



Health Professions Trainee (HPT) Orientation VASDHS Education Service Academic Affiliations and Graduate Medical Education

VASDHS GME staff contacts:

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Mission: VA’s mission is to fulfill President Lincoln's promise: *“To care for him who shall have borne the battle, and for his widow, and his orphan.”* Education and training are one of the four VHA missions and since 1946 we have worked in partnership with this country’s medical schools to provide high quality health care to America’s veterans and to train new health professionals to meet the patient care needs within VA and the nation.

The National VA Suicide Hotline 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.

Identification: A School/Residency photo ID is to be worn above the waist while you are at the VA. When meeting a Veteran introduce yourself, your role and the name of your attending or preceptor.

PIV Credential: Every user with computer access will be issued a PIV credential. Keep track of the expiration date and notify your sponsor 2-3 weeks before the card expires. Employees must use their PIV to log onto the computer. Exemptions to PIV Technical Enforcement can be requested in Forefront Identity Manager (FIM)–<https://vaww.myprofile.portal.va.gov/IdentityManagement>. Surrender your PIV to the VA Police upon program completion.

Parking: All personnel must register their vehicle(s) with the VA police and have a valid, non-expired VA Decal displayed on their vehicle. Parking is available at the off-site lot located at [6435 Miramar Road](#). Shuttles run every 15 minutes between 4:30 AM and 8:00 PM (on the hour, quarter-, half- and 3/4-hour) and every 30 minutes from 8:15 PM until 12:15 AM. After hours, call (858)752-9568 or (858)692-0756 for assistance.

Emergencies: In the event of an emergency, call the appropriate number, identify yourself, your location, and the type of emergency. **Emergency Codes Designations:**

x3333 RED-Fire
BLUE-Medical Emergency
YELLOW-Disruptive/Dangerous Behavior
GREEN-Psychiatric Intervention Required
WHITE-Wandering Patient
PURPLE-Employee Involving Weapon

x3647 Bomb Threat/Active Shooter
x3301 Hazardous SPILL
x3911 Radioactive Materials Incident
x4344 MAOD
858-200-5772 NOD
x78425 (STICK) 24/Hour Exposure Hotline

Fire emergencies: RACE = Rescue – Alarm – Contain – Extinguish (or Evacuate)

Know where to find the closest fire alarms, extinguishers, and fire exits in the clinical or administrative area you are assigned to. Follow the instructions of your VA supervisor.

Injury and Exposure: Occupational Health is available to you if you are injured. Following an injury or exposure notify your supervisor. Call the **24/Hour Exposure Hotline x78425 (STICK)**. **During business hours** go to Occupational Health in the Administration Building #27, 1st floor; **after business hours** go to the Emergency Department. Seasonal flu shots are also available.

VA Computers and the Health Record (CPRS)

- Log on with your PIV credential and PIN. Log off (or lock) before walking away from the computer, even for a moment. A list of PIN re-setters can be found on the Intranet, Employee Pages.
- Accounts are disabled when unused for 90-days. Email your supervisor BEFORE returning from an extended absence. Nursing Students and WOC RN Clinical Instructors please notify [Suzanne Carranza via email at suzanne.carranza@va.gov](mailto:Suzanne.Carranza@va.gov).
- The OI&T Helpdesk, is available 24/7 to reset codes on **enabled** accounts (see above) x4767 or 800-921-9278. Forget your PIV? The VA Service Desk can be contacted by sending email to vasd@va.gov or calling (888) 596-HELP (4357).
- Copying and pasting in the health record is unacceptable.
- You may not use unencrypted thumb drives or other personally owned USB device on VA computers (no charging of cell phones through computer USB).
- Annual training in TMS must be completed before it becomes overdue or access will be suspended.
- Always protect patient sensitive and confidential information. Do not print out patient information and leave it at the printer for others to read. If documents are printed, destroy in a shred box when no longer needed. Do not take photographs of health records or other VA private information.
- 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.
- Documentation must reflect supervision by a licensed independent practitioner. Make sure your documentation is timely and accurate.

Research: Do not engage in any research activity without first contacting the Research Service. The initial point of contact to begin a Research Appointment is Coral Ana (Coralyn.Ana@va.gov, x5980).

How are we Doing? Following the last rotation of **every academic year**, complete the learner's perception survey. <http://www.va.gov/oaa/surveys>