

Student Resident Orientation Beckley VAMC (517)

1. VA's 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 clinical/student rotation. Please introduce your role and who your supervising/attending preceptor is to the Veterans that you are caring for.
3. Parking is in the parking garage or side lots. Do not park on the top lot near the main entrance of Building 1 or the physician's lot.
4. Dress is business casual or as instructed by your academic institution. Flip Flops/open toe shoes are not permitted during clinical rotations.
5. In the event of an emergency, **call #911** and: identify yourself, your location, and what the emergency is, such as a medical emergency (code blue), rapid response, fire, etc.

Emergency Codes Designations:

- Code Red = Fire
 - Rapid Response = Medical Emergency
 - Code Black = Missing Patient
 - Code Blue= Cardiac Arrest
 - Code Green= Disaster
 - Code Yellow= Bomb Threat
6. **Fire emergencies: 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. Follow the instructions of your VA supervisor.
 7. 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*.

COVID 19 Screening and Masks/precautions per VHA guidance.

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8. Our Employee Health Program is available to you if you are injured here at Beckley VAMC.
If you are injured, tell your preceptor and go to Employee Health/Emergency Department.
9. 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 ninety days will lock out your account.
 - Keep your accounts active with a minimal log in every 30 days.
10. **You can call the IT help desk at 4124 for reactivation of your account if needed.**
11. Copy and pasting documents or cloned documentations in the health record is forbidden.
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. Do not take photographs of health records or other VA private information.
14. Veteran Personal Identifiable Information and Patient Health information may not be stored or shared using Google Docs or any other similar file sharing site. As a trainee at the VA you must not store Veteran information on any non-VA site from any device, including: from your home; your affiliate institution; your mobile tablet; or cell-phone.
15. Documentation must be co-signed by a licensed provider **by end of day written** and not to exceed 48 hours of date written. Make sure your documentation is timely and accurate.
16. Whenever you are doing a rotation (whether monthly or longer) at Beckley VAMC or Outpatient Community Clinics, you must check in and check out with your preceptor as directed. Communicate with your preceptor if unable to present for a clinical rotation.
17. Veterans are twice as likely to die from suicide as Non-Veterans. The National VA Suicide **Hotline is 800-273-8255**. Warm Hand off with Crisis Line staff.
 - Seek assistance with a VA staff member. Key things to Ask:
Name, Location of the Veteran and do they have weapons, etc. to hurt themselves or others?
18. Cell Phones are to be stowed away during clinical rotations. If needed during rotations for research, etc. the phone must be placed on silent.
19. Please make sure on your last week of your rotation, contact the Education Department at extension 4659 or 2016 to obtain Clearance. This must be completed prior to or on your last day of your rotation.



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I fully understand the information. By signing this form, you agree that you have reviewed and will adhere to these requirements.

Signature: _____ Date: _____

Printed Name _____

Academic Affiliation: _____