

STUDENT/RESIDENT ORIENTATION

PLEASE PRINT LEGIBLY

DATE: _____

Name: _____ School/Residency Affiliation: _____
Last Name First Name Middle Initial

Student Year: _____ OR PGY: _____

Emergency Contact: _____
(Name) Telephone Number (including Area Code)

1. Bay Pines VA is the 4th Largest VA Healthcare System in the Nation. In 2010 Bay Pines won the Robert W. Carey Circle of Excellence Award, the department's top honor for quality achievement. This is the third consecutive award to recognize Bay Pines' commitment to serving Veterans and continued improvement in healthcare delivery.
2. VA Identification badge along with school/residency photo ID is required to be worn above the waist while here doing your clinical/student rotation. Please make sure you introduce your role on the team and who your supervising attending/preceptor is to the veteran that you are caring for. Patient Survey satisfaction data shows that this is important to our veterans.
3. Parking for students is in lot 16. Next to the credit union. Residents may park in physician designated parking lots. You must obtain a decal (students-tan colored/residents-red colored) from the Police service. You must park in the designated areas.
4. Bay Pines Main Campus Emergency Number-is 711. Please identify yourself, your location and what the emergency is such as a Medical Emergency, Fire, Police, Angry violent patient or visitor.
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 attending or preceptor where the fire alarms, extinguishers, and fire exits are related to 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 1-800-273-8255. You have a duty to assist in preventing suicidal behaviors. Make sure that the environmental risk factors are reduced by eliminating structures that are capable of supporting a hanging object, reduce strangulation devices, reduce access to sharps and reduce opportunities to jump. Most hospital suicides occur during 2nd and third shifts when crucial communication hand-off points are occurring between clinical staff.
8. Hand hygiene is the single most important measure to reduce the risks of transmitting organisms from one person to another or from one site to another on the same patient. Please make sure that you wash your hands at a minimum of 15 seconds, paying attention to areas between the fingers, about the knuckles and wrists and under fingernails. The alcohol gels are also available but should not replace hand washing if your hands are soiled, leaving an isolation room or dealing with Clostridium difficile.
9. Our Occupational Health Program is available to you if you are injured while here at Bay Pines. Please make sure to tell your preceptor or attending so they can direct you to

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- employee health. Seasonal flu shots are available by calling extension 4225 for an appointment. Occupational health is located in Building 22 Room 116.
10. It is your responsibility to keep the computer access codes that you are given safe. Please protect your computer codes by not sharing them with anyone. Log off whenever you walk away from the computer ...even for a moment. Protect sensitive confidential information. Do not print patient information out and leave it lying at the printer for others to read. Inactivity for more than 30 days will lock out your account
 11. Copy and Pasting documents or cloned documentations carry significant risk for our facility. Make sure you review the Copy and paste information in the handbook and the laminated card labeled Copy and Paste Buddy provided to you.
 12. You are not allowed to use thumb drives on VA computers.
 13. 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. Please note that 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 devise to place veteran information on these types of sites since it would be a violation of our veteran's privacy.
 14. Do not copy and paste within the medical record. Student documentation must be co-signed within 24 hours. Student documentation does not take the place of the licensed provider. The licensed provider must provide their own documentation. Please make sure your documentation is timely.
 15. Resident Supervision must occur by a licensed independent practitioner (attending or supervising practitioner). The handbook and the laminated card you were provided on the website and during orientation provides you with the current policy. By signing this form you are agreeing you have read and reviewed these requirements.
 16. Resident must complete their calendars for recordkeeping to ensure accurate salary payments to the affiliates. Monthly calendar(s) should be filled out prior to starting and be given to the service coordinator and Academic Affiliations. Resident is responsible to get the signed completed copy at the end of the month to the Service Coordinator.
 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 within the Education Service.
 18. Please make sure on you last day of you rotation that you check out with your service first. They will provide you a checkout sheet to bring over to Academic Affiliations so we can check you out with Medical Records.
 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/oaa/surverys>

I acknowledge that I have read the **current academic year Resident/Student Orientation Handbook on the Bay Pines internet website**. In addition, I have provided a certificate to document I have taken the EES Mandatory Training for Trainees for this academic year.. I have reviewed and fully understand the information provided in this handbook including the mandatory training for trainees..

Signature

Date