



**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 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 preceptor.

**PIV Credential:** Every user with computer access will be issued a PIV credential. Keep track of the expiration date and notify your PIV Sponsor 2-3 weeks before the card expires. The PIV card is used to log onto a VA computer. Surrender your PIV to your clinical instructor or Nursing Education upon program completion.

**Parking:** 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 Code Designations:**

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

5-x3647 Bomb Threat/Active Shooter  
5-x3301 Hazardous SPILL  
5-x3911 Radioactive Materials Incident  
5-x4344 MAOD  
858-200-5772 NOD  
5-x7842 (STIC) 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 preceptor.

**Injury and Exposure:** Occupational Health is available to you if you are injured. Following an injury or exposure notify your preceptor or clinical instructor. Call the **24-Hour Exposure Hotline x7842 (STIC)**. **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 resetters can be found on the Intranet, Employee Pages.
- Accounts are disabled when unused for 90-days. Email your preceptor **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 Enterprise Service Desk (ESD), is available 24/7 to reset codes or provide temporary Windows passwords if you forget your PIV Card on **enabled** accounts x4767 or 855-673-4357.
- 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 patients, 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 school; your mobile tablet; or cell-phone.
- Documentation must reflect supervision by a licensed independent practitioner. Make sure your documentation is timely and accurate.

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