



## **Student/Resident Orientation Handbook Bay Pines VA Healthcare System (BPVAHCS) Office of Academic Affiliation (OAA)**

**Bay Pines OAA location:** Building 20, Room 200

**Bay Pines OAA contacts:** Main Line: 727- 398-9533,

Haley Hill: 727-398-6661, ext. 15033 or Cassandra Johnson: 727-398-6661, ext. 14038

**Lee County OAA location:** 2<sup>nd</sup> Floor, Room 2B-108

**Lee County OAA contact:** Rosalie Barrack 239-652-1800, ext 20633

1. Bay Pines VAHCS is the fourth largest VA Healthcare System in the nation. Our Mission Statement is to fulfill President Lincoln's promise: "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring America's Veterans.
2. A VA Identification badge along with school/residency photo ID is required to be worn above the waist while you are here doing your rotation. Please introduce your role and who your supervising/attending preceptor is to the Veterans that you are caring for. Patient Survey satisfaction data shows that this is important to our Veterans.
3. Bay Pines: Parking for students is in Lot 16, which is located next to the Credit Union. Residents must park in either Physician or Employee designated parking lots. You must obtain a decal (Students: tan color; Residents: red color) from the Police Service.

Lee County: Parking for students is located to the far right hand side of the front parking lot (as you enter the main entrance). The signage states Volunteers and Employees but includes parking for Students/Residents as well. Please do not park in the immediate front of the building which is strictly reserved for our patients. Students/Residents will obtain a parking decal or temporary parking permit from the Police Service during orientation.

4. Bay Pines: If you have an emergency, call the Bay Pines main campus emergency number 711 and identify yourself, your location, and what the emergency is, such as a medical emergency, fire, police, or violent patient or visitor.

Lee County: If you have an emergency, call the Lee County emergency number 21111 and identify yourself, your location, and what the emergency is, such as a medical emergency, fire, police, or violent patient or visitor. If you are assigned to a Community Based Outpatient Clinic (CBOC) such as Naples, Port Charlotte, or Sebring, you must dial 911 for local emergency assistance.

5. Emergency Codes Designations:
  - Doctor Red = Fire
  - Code Blue = Medical Emergency
  - Code Purple = Computer System Failure
  - Code Orange = Missing Patient
  - Code White = Armed Aggressor
  - Code Adam = Missing Child

6. RACE = Rescue – Alarm – Contain - Extinguish (or Evacuate).  
Make sure you review with your preceptor where the fire alarms, extinguishers, and fire exits are in the clinical or administrative area you are assigned to.
7. Veterans are twice as likely to die from suicide as Non-Veterans. The National VA Suicide Hotline is 800-273-8255. You have a duty to help prevent suicidal behaviors. Make sure that the environmental risk factors are reduced by eliminating structures that could support a hanging object, reduce strangulation devices and access to sharp objects. Many hospital suicides occur during shifts during hand-off points between clinical staff.
8. Hand hygiene is the single most important measure to reduce the risks of transmitting germs from one person to another or from one site to another. Make sure that you wash your hands at least 15 seconds, including the areas between the fingers, above the knuckles and wrists, and under fingernails. Alcohol gels are also available but should not replace hand washing if your hands are soiled, if you are leaving an isolation room, or if you are dealing with *Clostridium difficile*.
9. Bay Pines: Our Employee Health Program is available to you if you are injured at Bay Pines VAHCS. If you are hurt, tell your preceptor and go to Employee Health, which is in Bldg. 22, Room 116. For follow-up care you will need to consult your own Primary Care provider. Seasonal flu shots are available by calling extension 14225 for an appointment.

Lee County: Our Employee Health Program is available to you if you are injured at Lee County Healthcare Center. If you are hurt, tell your preceptor and go to Ambulatory Care Clinic which is located on the first floor, Section 1A-137. For follow-up care you will need to consult your own Primary Care provider. Seasonal flu shots can be obtained by calling extension 20143 for an appointment.

10. It is your responsibility to keep the computer access codes that you are given secure. Protect your computer codes by not sharing them with anyone. Log off whenever you walk away from the computer, even for a moment. Inactivity on the computer for more than thirty days will lock out your account.
11. Copy and pasting documents or cloned documentation is risky. Review the copy and paste information on the laminated card labeled Copy and Paste Buddy we gave you.
12. You may not use thumb drives or any other personally owned USB device on VA computers.
13. It is important that you always protect patient sensitive confidential information. Do not print out patient information and leave it at the printer for others to read.
14. Veteran Personal Identifiable Information and Patient Health information may not be stored or shared using Google Docs or any other similar site. VA network access to Google docs site has been blocked by the VA. As a trainee at the VA you cannot access Google Docs or similar sites from your home, your affiliate institution, and/or your mobile computing device to put Veteran information since it would be a violation of our Veterans' privacy.
15. Student documentation must be co-signed by a licensed provider within 24 hours. Make sure your documentation is timely and accurate.
16. A licensed independent practitioner (attending or supervising practitioner) must be in charge of Resident Supervision. The laminated card you were provided during orientation will inform you of the current policy. By signing this form, you agree that you have reviewed and will adhere to these requirements.

17. Whenever you are doing a rotation (whether monthly or longer) at Bay Pines, you must check in and check out with the Academic Affiliation Section in Education Service.
18. Please make sure on your last day of your rotation that you check out with your service first. If you are not returning for another rotation within 30 days you are required to complete the clearance form and return the completed form to Academic Affiliations.
19. On the last rotation of your academic year, please go to the OAA website to complete the learner's perception survey. <http://www.va.gov/oa/surveys>
20. If you have not already done so it is imperative that you log in to TMS and update your email to your VA.GOV email address. If you fail to do this your network account/computer access may be terminated during your rotation.
21. For trainees in a program sponsored by VA, whether paid by VA or without compensation (WOC) any disciplinary action on the part of VA will conform to VA's Human Resources policy. For a trainee in a program sponsored by an affiliate, further investigation and appropriate action, including possible remediation, disciplinary action, or dismissal from the training program, will be at the discretion of the affiliate and BPVAHCS. Please follow up with your program director for specific details.

**Please keep the first three pages of this document for your information, and turn in the fourth page signed to the Office of Academic Affiliations Office (OAA).**

I acknowledge that I have reviewed and fully understand the information provided in this Resident/Student Orientation Information.

I have completed the Mandatory Training for Trainees online in TMS for this academic year and fully understand the material presented.

I have been given the opportunity to ask questions about the Bay Pines VAHCS Resident/Student Orientation program. If I have questions about the program in the future, I may contact the names listed on the first page of this document.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**