any questions or for a referral to a particular specialist, if needed.

## **FLEISCHMANN LEARNING RESOURCE CENTER MEDICAL INFORMATICS TRAINING LAB**

Lane Medical Library - M-202  
Stanford University Medical Center  
Stanford, CA 94305-5305

### **HOURS**

Monday - Friday: 8 am - 11 pm

### **STAFF**

Media Librarian: Anne Brewer - 723-5853

Saturday: 10 am - 10 pm MITL  
Sunday: Noon - Midnight  
Intersession hours are reduced

Librarian: Susan Anderes - 725-7275  
Microcomputer Specialist: Lizzie Saltz - 723-7275  
E-mail may be sent to: flrc@krypton.stanford.edu

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## **PURPOSE**

The Fleischmann Learning Resource Center (FLRC) and the Medical Informatics Training Lab (MITL) comprise an independent study center which supports the teaching program at the Stanford University School of Medicine. The Center primarily serves medical students.

## **AUDIO-VISUAL COLLECTIONS**

- audiocassettes, videocassettes and slides, in both basic science and clinical medical education
- assorted models and simulations
- pre-clinical required course lectures on videotape
- a set of teaching x-rays
- educational videodiscs
- two screening rooms which are available for group viewing and may be reserved a day in advance
- Collections are non-circulating, unless the program is to be used for teaching purposes in a medical school course

## **COMPUTER RESOURCES**

- a computerized classroom/computer lab with 24 networked Macintosh stations
- a computer lab with 6 networked IBM stations
- an extensive collection of Macintosh and IBM medical education software
- connection to SUNET, giving users a direct link to network computers at Stanford and at other campuses
- general application software to support Medical School curriculum
- lab sessions for medical school courses with computer components (such as Biostatistics, Anatomy, Physiology, Neurobiology, Pathology, etc.)
- the Slice of Life interactive videodisc of medical images using Macintosh Hypercard
- Medline access on both IBM and Macintosh workstations through Melvyl-Medline and CD ROM
- end-user training classes on techniques of searching on-line bibliographic databases such as Medline

## **HEALTH INFORMATION MANAGEMENT SERVICES**

At Stanford, the medical record is a very important document. The purpose of maintaining health records is to promote maximum information to those caring for the patients. In order for records to be used as a communication tool, it is imperative that the entries be prompt, accurate and legible. We cannot give you credit in the physician profiles unless we can read your signature. It would be helpful for you to print your name below your signature.

Date entries serve a variety of purposes. First, they serve as a legal document to support the events of the patients course during the hospitalization. They are used during a review of records to verify that certain care and/or procedures have been provided to the patient. Outcomes of care for quality assurance are measured by the documentation in the record. Many outside agencies review the documentation in the record for both reimbursement and quality of care issues for their party payors.

Data entries are also translated into ICD-9 and CPT-4 codes for billing purposes. DRG's are generated from these codes for payment of Medicare patients. The omission of a complication or a co-morbid condition in the documentation of the patients records can cost the institution thousands of dollars. Please be accurate!

The date entries in the medical record build a data base of diagnoses and procedures which can be used for research purposes as well as writing papers and grand rounds. Currently our computer system contains information on patients back to 1983.

**REMEMBER.....IF IT IS NOT DOCUMENTED, IT WASN'T DONE**

That's the rule for records. It is a legal document. We feel we provide a good service for the patients, physicians and our many other customers. We hope you will feel that way too. If not, give me a call at 723-5617 or stop by.

D'Arcy Myjer  
Director, Medical Records

## **PHARMACY SERVICES**

### **DEPARTMENT OF PHARMACY SERVICES DIRECTORY**

Acting Director of Pharmacy	Kathi Lucas, MPH H0301, (8-4144)
Associate Director of Pharmacy	Vacant

Pharmacy Supervisors:

Outpatient Operations Manager	Suzanne Kaiser H0301, (5-5804)
Computer System	Brian Sargent H0301, 5-0505
Procurement Coordinator	Jeff Inokuchi, PharmD H0301, (3-5970)
Inpatient Operations Manager	Erika Boetius H0301, (5-1826)

Number in Parenthesis ( ) indicates voice mail.

## **FORMULARY DRUG:**

A therapeutic or diagnostic agent recognized by the Pharmacy and Therapeutics Committee as essential for inpatient care and which has a well established place in therapy. Such an agent will be listed in the inpatient Formulary and stocked in the pharmacy. An effort is made to avoid therapeutic duplication in the Formulary and to assist in controlling costs. Members of the professional staff should limit inpatient drug prescriptions to those listed in the Formulary.

## **NON-FORMULARY DRUG:**

Any agent other than those classified as Formulary or any investigational drug. Only those agents listed in the Formulary will be stocked by the pharmacy.

If in the opinion of the prescriber, the agents available on the Formulary would not meet the needs of the patient, non-formulary drug may be requested by paging the Chief of Staff for approval. The Chief of Staff will contact the Pharmacy Administrator on call to begin procurement of the drug.

The requested drug will be obtained as soon as possible; however, in some instances, several days may be required. If a specific non-formulary drug is ordered repeatedly by an individual physician, the physician will be requested to complete a "Request for Formulary Review" so that the drug can be considered for formulary admission by the Pharmacy and Therapeutics Committee.

## **PUBLICATION OF FORMULARY CHANGES:**

The Stanford Drug Formulary Handbook is online per the clinical workstations throughout the organization under reference methods. Interim admissions and deletions will be published in the **Drug Information Service Newsletter**. Literature reviews and clinical data on new drugs which are admitted to the formulary will also be published in this newsletter periodically.

## **MEDI-CAL:**

Not all of the medications contained in the Formulary are included in the Medi-Cal Formulary, the professional staff is encouraged to use, to the extent possible, the Medi-Cal formulary before prescribing drugs for patient eligible under this program.

## **ONCOLOGY SATELLITE PHARMACY:**

The Oncology Satellite Pharmacy is located in Cancer Center. The pharmacist in this satellite maintains control over the storage and distribution of drugs used in the center, prepares the drugs for administration to patients, and serves as a source of drug information.

## **INPATIENT PHARMACY SERVICES:**

Satellites are currently located on D2, adjacent to the nursing stations, and in the O.R. and Cancer Center. This system includes the following features:

- Drugs are dispensed in individual fully labeled dosage units ready for administration by the nurse - increasing safety and decreasing waste.
- Clinical pharmacists are decentralized and cover all nursing units. These pharmacists participate in multidisciplinary rounds, assisting with drug therapy questions and monitoring.

## **HOME PHARMACY:**

For medically stable patients, a variety of home intravenous and nutritional services are available through the Home Pharmacy Service at Stanford. Referral to the Home Pharmacy Service allows for continuation or completion of intravenous therapy started in the hospital.

The Home Pharmacy Service staff of clinical pharmacists, nurses, and dietitians are experienced in assisting the referring physician with the following home therapies:

- IV Antibiotics
- Parenteral Nutrition (TPN)
- Parenteral Chemotherapy
- Hydration Therapy
- Pain Management
- Enteral Nutrition

The Home Pharmacy Service staff can provide these therapies for infants and children, as well as for adults.

Other service features of the Home Pharmacy Service include:

- Patient Education
- Patient Monitoring

- Clinical Follow-up
- Pharmacy Prepared Solutions
- Infusion Supplies and Equipment
- Complete Insurance Billing
- Home Delivery
- 24-hour On-call Service

For more information about the Home Pharmacy Service, call the Home Pharmacy Service at 725-5087. You may also page the Home Care Pharmacist at 723-8222, pager ID#7563 (24 hours a day).

## **DRUG INFORMATION SERVICE:**

The primary function of the Drug Information Center is the answering of drug-related inquiries. The types of information available include general and patient-specific drug information in the areas of drug selection, actions and interactions, pharmacokinetics, side effects, product availability and identification (domestic, foreign, and investigational). The center analyzes and maintains files of the most current drug-related articles and reference books. The Drug Information Center also makes use of computerized literature searches. All drug information questions are researched by pharmacists with training and expertise in computerized literature retrieval and the evaluation of medical and scientific literature.

## **PRESCRIPTION WRITING:**

1. written name of the patient
2. Patient's medical record number
3. date the prescription was written
4. clinic or origin
5. medication with proper indication of strength and quantity (drug names should not be abbreviated and prescribers are encouraged to write by generic name)
6. directions for use
7. numbers of refills
8. phone number of prescriber
9. signature of prescriber
10. prescriber's California license and DEA numbers

DEA schedule II controlled substances must be written on a California Triplicate Form and must conform to the following regulations, omission of any one invalidates the prescription:

1. must be written wholly in ink or indelible pencil and in the prescriber's own handwriting
2. must be dated as of the date on which they are written
3. must contain the name and quantity of medications and direction of use
4. must contain the signature, address and DEA number of prescriber

Any changes on the triplicate must be in the prescriber's own handwriting and the changes must be initialed. Triplicates are not transferable to another prescriber.

Vague instructions such as "Take as necessary" or "Take as directed" which are confusing to the patient are to be avoided.

All prescriptions are non-refillable unless specified. Scheduled II drugs are non-refillable; other controlled substances can be refilled to a maximum of 5 time in 6 months. Statements such as "Refill prn" or "Refill ad lib" are discouraged.

## **INVESTIGATIONAL NEW DRUGS:**

The guidelines for the use of investigational new drugs have been established to help assure the safety of patients and staff and properly control the distribution of these drugs within the hospital and clinics in conformance with legal and accreditation requirements. Clinical investigators, nursing and pharmacy personnel are responsible to work within these guidelines. Guidelines are available from the Drug Information Center.

1. It is the responsibility of the principal physician investigator to advise the patient when an investigational drug is to be administered and to complete and have signed by the patient, an informed consent form approved by the Medical Committee for the Protection of Human Subjects in Research.
2. A summary of the Institutional Review Board approved protocol must be on file in the Department of Pharmacy Services.
3. The Department of Pharmacy Investigational Drug Service will prepare Investigational Drug Date Sheets (IDDS) for each investigational drug distributed through the pharmacy. These sheets summarize the study and will be made available to physicians, nurses, pharmacists and other personnel responsible for care of the patient.
4. The nurse is authorized to administer only medications which have been distributed through the pharmacy as indicated by the pharmacy label on the medication package or container. Investigational new drugs not containing such labeling may be administered to inpatients of Stanford University Hospital only by the responsible investigator.
5. Bedside medication: Investigational drugs may not be left at the patient bedside either for administration by nursing or medical personnel or for self administration by the patient. Any quantities of investigational drugs found at bedside are to be removed by the nurse and forwarded to the pharmacy for disposition.

## **AUTOMATIC STOP ORDERS:**

The LastWord Order entry system automatically creates as 21 day stop order for all medications except as follows. All orders for Schedule II and III controlled substances are void after 72 hours unless they are completely rewritten by the licensed physician or appropriate dentist or podiatrist. All antocoagulant orders expire seven (7) days after the date of request. The physician will be prompted by the LastWord system when orders need renewal.

## COMMUNITY SERVICES

### LEGAL SERVICES:

**The American Civil Liberties Union:** Gives legal assistance in the protection of Constitutional rights and civil liberties. Call 621-2488

**The Central Committee for Conscientious Objectors:** Provides counseling information and legal referral for draft resisters and for military personnel, especially those who are AWOL or who want discharges. Call 552-6433.

**Friends Outside:** Gives emergency support for families of prisoners. Call (408) 295-6033.

**THE LAWYER REFERRAL SERVICE:** A service of the Palo Alto Bar Association, provides low-cost consultation with attorneys. Call 326-8322.

**LEGAL AID SOCIETY:** Provides free legal assistance for low-income residents of Santa Clara county. Call (408) 998-5200.

**SMALL CLAIMS COURT:** Is where individuals may seek redress in cases not exceeding \$1500. Call 324-0391.

### VOTER & TAXPAYER INFORMATION:

**THE LEAGUE OF WOMEN VOTERS:** Promotes political responsibility through informed and active citizen participation in government. It studies issues at the local, state, and national levels. Its non-partisan voter information service can provide pros and cons about ballot measures. The group also sponsors debates. Call 327-9148.

**CENTER FOR ECONOMIC CONVERSION:** Facilitates conversion of area defense industries into alternative production such as transportation or energy systems. Call 968-8798.

**For voter registration information** about how to register in person or by mail, call (408) 298-7400.

### CHILD CARE/SCHOOLS:

**BING SCHOOL,** Stanford University, has infant, toddler and pre-school groups, and extended day program, and summer session day camp. Stanford affiliation not required. Call 723-4865.

**Children's Center of the Stanford Community**, Stanford University, provides information and counseling to Stanford families who need day care or other programs for their children. Information about on-campus, off-campus, and summer programs is available. Call 723-2660.

**ESCONDIDO NURSERY SCHOOL**, Stanford University, is a parent cooperative nursery school. Students have priority. Call 723-0217.

**PALO ALTO COMMUNITY CHILD CARE** provides year-round child care for infants through school-age in various centers and day-care homes. Free subsidies are sometimes available. Call 493-2361.

**PALO ALTO UNIFIED SCHOOL DISTRICT PROGRAMS** include the *Bessie Bolton Children Center* for children from low-income families ages two and a half to eleven years (call 856-0876), the *Pre-school Family* for infants and children 24 months to five-year-olds (call 856-0833), and the *Parents Nursery School* for children two and one-half to five years (call 856-1440).

## FOOD

**EATING AT HOME:** Food prices average about the same in California as they do in other parts of the nation. California produce tends to come in season a little earlier and stay on the shelves a little longer, but it is usually not significantly cheaper than produce in other areas. The Tuesday night edition of the local newspaper carries advertised specials for most of the grocery stores in the area. Advertised prices are usually good through the following week.

## GROCERY STORES:

### PALO ALTO

**Andronico's**  
500 Stanford Shopping Ctr.  
327-5505

**Co-op Markets**  
2605 Middlefield Rd.  
327-8474

**J.J. and F. Foodstore**  
520 College Avenue  
857-0901

**Albertson's**

### MENLO PARK

**Draeger's**  
1010 University Drive  
322-2723  
Just about every thing in this gourmet store is excellent. Meat, fish, produce, wines, delicatessen items, and shelves and shelves of specialty items. You will pay amply for the quality and selection offered.

### MOUNTAIN VIEW

**Safeway**  
570 N. Shoreline Bl.  
961-4868

2580 California St.  
949-3324

### REDWOOD CITY

**Key Market**  
1063 Upton  
365-5190

3445 Alma  
494-0620

2080 Channing  
856-1707

**Mollie Stone's Mkt.**  
164 California Ave.  
323-8361

**Safeway**  
2811 Middlefield Rd.  
321-8400

**Whole Foods Market**  
774 Emerson Street  
326-8666

**Safeway**  
525 El Camino Real  
324-8630

Sharon Heights  
Shopping Center  
325 Sharon Park Drive  
854-3056

**MOUNTAIN VIEW**

**Albertson's**  
715 East El Camino  
961-5444

**The Milk Pail**  
2585 California St.  
941-2505  
Carries only dairy products,  
great selection of cheeses.

**Albertsons**  
200 Woodside Plaza  
369-8678

1250 Jefferson Ave.  
306-7835

**Safeway**  
850 Woodside Road  
365-2522

1071 El Camino Real  
306-1900

**LOS ALTOS**

**Albertson's**  
2175 Grant Road  
948-8906

**GROCERY STORES (cont.):**

**LOS ALTOS:**

**Midtown Market**  
301 Second Street  
948-1326

**Safeway**  
160 First Street  
941-1208

2310 Homestead Rd.  
(408) 723-1541

**Il Fornaio**  
388 University  
Palo Alto  
325-9353

**La Baguette French Bakery**  
170 Stanford Shopping Center  
Palo Alto  
321-0535

**Le Petite Boulangerie**  
863 El Camino Real  
Menlo Park  
322-6340

**Le Boulangerie**  
650 Castro Street  
Mountain View  
961-1787

**BAKERIES:**

**Andre's Confiserie Suisse**  
898 Santa Cruz Avenue  
Menlo Park  
325-4776

**Palo Alto Baking Company**  
381 California Avenue  
Palo Alto  
321-3234

**The Bagel Works**

**Prolific Oven**

642 Ramona  
Palo Alto  
328-5429

***The Cookie Shop***  
2333 Birch  
Palo Alto  
326-5989  
Variety of cookies and  
brownies

550 Waverly Street  
Palo Alto  
326-8485

***Rancho Swiss Bakery***  
692 Rancho Shopping Center  
Foothill Expressway  
Los Altos  
948-7335

**Many Safeway stores have bakeries**

## **COFFEE & TEA**

***Bay City Coffee Roasting Company***  
632 San Antonio Road  
Mountain View  
941-9955

***Downstairs Affair***  
3020 Middlefield Road  
Redwood City  
366-4940

***Los Altos Coffee Shop***  
240 Second Street  
Los Altos  
948-4251

***Village Pantry Coffee Shop***  
184 Second Street  
Los Altos  
941-0384

***Palo Alto Coffee***  
Roasting Company  
159 Stanford Shopping Center  
Palo Alto  
327-2233  
Specialty coffee and espresso  
bar

***Peet's Coffee***  
899 Santa Cruz Avenue  
Menlo Park

***T N Spice House***  
4546 El Camino Real  
Village Court Shopping Center  
Los Altos  
941-7363

***Red Rock Coffee Company***  
201 Castro Street  
Mountain View  
390-9638

***Starbuck's***  
296 Main Street  
Los Altos  
949-3565

El Monte & El Camino Real  
Mountain View  
254-8929

276 University Avenue  
Palo Alto  
321-8600

693 Santa Cruz Avenue  
Menlo Park  
323-5118

296 Main  
Los Altos  
949-3565

325-8989

***Peet's Coffee and Tea***

367 State Street  
Los Altos  
941-6722

***Plantation Deli Cafe***

865 El Camino Real  
Menlo Park  
325-8210

## CONVENIENCE STORES

These stores are small with a limited selection of items. Because they are open for longer hours than normal grocery stores, they are great for emergencies.

***ARCO AM/PM***

***Mini-Market***

1700 Middlefield Rd.  
Redwood City  
365-2583

***Arco-Omid AM/PM Co.***

3600 Alameda De Las Pulgas  
Menlo Park  
854-1070

***Seven Eleven Stores***

77 Newell Road  
East Palo Alto  
324-8592

525 Oak Grove Avenue

Menlo Park  
325-7007

400 El Camino Real  
Redwood City  
364-0200

***Seven Eleven Stores (cont.)***

2640 California  
Mountain View  
941-7792

276 N. Whisman Road  
Mountain View  
961-8762

615 Rengstorff  
Mountain View  
968-9077

301 Moorpark Way  
Mountain View  
961-8534

***The Open House***

2325 El Camino Real  
Palo Alto  
326-0674

**DONUTS:**

***Chuck's Donuts***

801 Woodside Road  
Redwood City  
368-0161

***Fish Market (cont.)***

1007 Blossom Hill Rd.  
San Jose  
408/269-3474

1855 S. Norfolk  
San Mateo

***Donut Cottage***

477 California Avenue  
Palo Alto  
328-1613

***Jim's Coffee Shop***

274 University Avenue  
Palo Alto  
328-5245

***Krispy Kremes***

2146 Leghorn Street  
Mountain View  
254-1231  
24 hour drive through

349-3474

3775 El Camino  
Santa Clara  
408/246-3474

***Blue Water Grill***

888 El Camino  
Menlo Park  
326-2633

***Schaub's***

395 Stanford Shopping Center  
325-6328

**FISH:**

***Cook's Seafood***

751 El Camino Real  
Menlo Park  
322-2231

***Prima Deli***

2115 Roosevelt Avenue  
Roosevelt Center  
Redwood City  
367-8553

***Fish Market***

3150 El Camino  
Palo Alto  
493-9188

**PRODUCE:**

***De Martini's Orchard***

66 N. San Antonio  
Los Altos  
948-0881  
Organically grown fruits  
vegetables and nuts.  
Grains and nuts in bulk.  
Open all year.

***Sigonas Farmer's Market***

Stanford Shopping Center  
Palo Alto  
329-1340  
Fresh produce and exotic fruits  
vegetables.

***Palo Alto Produce Market***

Hamilton and Gilman. Saturday mornings,  
spring and summer.

**Farmers Market**

Sundays, 10 a.m. to 2 p.m.  
Mountain View  
Parking lot behind Castro &  
Villa Streets

May - October  
Los Altos  
Main Street  
Thursday - 4 to 6 PM

## EATING OUT

The Stanford area offers a rich selection of restaurants to satisfy nearly every taste. The following restaurants have built up followings in the Stanford Community because of their quality, atmosphere, or reasonable prices.

### AFRICAN (CONT.)

***Club Afrique***  
583 O'Connor Street  
Palo Alto  
322-3912

### BARBECUE

***Goldie's Oakwood***  
1940-C University  
321-1019

***Brix BBQ Grill***  
1246 El Camino Real  
Menlo Park  
321-3300

***Uncle Franks***  
2417 Pulgas  
E. Palo Alto

### BURGERS AND BEER

***Alpine Beer Gardens (Zott's)***  
3915 Alpine Road  
Portola Valley  
854-4004

### BURGERS AND BEER

***Emerson Street Bar & Grill***  
412 Emerson  
Palo Alto  
326-9944

***Old Pro***  
541 Ramona  
Palo Alto  
326-1446

***Oasis***  
241 El Camino Real  
Menlo Park  
326-8896

***Tied House Café & Brewery***  
954 Villa Street  
Mountain View  
965-2739

### CALIFORNIAN

***California Café Bar & Grill***  
700 Welch Road

***Dutch Goose***  
3567 Alameda de las Pulgas  
Menlo Park

***Chili's***  
700 W. El Camino Real  
Menlo Park  
321-0330

560 El Camino Real  
Mountain View  
941-227

## **CHINESE**

***Chef Chu's***  
1067 El Camino Real  
Los Altos  
948-2696

***China Lion***  
3345 El Camino Real  
Palo Alto  
424-8168

***China Valley***  
355 State Street  
Los Altos  
941-9898

***Dynasty Chinese Restaurant***  
360 Castro Street  
Mountain View  
961-6635

***Fu Lam Mum***  
246 Castro Street  
Mountain View  
967-1689

***Golden Wok***  
896 Villa Street  
Mountain View  
969-8232  
They also deliver for a \$2 charge

***Lotus Garden***  
210 Hope Street  
Mountain View  
961-3500

Palo Alto  
325-2233

***Los Altos Bar & Grill***  
169 Main Street  
Los Altos  
948-4332

***Mandarin Classic***  
397 Main Street  
Los Altos  
948-8996

***Ming's of Palo Alto***  
1700 Embarcadero  
Palo Alto  
856-7000

***Su Hong***  
1039 El Camino Real  
Menlo Park  
323-6852

4111 El Camino Way  
Palo Alto  
322-4631

***Szechuan Garden***  
124 Castro Street  
Mountain View  
969-5614

***Lucky House***  
134 Castro Street  
Mountain View  
967-2476

***Jing- Jing Chinese Gourmet***  
443 Emerson Street  
Palo Alto  
328-6885

***Lucky Chinese Restaurant***

140 State Street  
Los Altos  
941-0258

**CONTINENTAL**

***British Bankers Club***

1090 El Camino Real  
Menlo Park  
327-8769

***Village Pub***

2967 Woodside Road  
Woodside  
851-1294

**FAST FOODS**

***Arby's Restaurant***

761 El Camino Real  
323-2015

***Cook's Fish and Chips***

751 El Camino Real  
Menlo Park  
525-0604

***Jack In The Box***

2280 El Camino Real  
Palo Alto  
856-0350

***Kentucky Fried Chicken***

696 W. El Camino Real  
Mountain View  
968-1166

***McDonalds***

190 Stanford Shopping Center  
Palo Alto  
327-0560

1100 El Camino Real  
Menlo Park  
321-1813

3128 El Camino Real  
Palo Alto  
497-7161

**FAST FOODS (CONT.)**

***Taco Bell***

950 W. El Camino Real  
Mountain View  
964-3758

910 Woodside Road  
Redwood City  
365-9982

**FRENCH**

***Bella Vista***

13451 Skyline Blvd.  
Woodside  
851-1229

***Beausejour***

170 State Street  
Los Altos  
948-1382

***Chez TJ***

938 Villa Street  
Mountain View  
964-7466

***Dal Baffo***

878 Santa Cruz Avenue  
Menlo Park  
325-1588

***L'Ami Donia***

530 Brynat  
Palo Alto  
323-7614

***Le Pot Au Feu***

1149 El Camino Real  
Menlo Park  
322-4343

## **GERMAN**

### ***Hardy's Bavaria***

111 W. Evelyn Avenue  
Sunnyvale  
720-1531

## **GREEK**

### ***Evvia***

420 Emerson  
Palo Alto  
326-0983

## **GENERAL**

### ***Armadillo Willy's BBQ and Cafe***

1031 N. San Antonio  
Los Altos  
941-2922

### ***Boulevard Bar & Grill***

Skyline Bl. & La Honda Road  
Woodside  
747-0292

### ***Cook Book***

127 Town and Country Village  
Palo Alto  
321-7500

### ***Flea Street Cafe***

3607 Alameda de las Pulgas  
Menlo Park  
854-1226

### ***Gordon Biersch Brewery***

640 Emerson  
Palo Alto  
323-7723

### ***Hobee's***

67 Town & Country Village  
Palo Alto

### ***Hobee's (cont.)***

4224 El Camino  
Palo Alto  
856-6124

2312 Central Expressway  
Mountain View  
968-6050

### ***MacArthur Park***

4710 El Camino Real  
Palo Alto  
321-9990

### ***Marie Callender's***

4710 El Camino Real  
Los Altos  
941-6989

### ***Max's Opera Cafe***

711 Stanford Shopping Center  
Palo Alto  
323-6364

### ***Spago***

265 Lytton Avenue  
Palo Alto  
833-1000

### ***Sundance Mine Company Restaurant***

1921 El Camino Real  
Palo Alto  
961-1982

### ***The Good Earth***

185 University Avenue  
Palo Alto  
321-9339

### ***42nd Street***

518 Bryant Street  
Palo Alto  
329-9181

327-4111

## INDIAN

### ***Gaylord India Restaurant***

1706 El Camino  
Menlo Park 326-8761

### ***Janta India Cuisine***

369 Lytton  
Palo Alto  
462-5903

### ***Mumtaj***

126 Castro Street  
Mountain View  
961-2433

### ***Passage to India***

1100 W. El Camino  
Mountain View  
964-5532

### ***Sue's Indian Cuisine***

216 Castro Street  
Mountain View  
969-1112

## ITALIAN AND PIZZA

### ***Applewood Inn***

1001 El Camino Real  
Menlo Park  
324-1488

### ***Babbo's Pizzeria***

717 Stanford Shopping Center  
Palo Alto  
321-1488

### ***Carpaccio***

1120 Crane Street  
Menlo Park  
322-1211

## ITALIAN AND PIZZA (CONT.)

### ***Genzo's***

233 University Avenue  
Palo Alto  
322-1846

### ***Florentine Restaurant & Pasta Market***

118 Castro Street  
Mountain View  
961-6543

### ***Frankie, Johnnie and Luigi Too***

939 W. El Camino Real  
Mountain View  
967-5384

### ***Italian Delicatessen***

139 Main Street  
Los Altos  
949-6745

### ***Kapp's Pizza Bar & Grill***

191 Castro Street  
Mountain View  
961-1491

### ***Ramona's***

541 Ramona Street  
Palo Alto  
326-2220

### ***Round Table Pizza***

263 University  
Palo Alto  
322-2983

### ***Stuft Pizza Bar & Grill***

191 Castro Street  
Mountain View  
961-1491

### ***Trattoria Buon Gusto***

650-H Oak Grove Avenue  
Menlo Park  
328-2778

## JAPANESE

### ***Akane Japanese Cuisine***

250 Third Street  
Los Altos  
941-8150

### ***Akahyotan***

854 Dana Street  
Mountain View  
969-1464

### ***Fuki Sushi***

411 El Camino Real  
Palo Alto  
494-9383

### ***Ichiban***

1742 El Camino Real  
Redwood City  
361-1110

### ***Kiyoshi***

1328 El Camino Real  
Menlo Park  
321-6902

### ***Miyake***

261 University Avenue  
Palo Alto  
323-9449

### ***Shogun***

835 Villa Street  
Mountain View  
988-1108

### ***Sumi Japanese Restaurant***

635 W. Dana Street  
Mountain View  
961-1982

### ***Sumo***

355 State Street  
Los Altos  
941-9898

## MEXICAN

### ***Andale Taqueria***

209 University Avenue  
Palo Alto  
323-2939

### ***Casa Lupe***

185 Main Street  
Los Altos  
941-7390

### ***Chevy's Mexican Restaurant***

2907 El Camino Real  
Redwood City  
367-6892

### ***Compadres Mexican Bar & Grill***

3877 El Camino Real  
Palo Alto  
858-1141

### ***Celia's***

1850 El Camilno Real  
Menlo Park  
321-8227

### ***El Guanaco***

2950 Middlefield Road  
Redwood City  
365-7878

### ***Del-Sol***

1010 Doyle Street  
Menlo Park  
326-9669

### ***Estrellita***

971 N. San Antonio  
Los Altos  
948-9865

### ***Little Caleta***

242 State Street  
Los Altos  
948-5695

## **MEXICAN (CONT.)**

### ***Rooh's Cafe Salsa***

650 Castro Street  
Mountain View  
969-6363

### ***Celia's***

374 El Camino  
Palo Alto  
843-0643

## **MEDITERRANEAN**

Kan Zeman  
274 University Avenue  
Palo Alto  
328-5245

### ***The Acorn***

1906 El Camino Real  
Menlo Park  
322-8403

### ***Kan Zeman***

274 University Avenue  
Palo Alto  
328-5245

## **POLISH**

### ***Eugene's Restaurant***

420 S. San Antonio Road  
Los Altos  
921-1222

## **SALAD BARS**

### ***Chili's Grill & Bar***

700 El Camino Real  
Menlo Park  
321-0330

2650 W. El Camino Real  
Mountain View  
941-2227

## **SALAD BARS (CONT.)**

### ***Croutons***

379 University Avenue  
Palo Alto  
325-2001

### ***Fresh Choice***

Stanford Shopping Center  
Palo Alto  
365-1386

## **SALVADOREAN**

### ***El Calderon Restaurant***

699 Calderon Avenue  
Mountain View  
940-9533

## **SEAFOOD**

### ***Cook's Seafood Restaurant***

745 El Camino Real  
Menlo Park  
325-0604

### ***Blue Water Grill***

3150 El Camino Real  
Menlo Park  
326-2633

### ***The Fish Market***

3150 El Camino Real  
Palo Alto  
493-9188

### ***Scott's Seafood***

#1 Town & Country Village  
855 El Camino Real  
Palo Alto  
323-1555

## STEAKS

### ***Charley Brown's***

451 Seaport Blvd.  
Redwood City  
364-2848

1116 N. Mathilde Avenue  
Sunnyvale  
734-3460

### ***Sizzler Steak House***

1962 W. El Camino  
Mountain View  
967-5574

### ***Sundance Mine Company***

1921 El Camino Real  
Palo Alto  
321-6798

## SUBS

### ***Captain Cosmos***

491 Lytton  
Palo Alto  
321-6798

### ***Togo's***

4131 El Camino Way  
Palo Alto  
494-8222

1911 El Camino Real  
Mountain View  
967-0514

### ***Subway***

2500 W. El Camino Real  
Mountain View  
941-5772

314 University Avenue  
Palo Alto  
462-0777

1926 El Camino Real  
Redwood City  
368-9624

## SUBS (CONT.)

### ***Quiznos Classic Subs***

490 California Avenue  
Palo Alto  
330-0111

2300 Bay Road  
Redwood City  
368-2921

## THAI

### ***Bangkok Bay Thai Cuisine***

825 El Camino Real  
Redwood City  
365-5369

### ***Bangkok Spoon***

702 Villa Street  
Mountain View  
968-2038

### ***Thai City***

3691 El Camino Real  
Palo Alto  
493-0643

### ***Thai Garden Restaurant***

4329 El Camino Real  
Palo Alto  
949-5259

## VIETNAMESE

### ***Kim's***

368 Castro Street  
Mountain View  
967-2707

### ***Pho To Chau***

853 Villa Street  
Mountain View  
961-8069

## VIETNAMESE (CONT.)

### ***Thanh's Vietnamese Restaurant***

3151 Middlefield Road  
Redwood City  
367-0567

### ***Tour Eiffel***

200 State Street  
Los Altos  
917-1328

### ***New Tung Kee***

520 Showers Drive  
San Antonio Center  
Mountain View  
947-8888

### ***Vietnam Restaurant***

1010 Doyle  
Menlo Park  
326-2501

## VEGETARIAN

### ***Garden Fresh***

1245 W. El Camino Real  
Mountain View  
961-7795

### ***The Bay Leaf***

520 Ramona Street  
Palo Alto  
321-7466

## FILIPINO

### ***Rene Rose Phillipine Cuisine***

873 Castro  
Mountain View  
210-9393

### ***Boracay Tropical Grill***

401 Town & Country Village  
Sunnyvale  
408-739-4300

## KOREAN

### ***Hahn's Hibachi***

460 Ramona Street  
Palo Alto  
323-2555

## PAN ASIAN

### ***New Bamboo***

543 Emerson Street  
Palo Alto  
323-7700

## PERSIAN

### ***Best Bite Restaurant***

1414 W. El Camino Real  
Mountain View  
988-8895

### ***Café Renaissance***

321 Hamilton Avenue  
Palo Alto  
321-6222

### ***Mazeh Restaurant***

1910 El Camino Real  
Mountain View  
969-4884

## HOUSING

Living in the Stanford area can be a great experience. Palo Alto is connected to San Francisco and Silicon Valley by two major freeways (Hwy. 280 & Hwy. 101). There is easy access into San Francisco and Berkeley for cultural events and city life combined with pleasures of rural Woodside and Half Moon Bay.

Rentals in the Palo Alto area tend to be expensive but living in the bay area more than makes up for it.

Some of the older motels offer weekly rates. There is a Residence Inn (650/940-1300) and Homestead Village (weekly studios) (650/962-1500) located in Mountain View.

A list of motels/hotels in the area is included for your reference. Reservations are advised especially around graduation in June. A car is essential to your search.

## TIPS

Do not limit yourself to the immediate campus area. Many departments require house staff to rotate between Santa Clara Valley Medical Center, Kaiser, Santa Clara and Stanford. It may be more convenient to live in a centrally located house or apartment.

Rents tend to be less expensive in Mountain View and Redwood City than Palo Alto.

## SOURCES

The best apartments are handed down from resident to resident. If you like a particular area drive up and down the streets looking for vacancy signs. Unlike some large cities many apartment complexes do not advertise. Please note that we do not mail lists of rentals.

**Hospital/Medical Center:** House, apartment and room listings are posted in a locked cabinet on the third floor of the stairwell adjacent to the West wing of the hospital. Office of Graduate Medical Education is reached by this stairwell and is on the fourth floor (use door on left of landing).

**University Housing Office:** Old Union building, Room #110, Stanford Campus. Open from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. Closed weekends. A cardex file of rental listings is maintained and University identification is required, such as a copy of your House Staff contract. This office does answer inquiries. Office of Graduate Medical Education has access to a computerized list of their rentals. Please call (723-5948) if you would like to use these files (interns and residents only) to access this information via computer.

**Short-Term Housing/Corporate Housing:** For housing options call or e-mail : Oakwood Worldwide: Diane Arballo or Nikki Roethler at 1-800-940-7909 or e-mail at darballo@ oakwood.com – nroethler @ oakwood.com.

**Prices:** Apartment prices vary from one community to the next. Outlined are average prices:

**Apartments**

Studio	\$800 - \$1,100
1 Bedroom	\$900 - \$1,400
2 Bedroom	\$1,000 - \$1,800

**Houses**

2 Bedroom	\$1,600 - 2,400
3 Bedroom	\$1,800 - 3,000

**Room in a House**

1 room/shared kitchen	\$400-800
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## LOCATIONS

**Stanford Campus:** Interns and residents are not eligible to live on the Stanford campus in dorms/Escondido Village or purchase condominiums and houses for sale on campus land. You are able to rent apartments at University owned apartment complexes (Welch Road Apartments) at the corner of Pasteur Drive and Welch Road and (Stanford West) located on Sand Hill road.

Applications for the Welch Road apartments are included in your registration packets and should be returned promptly to House Staff Administration. Incoming interns and residents are given top priority for any available units. Assignment is based on a lottery held on May 1-2 of each year. **Residents are allowed to live at Welch Road during their initial Stanford residency only.**

Stanford West Apartments were completed in the Spring of 2002. One, Two, and three bedroom apartments are within walking distance from the Medical Center. The complex has an on-site day care center. Further information can be obtained on the Stanford University web site. (Search on Stanford West).

San Francisquito Creek is the dividing line between Menlo Park and Palo Alto; it may be crossed only at Vine Street, El Camino Real, Middlefield Road, Chaucer Street and University Avenue. A bicycle crossing has been constructed from San Mateo Avenue in Menlo Park. There are many duplications of names; for instance, there is a Stanford Avenue in Palo Alto, Stanford, Mountain View and Menlo Park. Be sure you are in the right community.

**Menlo Park:** The area southwest of El Camino Real in Menlo Park (to Fremont, and from Santa Cruz Avenue to Middle) is a very pleasant area of smaller apartment buildings with a somewhat older population than the other apartment areas. There are fewer swimming pools and some of the complexes are quite small; 4, 6, or 8 units. (Within biking distance, either by El Camino or the bike path from Sam Mateo Avenue). From Middle Avenue to the Creek and from El Camino Real to University Avenue there

are many small, older homes, mostly with two bedrooms. They are more modestly priced close to El Camino.

**Mountain View:** Mountain View has extensive apartment buildings. There are blocks lined with them below San Antonio Road, California Avenue, Latham, Rock, Rengstorff, etc.. Many medial families live in this area. Apartments are generally less expensive than in Palo Alto and Menlo Park. There are several new complexes with pools and recreation facilities.

**Palo Alto/College Terrace:** (Stanford to California Avenue, El Camino to Amherst in Palo Alto). Immediately adjacent to the campus to the southwest. Very pleasant area with many young University families. Rentals in great demand because it is within easy biking distance; also about equidistant from the Medical Center and VA Hospital. This is a very mixed bag; houses, cottages, apartments, studios and some courts with three or four small houses on good-sized lots. In general, more apartments toward El Camino; houses toward the hills. Information about Palo Alto schools may be obtained from the Palo Alto Unified School District, 50 Churchill Avenue, Palo Alto, CA 94306.

**Barron Park:** (South of Stanford Industrial Park to Arastradero, and west of El Camino Real in Palo Alto). Some apartments adjacent to El Camino and on Arastradero. Away from El Camino, the section has quite a rural feeling; there are some attractive older homes and the school district is excellent. The section toward the foothills is very close to the VA Hospital.

**Midtown Shopping Center** is on Middlefield Road between Oregon Avenue and Colorado. The Midtown area radiates from this for several blocks on each side; roughly bounded by Oregon, Alma and Louis Road south to East Meadow. This section contains moderately priced two and three bedroom homes. In general, Oregon Avenue provides a dividing line price-wise; rentals are more expensive north and less so to the south and into Mountain View. Many house staff rent homes south of Oregon Avenue in Palo Alto, and Mountain View.

**Older Palo Alto** contains such a wide variety of rentals that it is impossible to describe it. From the Creek to University Avenue and between Middlefield and Alms there are some small houses (mostly older) with small apartment buildings behind them. From University Avenue south, apartments yield to homes. Alma Street south of California Avenue is lined with apartments. There are some very nice apartment buildings along Middlefield Road below Colorado.

**Redwood City** is roughly the same distance from the Medical Center toward San Francisco as Mountain View is to the south. There have been some extensive apartment buildings there for the last few years, particularly on Woodside Road. On the whole, the prices are lower than in Palo Alto and Menlo Park. 10-15 minutes driving time.

**Sunnyvale-Cupertino:** There has been much building of apartment and townhouse complexes in these communities, and many house staff members rent or own homes there. Prices are slightly less than in the Palo Alto/Menlo Park area. If your rotation will take you to the Santa Clara Valley Medical Center and/or Kaiser Foundation Hospital in Santa Clara, you may wish to investigate these communities. The Cupertino School District is said to be excellent. Access to Highway 280 is helpful.

**Atherton:** Large expensive homes. Some cottages. Rents tend to be high.

**Woodside and Los Altos Hills:** This is about as rural as you can get. Watch for road conditions in western Woodside. We do get rain some years and you will learn to like deer, raccoons, skunks, etc. Very few apartments. Some cottages. Again, expensive.

## BUYING A HOUSE

Each year several residents purchase houses. Prices in Palo Alto are in the \$1,000,000 range for single family dwellings. Condominiums and townhouses are around \$400,000. If you are willing to commute, Sunnyvale and Santa Clara have less expensive homes.

**HOUSING AUTHORITY:** Santa Clara County, offers rent subsidies for low income families, the elderly and the disabled. Call (408) 275-8770.

**PALO ALTO HOUSING CORPORATION:** A private organization working to foster low to moderate income housing in Palo Alto. A list is maintained of federally subsidized low-income developments in Northern Santa Clara County. Call 321-9709.

**IF YOU HAVE A PROBLEM:** If you think you are being discriminated against, contact:

**MID-PENINSULA CITIZENS FOR FAIR HOUSING:** Assists people who believe they have been refused housing due to their race, ethnic origin, religion, sex, age, marital status or physical disability. Call 327-1718

**CA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING:** 888 N. First Street, Room 315, San Jose (408) 277-1264

If you need information about legal issues or landlord-tenant mediation, contact:

**RENTAL HOUSING MEDIATION TASK FORCE:** Provides information on tenant/landlord rights and responsibilities. Trained volunteer mediators are available to facilitate communication between tenant and landlord for the resolution of disputes. Call 856-4062.

**TENANT-LANDLORD SERVICES:** 415 E. Middlefield Road, Mountain View, 966-6308.

**SAN MATEO COUNTY HUMAN RELATIONS COMMISSION:** 590 Hamilton, Redwood City, 363-4000 ext. 4841.

**SANTA CLARA COUNTY HUMAN RELATIONS COMMISSION:** 70 W. Hedding, 5th Floor, East Wing, San Jose, (408) 299-2206.

## MOTELS AND HOTELS

	<b>Tel.#, Area Code (650)</b>	<b>Price* Range</b>	<b>Pool, Kitchen</b>	<b>Micro./Ref.</b>
<b><u>MENLO PARK</u></b>				
Riviera Motor Lodge, 15 El Camino, 94025	321-8772	\$\$	P	
Stanford Arms, 115 El Camino, 94025	325-1428	\$\$	K	
Stanford Park Hotel, 100 El Camino, 94025 (Shuttle service from motel to Stanford)	322-1234	\$\$\$\$	P	
Mermaid Inn Motel, 727 El Camino, 94025	323-9481	\$\$\$	P, K	
Menlo Motor Lodge, 1315 El Camino, 94025	326-7530	\$\$	K	
The Red Cottage, 1704 El Camino, 94025	326-9010	\$\$	P, K	
<b><u>MOUNTAIN VIEW</u></b>				
American Inn, 1012 El Camino, 94040	961-6720	\$\$\$		M/R
Best Western Tropicana, 1720 El Camino, 94040	962-9912	\$\$\$		M/R
Brookside Inn, 200 E. El Camino, 94040	969-8200	\$\$\$	Jac.	M/R
Comfort Inn, 2700 W. El Camino, 94040	967-7888	\$\$\$	P, Jac.	M/R
El Camino Real Lodge, 1561 El Camino, 94040	948-8982	\$\$	P, K	M/R
<b><u>PALO ALTO</u></b>				
Sheraton, 625 El Camino, 94301 (Shuttle service from motel to Stanford)	328-2800	\$\$\$\$	P, K	
The Cardinal Hotel, 235 Hamilton, 94301	323-5101	\$\$		
Stanford Terrace Inn, 531 Stanford Avenue, 94306	857-0333	\$\$\$\$	P, K	
Garden Court Hotel, 520 Cowper Street, 94301	322-9000	\$\$\$\$		
Coronet Motel, 2455 El Camino, 94306	326-1081	\$	P, K	
Palo Alto Travelodge, 3255 El Camino, 94306	493-6340	\$\$	P	
Stanford Motor Inn, 3305 El Camino, 94306	493-3153	\$\$	P, K	
Creekside Inn, 3400 El Camino, 94306	493-2411	\$\$\$	P, K	
El Rancho Motel, 3901 El Camino, 94306	493-2760	\$	P	
Town House Motel, 4164 El Camino, 94306	493-4492	\$\$		
Hyatt Rickey's, 4219 El Camino, 94306	493-8000	\$\$\$\$	P	
Sky Ranch Motel, 4234 El Camino, 94306	493-7221	\$\$	K	
Hyatt Palo Alto, 4290 El Camino, 94306	493-0800	\$\$\$\$	P	
Country Inn Motel, 4345 El Camino, 94306	948-9154	\$\$	P, K	
Days Inn, 4238 El Camino	493-4222	\$\$		M/R
Cabana Palo Alto, 4290 El Camino	857-0787	\$\$\$\$	P	R
Howard Johnson Palo Alto, 3901 El Camino	493-2760	\$\$		M/R
Dinah's Garden Hotel, 4261 El Camino	493-2844	\$\$\$\$	P, K	M/R
Westin Hotel, 675 El Camino	321-4422	\$\$\$\$	P	M/R
<b><u>REDWOOD CITY</u></b>				
Redwood Rancho Motel, 2834 El Camino	366-8272	\$\$	P, K	M/R
Continental Garden Motel, 2650 El Camino	369-0321	\$\$	P, Jac.	M/R
Holiday Inn Express, 2834 El Camino	366-2000	\$\$		M/R
Days Inn, 2650 El Camino	369-9200	\$\$	P, K	M/R

## RECREATION

### COMMUNITY PARKS:

The communities around Stanford offer dozens of parks ranging from small pockets on the corner of a block in town to huge wildlife preserves. All of them offer a nice way to spend an afternoon or a Sunday.

**PALO ALTO:** Palo Alto parks are coordinated by the Palo Alto Recreation Department, which can be reached at 329-2261. Here is what the city has to offer:

**The Baylands Athletic Center**, at Embarcadero and Geng, is a 12.3 acre park featuring lightbaseball and softball fields. Reservations are required for games.

**Boi Park**, On Laguna between Barron and Matadero, has 4.5 acres.

**Boulevard Park**, at 390 Fernando, is a 1.4 acre park with a basketball court, picnic facilities, and children's play areas.

**Bowden Park**, at Alma and California, has 2 acres.

**Briones Park**, on Arastradero at Clemo, is a 4.1 acre park with picnic facilities.

**Byxbee Park**, at the east end of Embarcadero, has 1,800 acres which shelters a duck pond, 18 hole golf course (call 329-2101 for information), and a Nature Interpretive Center (call 329-2506).

**Cameron Park**, at 2110 Wellesley, has 1.1 acres.

**Clark Park**, on Old Trade Road.

**Cogswell Plaza**, at Lytton and Ramona, has half an acre.

**El Camino Park**, at 100 El Camino Real, has 11.5 acres, which include a lighted softball field and soccer field. Reservations are required.

**Eleanor Park**, at 851 Center Drive, has picnic facilities, play area, and tiny tot area.

**Foothills Park**, at 3300 Page Mill Road, is a 1500-acre park with hiking trails, and Interpretive Center (call 329-2423), Boronda Lake (which offers fishing and boating), an overnight camp, and play facilities. Only Palo Alto residents and their guests are admitted. **A Stanford I.D. will not get you in.** Bring something that proves you live in Palo Alto, such as a driver's license or utility bill. Reservations are required for overnight camping (call 329-2423).

**Greer Park**, at 1098 Amarillo, has 4.9 acres, and picnic facilities.

**Hoover Park**, at 2901 Cowper Street, has picnic facilities.

**Hopkins Creekside Park**, Palo Alto Avenue, from El Camino to Marlowe.

**Johnson Park**, (Downtown Park North), at Everett and Waverley, has 2.5 acres.

**The Lawn Bowling Green**, at Embarcadero and Cowper, has 1.9 acres with 8 bowling greens. For information, call the Club House at 323-2575.

**Kellogg Park**, Waverley Street at Embarcadero Avenue.

**Mayfield Park**, at 3200 Wellesley has 1.1 acres.

**Mitchell Park**, at 600 East Meadow, has 20 acres with a dog run, fire circle, picnic area, jog run, recreation room (call 329-2487), two paddle tennis courts, a tennis backboard, seven lighted tennis courts, handball, shuffle board, outdoor stage and a wading pool open in summer.

**Monroe Park**, at Monroe and Miller, has half an acre.

**Peers Park**, at 1899 Park Boulevard, has 4.7 acres with a recreation room (call 329-2422), and play fields.

**Ramos Park**, at 800 E. Meadow, has picnic facilities and a tiny tot area.

**Rinconada Park**, at 777 Embarcadero, has 19 acres with a jog run, nine tennis courts (six of them lighted), play fields, swimming pools, and an outdoor stage.

**Robles Park**, at 4116 Park Boulevard, has 4.6 acres with a baseball court and softball field.

**Seale Park**, at 3100 Stockton Place, has 3.2 acres.

**Scott Park**, at Scott and Channing, has a basketball court.

**Terman Park**, at 655 Arastradero.

**Weisshaar Park**, at 2300 Dartmouth, has 1.1 acres.

**Werry Park**, at 2100 Dartmouth.

**Wallis Park**, at Grant and Ash.

**MENLO PARK:** Menlo Park parks are under the jurisdiction of the Menlo Park Recreation Department, which can be reached at 858-3470. Many park tennis courts are locked. Keys cost \$30 for Menlo Park residents, \$75 for non-residents, and are available at the Menlo Park Recreation Center, on Alma and Mielke Drive.

**Burgess Park, Gymnasium, and Pool**, at Alma Street and Mielke Drive, has baseball fields, soccer fields, basketball courts, a pool, gymnasium, and children's play areas.

**Camp Fremont Memorial Park**, at Santa Cruz and University, is a "pocket park" for relaxing.

**Carlton Mini Park**, on Carlton Avenue between Newbridge and Ivy, has children's play areas.

**Flood Park**, on Bay Road between Marsh and Ringwood, has picnic areas, baseball fields, and basketball courts.

**Joseph B. Kelly Park**, at 100 Terminal Avenue, has baseball fields, basketball and tennis courts, and play areas.

**Madera Mini Park**, on Madera Avenue between Newbridge and Hamilton, is a spot for relaxing.

**Nealon Park**, at 800 Middle Avenue, has a softball field, tennis courts (two of them lighted) a golf driving cage and chipping area, and children's play areas.

**School View Park**, at Ivy Drive and Chilco, has picnic and children's play areas.

**Sharon Park**, at Sharon Drive between Klamath and Monta Rosa, has a lake with a fountain, nature trails, and picnic areas.

**Stanford Hills Park**, at Branner Drive on Sand Hill Road, has picnic and roller skating areas.

**Willow Oaks Park**, on Coleman Avenue at Willow Road, has playing fields, basketball courts, tetherballs and children's play areas.

**MOUNTAIN VIEW:** Mountain View parks and facilities are coordinated by the Mountain View Recreation Commission. For facilities reservations, call 966-6332. For information about the city's sports programs, call 966-6331. For general information call the Parks Department at 903-6413.

**Bubb School Park**, at Barbara and Montalto, has a basketball court and children's play area.

**Castro School**, at 505 Escuela Avenue, has a basketball court and a softball field.

**TheCommunityCenter**, at 201 South Rengstorff, has a softball field, tennis courts, and a swimming pool.

**Cooper Park**, at 500 Chesley Avenue, has a basketball court, football and soccer fields, and tennis and volleyball courts.

**Crittenden School Park**, at 1701 Rock Street, has playing fields (including a lighted softball field), a basketball court, and tennis court.

**Cuesta Park**, at 685 Cuesta Avenue has barbecue facilities, picnic areas, children's play areas, and lighted tennis courts. Reservations are required for the barbecue (966-6331) and tennis facilities (967-5955).

**Eagle Park**, at 650 Franklin Street has swimming pool, tot lot and big lawn area. Daily lap swimming (Monday - Friday), noon swimming and evening swimming. Summer lessons and recreational swimming.

**Fairmont Park**, at Fairmont and Bush, has children's play areas.

**Huff School**, at 253 Martens Avenue, has a basketball court and playing fields.

**Landels School Park**, at 115 Dana Street, has barbecue facilities, and picnic area, a basketball court, and softball fields.

**McKelvey Park**, at Miramonte and Park, has a lighted baseball field and football and soccer fields.

**Monte Loma School Park**, at Truman and Bryant, has playing fields and tennis courts.

**The Rancho San Antonio Open Space Preserve**, on St. Joseph Avenue is a natural preserve that presents environmental education and has picnic areas.

**The Pioneer Memorial Park**, at Castro and Church, is a quiet area for relaxing.

**Rengstorff Park**, at Rengstorff and Crisanto, has eight lighted tennis courts, a swimming pool, barbecue facilities, playing fields, and picnic areas. There is a sign-up list at the tennis courts to schedule playing time.

**Rex Manor Park**, at Farley and Bonny, has children's play areas.

**San Vernon Park**, at San Vernon and Middlefield, has a basketball court and children's play areas.

**Shoreline Golf Links**, at 2600 N. Shoreline Blvd., Mountain View, 969-2041. Open 7 days a week. 18 hole championship course. Golf clinic and lessons in the Spring. Call 969-2041.

**Shoreline Park**, at Shoreline and Terminal, is another quiet areas for relaxing.

**Stevenson School Park**, at Montecito and San Pierre, has barbecue facilities, playing fields, a basketball court, and children's play areas.

**Thaddeus Park**, at Middlefield and Independence, has children's play areas.

**Varsity Park**, at Duke and Jefferson, has a basketball court and children's play areas.

## STATE PARKS:

The California State Parks System offers opportunities for hiking, camping, and picnicking in spectacular settings. Here are some of the closest:

**Angel Island State Park** is the largest island in the San Francisco Bay - it is about one square mile in area. Passenger ferries to the island from Fisherman's Wharf, San Francisco, daily throughout the year (call the Red and White Fleet, 546-2815) and from the main street dock in Tiburon (call the Angel Island Tiburon Ferry 435-2131). You should call in advance for schedule information.

**The Big Basin Redwoods State Park** is the largest park in the Santa Cruz Mountains, offering over 80 miles of trails through semi-wilderness, much of which is covered with redwoods. To get there, take Highway 9 and turn west on Highway 236. For information call park headquarters at (408) 338-6132. For reservations call (800) 444-PARK.

**Butano State Park**, a rain forest of redwoods and ferns, has coastal fog that rolls in most nights and during many days. There are miles of trails on its 2,200 acres. To get there, take Pescadero Road from Highway 1 through Pescadero. The park is about 5 miles south on Cloverdale Road. Call for reservations, (415) 879-0713.

**Castle Rock**, as its name suggests, is much favored by rock climbers. The Rock is an 80-foot sandstone outcropping in the midst of dry grasslands. To get there, take Skyline Boulevard about three miles south from where it intersects with Highway 9. For information call (408) 867-2952. Call (408) 338-6132 to make reservations.

**The Forest of Nisene Marks State Park** is a semi-wilderness park. It is much less "developed" than most other state parks, and offers fewer amenities. It is easy to get lost in this dense redwood forest if you are not careful about following the trails. For many, this wilderness is part of the park's appeal. To get there, take the Aptos Creek Road north from Soquel Drive in Aptos. For information and reservations call (408) 335-4598 or write Henry Cowell Redwoods State Park, 101 N. Big Trees Rd., Felton, CA 95018.

**Henry Cowell Redwoods State Park** covers 1,760 acres and has over 19 miles of hiking trails and features camping. It offers an easily-accessible redwood grove and picnic area in addition to much more strenuous hikes. To get there, take Highway 9 just south of Felton. For information, call (408) 335-4598.

**Mount Tamalpais State Park**, north of San Francisco, is near the famous Muir Redwoods and offers wonderful opportunities for hiking. To get there, go up Highway 101 and turn west onto Highway 1 at the Stinson Beach exit. After three miles turn right on Panoramic Highway and then follow the signs to Mount Tamalpais. For information, call 388-2070.

**Portola State Park**, is favored for car and trail camping, picnicking, and hiking. To get there, take Alpine Road west from Skyline Boulevard and turn south on Portola State Park Road.

**SPECIAL TOURS:** The bay area offers dozens of interesting places to tour. Here are a few suggestions to get you started:

**The Ano Nuevo State Reserve** offers a guided two and one-half hour tour to the ocean to watch the annual return of the elephant seals. Call 879-0227 for information and (415) 392-show for reservations.

**Filoli**, the superb gardens and mansion in Woodside, is perhaps the most popular tour in the Bay Area; reservations must be made well in advance. Tours are offered at 10 AM and 1 PM Tuesday through Saturday from mid-February through mid-November. Call 364-2880 for more information.

**The Fitzgerald Marine Reserve**, a wildlife sanctuary, offers a lecture tour of the tidepools at low tide. Drop-in walking tours are available on weekends. Group tours can be arranged on week-days. The Reserve is located at Moss Beach, off Highway 1. Call 728-3584 for more information.

**The Marine Ecological Institute** has half-day Bay tours to examine marine life aboard an 85-foot research vessel. Advance reservations are required. The Institute is located at 1200 Chesapeake Drive in Redwood City. Call 364-2760 for more information.

**NASA's Ames Research Center** will arrange free tours of the facility at Moffett Field in Mountain View. Call 694-6497 for more information.

**Ralston Hall**, on the campus of the College of Notre Dame, 1500 Ralston Avenue, in Belmont, is a Victorian mansion with furniture from the period. Call 593-1601, ext. 201, for more information and reservations.

**Rod McClellan's Acres of Orchids** offers behind-the-scenes tours of the world's largest orchid hybridizer. Hour-long tours are given daily at 10:30 AM and 1:30 PM at the greenhouse at 1450 El Camino Real, South San Francisco. Group tours are available by reservation. For more information call 871-5655.

**The Spanishtown Historical Society's Tour of the Half Moon Bay Area** is a self-guided walking tour of historic sites. A tour-guide sheet is available at Cunha's Grocery on Main and Kelly Avenues in Half Moon Bay.

**Sunset Magazine** offers tours of its editorial offices and gardens Monday through Friday at 10:00 and 11:30 A.M. and at 1, 2, and 3 PM. It is located at Middlefield and Willow Road in Menlo Park. Call 321-3600 for information.

## ENTERTAINMENT

**LIVE ENTERTAINMENT:** Plan ahead to see popular plays, operas, rock shows and symphonies.

Six-month waiting lists for popular San Francisco plays are not uncommon, and the season ticket holders often take all the available seats very early in the season.

The **Tresidder Ticket Office**, on the first floor of Tresidder Union, (723-4317) has information about ticket availability for most commercial productions in the Bay Area. Other sources of information about upcoming events both on campus and off include the **Campus Report** and the **Stanford Daily's "Once Around the Quad"** section. Campus events are also available on **Forsythe**, Stanford's database. Log on and type ADMIN INFOR PUBLIC EVENTS. The **Tresidder Information Tape**, reached by dialing 723-0336, gives information about happenings on campus.

The San Francisco Chronicle's pink "**Datebook**" section, an insert in each Sunday's paper, is a complete guide to current and upcoming Bay Area entertainment.

**THEATER:** Palo Alto supports two theater companies, **Theatre Works** and the **Palo Alto Players**. Theatre Works does Broadway hits and a surprising number of premiers. The Players is a community theater. Both groups perform in the **Lucie Stern Community Theater**, 1305 Middlefield Road (near Embarcadero) in Palo Alto. Call CAPA Community Box Office, 329-2623, for information.

San Francisco's **American Conservatory Theater (ACT)**, performing at Geary Theater, 450 Geary Blvd., is regarded as one of the country's great regional theaters. Call 673-6440.

**FILMS:** The Stanford area presents some of the richest opportunities for movie going you are apt to encounter anywhere. The following is a list of nearby theaters.

### PALO ALTO:

**Aquarius Theater**, 430 Emerson. Call 327-3240

**Varsity**, 456 University Avenue. Call 323-6411

**Palo Alto Square**, 3000 El Camino Real. Call 493-1160

**Stanford Theater**, 221 University Avenue. Call 324-3700

### MENLO PARK:

**Guild Theater**, 949 El Camino Real. Call 323-6760

**Park Theater**, 1275 El Camino Real. Call 232-6181

## **MOUNTAIN VIEW:**

**Century Cinemas 10**, 1500 Shoreline. Call 960-0970

**New Mountain View Theater**, 228 Castro. Call 967-2227

**Old Mill Six**, San Antonio/California. Call 948-1116

## **REDWOOD CITY:**

**UA Redwood 7 Theaters**, 305 Walnut. Call 367-9090

## **RECREATIONAL RESOURCES:**

### **COMMUNITY SWIMMING POOLS:**

**Information:** 329-2125 or 329-2261

**Gunn Pool:** 780 Arastradero Road, 494-0183 (summer only)

**Jordan Pool:** 750 N. California Avenue, 494-0189 (summer only)

**Rinconada Pool:** 777 Embarcadero Road, 329-2351 (when pool is open)

**Stanford (Wilbur) Pool:** 480 E. Meadow Drive, 494-0265 (summer only)

## **PALO ALTO CITY LIBRARIES:**

**Main Library:** 1213 Newell Road, 329-2436

**Children's Library:** 1276 Harriet Street, 329-2134

**College Terrace:** 2300 Wellesley Street, 329-2298

**Downtown:** 270 Forest Avenue, 329-2641

**Mitchell Park:** 3700 Middlefield Road, 329-2586

## **SHOPPING**

**NEARBY SHOPPING AREAS:** There are many shopping areas and malls close to Stanford. While shops vary from place to place, most shopping centers include department stores, gift and specialty shops, banks, restaurants, record stores, clothing and shoe stores, drug stores, and book stores. Below is a list of the shopping centers that are the most convenient to Stanford.

**THE STANFORD SHOPPING CENTER:** Next to the University on El Camino, Palo Alto. It is one of northern California's largest shopping centers.

**DOWNTOWN PALO ALTO:** On University Avenue and adjacent streets, Palo Alto.

**TOWN AND COUNTRY VILLAGE:** At El Camino Real and Embarcadero Road, Palo Alto.

**DOWNTOWN MENLO PARK:** On Santa Cruz Avenue and adjacent streets, Menlo Park.

**SAN ANTONIO SHOPPING CENTER:** At El Camino Real and San Antonio Road, Mountain View.

**WESTFIELD VALLEY FAIR:** On Stevens Creek Road, San Jose

**SANTANA ROW:** On Stevens Creek Road, San Jose

**BOOK STORES:** Many bookstores have places to sit, relax, and read. Several have extended this area to include a cafe with coffee, tea and pastries.

### **CAFE BOOKSTORES:**

***Printers, Inc.***

301 Castro Street

Mountain View

961-8500

This is a good place for hard-to-find books. They also have a large selection of periodicals. The small cafe in the store is a Palo Alto hangout.

***Borders Books, Music & Cafe***

456 University Avenue

Palo Alto

326-3670

***Barnes & Noble***

1091 El Camino

Redwood City

299-0117

## **NEW AND DISCOUNT BOOKS**

### ***B. Dalton Bookseller***

63 Town and Country Village  
Palo Alto  
321-8502

### ***Books Inc.***

Stanford Shopping Center  
Palo Alto  
321-0600

### ***If Wishes Were Horses***

522 Ramona Street  
Palo Alto  
321-9689  
Excellent children's bookstore

### ***Kepler's Books and Magazines***

1010 El Camino Real  
Menlo Center  
Menlo Park

### ***Stanford Bookstore***

135 University  
Palo Alto  
614-0280

### ***Stacey's***

219 University Avenue  
Palo Alto  
326-0681

### ***Bell's Book Store***

536 Emerson  
Palo Alto  
323-7822

## **BANKING:**

Setting up a local checking account is often at the top of the list of things to do for people new to this area.

There are two places to bank at the hospital: the Stanford Branch of Wells Fargo and the Stanford Federal Credit Union.

Wells Fargo is convenient, and an account there will make it easy for you to cash a check at any of the half dozen or so branches within five miles of Stanford.

The Stanford Federal Credit Union has four locations: at Pampas Lane (near the fire station), in the Stanford Medical Center, Tresidder Union, and at 1500 Page Mill Road

(between Hanover and Peter Coutts). It is also a member of the Star, Cirrus and American Express automated teller systems. For information about starting a new account call 694-1000.

## TRANSPORTATION

**AUTOMOBILES:** Hospital employees have two parking options: either an "A" or "C" parking permit. The basic difference between the two is the price and the convenience of the parking lot. Parking permits can be purchased through Transportation Programs, 300 Bonair Siding, on campus. Hours: Monday through Friday, 7:30 to 5:00 p.m. You will be able to purchase a permit at registration/orientation. **Please bring a check.**

**VEHICLE REGISTRATION:** The State of California requires that all motor vehicles be registered at the time of purchase or transfer of ownership. This applies to automobiles, trucks, motorcycles, motor scooters, and all other motor vehicles which require a license plate.

All recent model cars must pass a smog inspection at the time of registration. These inspections can be performed at many gas stations and garages. Prices are not regulated by the state, so shopping around for a service station would be advised. If a car is already registered in California, take the registration and proof of ownership (pink slip) and anti-smog certification to the Department of Motor Vehicles (DMV). If the car is from out-of-state, take the registration card, pink slip, the car itself, and anti-smog certification to the DMV. Although insurance is required in California, it is not required that you show proof of insurance at the time of registration. Upon payment of registration fees, a temporary registration will be issued. Ownership is recorded in Sacramento, and a registration slip will be mailed to you.

Whether or not residents from out-of-state will have to re-register their cars in California depends upon a number of factors, including the type of care they own, whether the car is legally registered in their name, and when the registration is due. Those who intend to become legal resident of California must re-register their cars. Call the DMV for more information.

The closest location of the DMV is 300 Brewster Avenue in Redwood City (800/777-0133).

**AUTOMOBILE INSURANCE:** Drivers of automobiles, motorcycles, and other motor vehicles have a financial responsibility in case of an accident that involves death, injury, or damage to property or another vehicle. In addition to legal penalties, an uninsured driver is required to show financial responsibility by posting a bond or cash of up to \$35,000 and is personally liable for payments after the case is tried by a court of law.

The State of California requires the following minimum levels of insurance: personal liability insurance coverage of \$15,000 for injury or death of one person in an accident,

and \$30,000 for injury or death of more than one person in an accident, and property damage coverage of \$5,000 for damage in an accident.

If you are not already insured, an independent insurance agent will check several companies' prices for you. Check the Yellow Pages for a complete list of independent insurance agents.

**CALIFORNIA DRIVER'S LICENSE:** Non-residents over 18 can either use a California license or a license from their own state. California licenses have the advantage of being familiar to local business people, many help you get lower insurance rates in the area, and are essential if you plan to establish California residency.

People who do not have a valid driver's license must take written, driving, and vision tests. They must also submit birth verification (a passport or birth certificate). People with valid out-of-state driver's licenses (or those which expired less than a year ago) need only surrender their old licenses and pass written and vision tests.

Non-immigrant foreign visitors of at least 18 years of age may drive in California using a valid license from their home country provided that they do not accept employment in California. If foreign visitors accept employment or change their status to a permanent resident, then they must obtain a California driver's license to drive here legally.

## **BUSES:**

**The Marguerite**, Stanford's shuttle service, departs every 10 minutes from stops circling the campus from 7:20 a.m. to 6:40 p.m.. It also provides access to the Stanford Shopping Center, the Palo Alto CalTrain station during commuting hours, the Medical Center, the Oval, and Lytton Plaza in downtown Palo Alto.

A shuttle to the Stanford linear Accelerator Center leaves every half hour. The Marguerite also services the public bus stops at the Oval, the Med Center, the Shopping Center, and Escondido Village.

The shuttle service runs week-days except University holidays. Maps are available to Tresidder Union.

**COUNTY TRANSIT:** (Santa Clara) bus lines provide service between campus and neighboring towns as far away as San Jose. Exact change is always required. For route and schedule information, call 965-3100. The admitting desk in the hospital also has schedules.

**SAMTRANS:** (San Mateo County) bus lines run as far south as Palo Alto and as far north as San Francisco. For fare information, call 367-1500.

## **TRAINS:**

The **CalTrain** line runs between San Jose and San Francisco, stopping in almost every city along the way. Although the train is more expensive than the bus, it is quicker and more relaxing to ride.

For schedule information, call the Palo Alto depot at 323-6105 or the main San Francisco station at 495-4546. The information desk at Tresidder Union also has schedules.

## **BART:**

The **Bay Area Rapid Transit** system, **BART**, travels from Daly City through downtown San Francisco to East Bay cities such as Oakland and Berkeley.

Motorists often take Highway 280 to the Daly City BART station and park their cars there rather than put up with the difficult driving conditions of San Francisco. Those without cars can take CalTrain or 7F SamTrans bus to San Francisco and from there take BART to Oakland or Berkeley. For more information, call 788-2278.

## **TO AND FROM THE AIRPORT:**

**BY CAR:** The following are directions to reach the campus from the three Bay Area airports:

**San Francisco** - take Route 101 (Bayshore Freeway) south to Palo Alto. Take the Embarcadero Road exit and go west until you enter campus. Check the campus map near the entrance for directions to your campus destination.

**Oakland** - you will need to cross the Bay Bridge to San Francisco and then take Route 101 south the Embarcadero Road exit. Then follow the instructions above.

**San Jose** - take Route 101 north to the Embarcadero Road exit. Then follow the instructions above.

**BY PUBLIC TRANSPORTATION: SamTrans** buses will take you directly to or from the San Francisco airport. The bus stops every few block along El Camino north from Page Mill Road. Check the schedule for route numbers and times. The Stanford Shopping Center stop is the one most people use. There are phones there from which to call friends or a cab after you arrive. The buses do not have room for luggage.

You can reach the San Jose Airport on Santa Clara County buses, but the route is not as direct. You must take a bus from Palo Alto to San Jose and then transfer in San Jose to a bus to the airport. Check schedules for exact route numbers and times. Allow about two hours transit time. The buses do not have space for luggage.

**BY LIMOUSINE SERVICES: Airport Connection** offers shuttle bus service to and from the San Francisco and San Jose airports, and door-to-door limousine service to and from San Francisco, San Jose, and Oakland airports. Reservations are required for rides to the airports and are recommended for rides from the airports to Palo Alto. For information and reservations, call 363-1500, or toll free from outside California (800) AIRPORT.

