**Allied Health Student Orientation   
Louis A Johnson VAMC  
Office of Academic Affiliations (OAA)**

**OAA location**: Staff Development Office, Clarksburg WV

**OAA staff contacts**: Candice Postle

Our mailing address is:

Louis A Johnson VA Medical Center

1 Medical Center Drive, 11(SD)

Clarksburg, WV 26301.

Contact information for Candice Postle is:

(304) 623-3461 ext. 3878

[Candice.Postle@va.gov](mailto:Candice.Postle@va.gov)

Please do not send an e-mail containing your social security number, unless it is in an electronic attachment. It will be blocked.

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. Patient Survey satisfaction data shows that this is important to our Veterans.
3. *Parking* Students and Residents are encouraged to park at the Clarksburg Municipal Pool and/or Playground Lots. Students are permitted to park in the upper leased parking lots afterhours and weekends. We request that students do NOT park in hospital visitor parking due to lack of space. *VA police constantly monitor the parking area & will issue tickets to students found utilizing any of these parking spots.*
4. In the *event of an emergency*, call **911** (this is an *internal* emergency number) and: identify yourself, your location, and what the emergency is, such as a medical emergency, fire, police, or violent patient or visitor.

**Emergency Codes Designations:**

* + Code Red = Fire
  + Code Blue= Medical Emergency, unresponsive / pulseless
  + Rapid Response = Medical Emergency, sudden change in status
  + Code Assist = Medical Emergency, non-life threatening
  + Code Violet= Disruptive Patient
  + Code Adam = Missing Child
  + Code White = Missing Patient
  + Code Yellow = Disaster

1. **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.

1. 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.
2. 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*. Our local policy requires handwashing upon entering and exiting each patient room / area. Please review the Infection control information provided by our IC Nurse. *Sign & return the signature page to Candice Postle at least 2 weeks prior to your first day of clinical rotations*. The page may be scanned/emailed, faxed or hand delivered.

* [Infection Control Module](https://www.clarksburg.va.gov/docs/infection_control_document.pdf)
* [Infection Control Signature Page](https://www.clarksburg.va.gov/docs/infection_control_signature_page.pdf)

1. Our *Employee Health Program* is available to you if you are injured here at LAJVAMC. If you are hurt, tell your preceptor and go to Employee Health, which is in first floor, main hallway**.** For follow-up care you will need to consult your own Primary Care provider. Seasonal flu shots are available.
2. It is your responsibility to keep any *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.
3. Copy and pasting documents or cloned documentations in the health record is forbidden.
4. You may not use thumb drives or any other personally owned USB device on VA computers.
5. 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.
6. 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.
7. Photo identification is required to be worn at all times and be with you when you are entering and leaving the facility.
8. Student documentation must be co-signed by a licensed provider prior to the end of your clinical day. Make sure your documentation is timely and accurate.
9. On your last day of your rotation, please complete the following:
10. Check out with your service first. They will verify that you your Medical Records/documentation are complete and then remove your access from the system.
11. Complete the learner’s perception survey. <http://www.va.gov/oaa/surveys>. Upon completion of the survey, print your certificate. Deliver the certificate along with your ID badge to Human Resources PIV office.

**Read & follow all of the instructions carefully.**

*Please note due dates/time requirements for all information below:*

1. Read the Law Enforcement and Safety Brief, sign it and submit it at least *2 weeks* prior to your start date. Leave the Supervisor’s Initials line blank.

* [Law Enforcement Safety Brief](https://www.clarksburg.va.gov/docs/law.pdf)

2. The VHA Mandatory Training for Trainees course will need to be completed online before your rotation. Instructions are attached below. Print the completion certificate and return it at least *2 weeks* prior to your start date.

* [TMS Instructions](https://www.clarksburg.va.gov/docs/tms_instructions_student.pdf)

3. Before your rotation, *if you will have computer access*, you will need to complete training on our [Computerized Patient Record System](https://www.train.org/vha/policies_sign_off).

6. From our Occupational Health Department: Students with direct patient care are to have Hepatitis B immunization (required) and Hepatitis A immunization (recommended), MMR, Varicella, current PPD. In addition VHA policy requires all health care personnel (including students & trainees) be vaccinated for influenza yearly.

Please have a school official fill out and return the following form, if they have not already done so. This form must be signed by your Program Director or Designated Institutional Official.

*Form needs to be returned to Candice Postle at least 4-6 weeks prior to your start date.*

* [TQCVL Letter](https://www.clarksburg.va.gov/docs/tqcvl_letter.pdf)

All educational requirements listed in the Allied Health Student Orientation manual should be emailed directly to:

[VHACLAALLIEDHEALTHSTUDENTS@va.gov](mailto:VHACLAALLIEDHEALTHSTUDENTS@va.gov)

For any questions regarding the forms included in this manual, please do not hesitate to contact:

Candice Postle

Department of Veterans Affairs

Louis A Johnson VAMC

1 Medical Center Drive

Clarksburg, WV 26301

(304)-623-3461 Ext 3878

[candice.postle@va.gov](mailto:candice.postle@va.gov)