

Allied Health Student Orientation Packet

Louis A Johnson VAMC

Office of Academic Affiliations (OAA)

OAA location: [Staff Development Office, Clarksburg WV](#)

OAA staff contact:

[Candice Postle](#)

(304) 623-3461, extension 3878

Email: Candice.Postle@va.gov

Louis A Johnson VA Medical Center

1 Medical Center Drive, 11(SD)

Clarksburg, WV 26301.

4 Steps to clinical rotations at the Louis A. Johnson VAMC:

Step 1:

*At least **SIX weeks** before your desired rotation start date, we must receive all of the forms indicated in this Student Nursing Orientation packet.

*All forms are in fillable PDF format. They must be completed and returned in their original electronic format. Hand written, scanned or pictures of the documents will not be accepted.

*All documents need to be returned as attachments in ONE email to the following email address: VHACLAALLIEDHEALTHSTUDENTS@va.gov (if all documents cannot be sent via one email due to the size of the attachments, more than one email may be submitted. Any additional emails must be sent at the same time).

*Documents need labeled in the following manner:

Document title, your last name, College name or initials, program title and date submitted.

For example: Document of Understanding.Hardman.WVU.BSN.10.2019

We recommend using the [WOC Application Checklist](#) to help keep you organized.

Review the following information & complete all forms as indicated.

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 for whom you are caring.

Photo identification is required to be worn at all times when within the facility. You are responsible to maintain possession of your ID badge at all times (in and out of the facility).

3. 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
4. *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 to which you are assigned. Follow the instructions of your VA supervisor.
 5. 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.
 6. 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.
 7. *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 after hours and weekends. We request that students do NOT park in hospital visitor parking due to lack of space. *VA police will issue tickets to students found utilizing any of these parking spots.*
 8. Read the [Law Enforcement and Safety Brief](#), sign and initial where indicated. Leave the Supervisor's Initials line blank. *Return your completed form to the email group along with your other documents.*
 9. 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 the email group along with your other documents.
 10. The VHA Mandatory Training for Trainees course will need to be completed online before your rotation ([See instructions](#)). *A copy of the completion certificate must be submitted along with your other required documents.*
 11. Access to our computerized charting system is only given to students who will be completing 120 clinical hours at this facility. If you are given computer access codes, it is your responsibility to keep them 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. At the beginning of your rotation, your preceptor will instruct you on how to access

CPRS (our electronic medical record system) and will complete a brief overview of how to use the system.

12. Copy and pasting documents or cloned documentations in the health record is forbidden.
13. 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.
14. 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.
15. 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.
16. You may not use thumb drives or any other personally owned USB device on VA computers.
17. Complete & submit the following forms:

(DO NOT SIGN Form SF-61 until you are in the presence of a VA Official & instructed to complete)

- [Student Placement Form](#)
- [Document of Understanding Form](#)
- [Random Drug Testing Acknowledgement](#)
- [Application for Health Professions Trainees \(STUDENTS\)](#)
- [Declaration for Federal Employment OF-306](#)
- [Appointment Affidavits \(Form SF-61\)](#)

Step 2: Fingerprinting

A minimum of ***FOUR weeks*** prior to your rotation start date:

Please arrange to complete the fingerprinting process. Fingerprinting will be completed by our Human Resource department. You must schedule an appointment with the Personal Identity Verification (PIV) office located in Building 6 at the Clarksburg VA Medical Center (VAMC) campus. The number to reach HR is 304-623-3461 ext. 3432 or ext. 7697 to arrange your appointment time.

You must bring proper identification to your fingerprinting appointment
(please see the allowable forms of ID at the end of these instructions).

Directions from main building to PIV office:

- Park in the main parking lot.
- Enter the Medical Facility through the main entrance. There will be an information desk on your left, once you go past it, take the next right and walk to the end of the hallway (towards MRI, Cafeteria).
- At the end of the hall, take the door to your left and then the door to your right. This will place you on our outside patio.

- Descend the stairs on the other side of the patio area and bldg. 6 will be in front of you.
- If at any point you need assistance in finding the proper building, please ask any staff member you may encounter or stop at the information desk upon entry.

Prior to leaving this appointment, you will need to schedule a second visit with one of our HR Assistants. This appointment will be to completed Step 3.

Step 3: HR Processing and Photo/ID badge

Please arrange to complete the Human Resources onboarding process. At this appointment, HR staff will verify that all required documents are complete. You will also have your picture taken for you ID badge. You will again need to bring in 2 forms of legal ID.

- EFFECTIVE IMMEDIATELY, SCHOOL IDENTIFICATION CARDS ARE NO LONGER ACCEPTED as one of the two required types of identification for PIV credentials issuance.
 - Two identity source documents from the matrix below are required. Neither identity document may be expired or cancelled.
 - One ID must be from the Primary Identity Source Document column.
 - The second ID can be either a Primary Identity Source Document or a Secondary Identity Source Document.
 - Applicants may not provide two documents from the Secondary Identity Source Documents.
 - The two identity credentials must be different types of credentials. For example, a driver's license from New York plus a driver's license from Iowa is not an acceptable combination of identity documents.
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Step 4: Completing your clinical rotation

1. On your last day of your rotation, please complete the following:

- a. Go to the learner's perception survey: <http://www.va.gov/oaa/surveys>. Upon completion of the survey, print your certificate. Present certificate to Staff Development on your last day of clinicals.
 - b. Report to Staff Development. They will verify that you your Medical Records/documentation are complete and then remove your access from the system.
 - c. Deliver your ID badge to Human Resources PIV office.
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All educational requirements listed in the Allied Health Student Orientation manual should be emailed directly to:

VHACLAALLIEDHEALTHSTUDENTS@va.gov

Allowable forms of Identification

PIV Credential Identity Verification Matrix

All identity source documents shall be bound to the applicant and shall be neither expired or cancelled. PIV and Non-PIV credentials require two forms of identification, one primary and one secondary. The secondary identity source document may be from the primary or secondary list, but if from the primary list it cannot be of the same type as the primary identity source document example.

Flash Badges may be issued following review of a single primary or secondary identity document including applicant photograph. [FIPS 201-2](#)

Primary Identity Source Document	Secondary Identity Source Document
<ul style="list-style-type: none">• A U.S. Passport or U.S. Passport Card• A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)• A foreign passport• An Employment Authorization Document that contains a photograph (Form I-766)• A Driver's license or ID card issued by a State or possession of the United States provided it contains a photograph• A U.S. Military card• A U.S. Military dependent's ID card• A PIV Card <p><i>Updated 3/28/16</i></p>	<ul style="list-style-type: none">• A U.S. Social Security Card issued by the Social Security Administration• An original or certified copy of a birth certificate issued by a state, county, municipality authority, possession or outlying possession of the U.S. bearing an official seal• An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph• A voter's registration card• A U.S. Coast Guard Merchant Mariner Card• A Certificate of U.S. Citizenship (Form N-560 or N-561)• A Certificate of Naturalization (Form N-550 or N-570)• A U.S. Citizen ID Card (Form I-197)• An Identification Card for Use of Resident Citizen in the United States (Form I-179)• A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)• A Temporary Resident Card (Form I-688)• An Employment Authorization Card (Form I-688A)• A Reentry Permit (Form I-327)• A Refugee Travel Document (Form I-571)• An Employment authorization document issued by Department of Homeland Security (DHS)• An Employment Authorization Document issued by DHS with photograph (Form I-688B)• A driver's license issued by a Canadian government entity• A Native American tribal document

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

Candice Postle

Program Support Assistant/ Allied Health Student Coordinator

Staff Development

Louis A. Johnson VA Medical Center

One Medical Center Drive

Clarksburg, WV 26301

Telephone: (304) 623-3461 ext 3878 Fax: (304) 626-7618