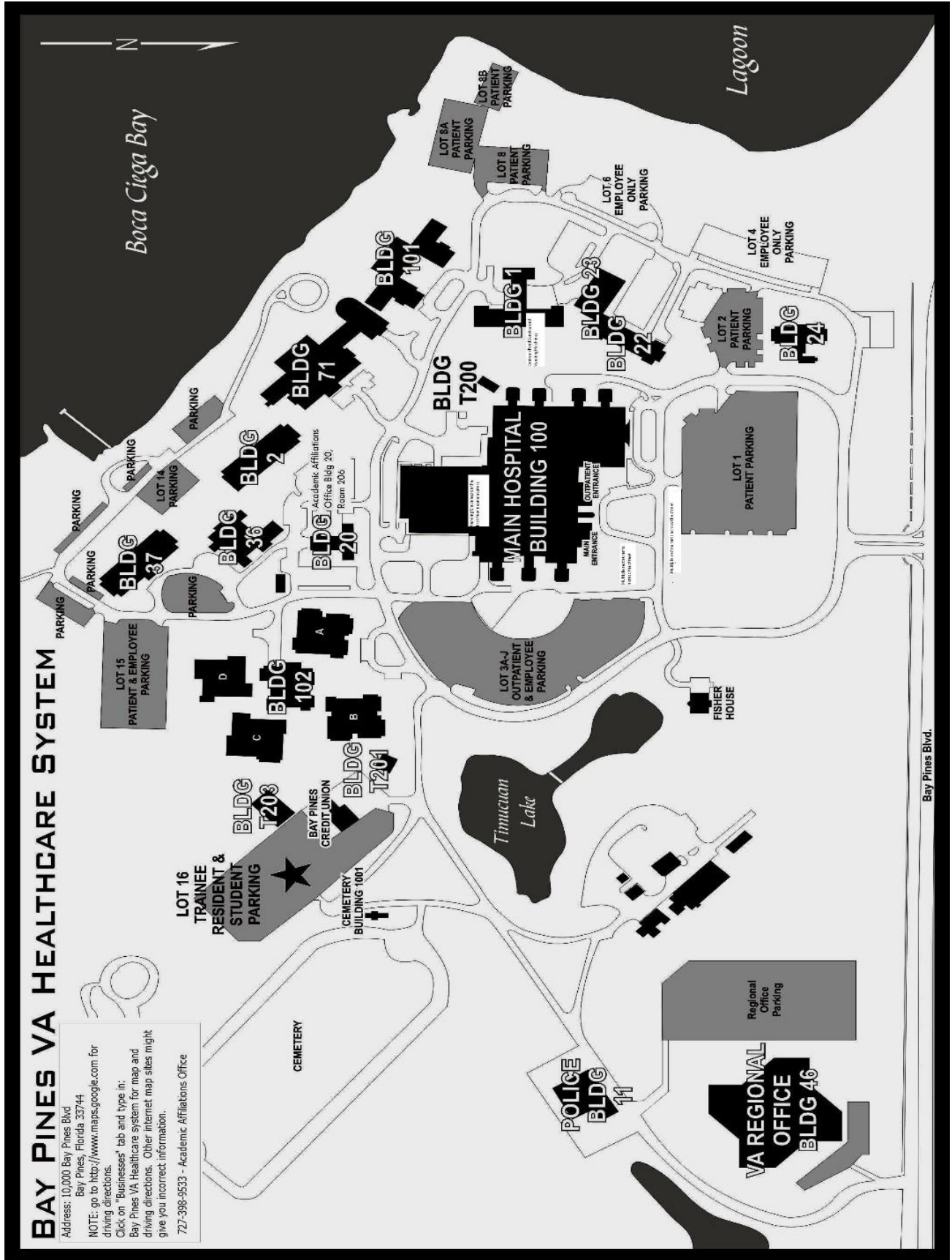


Bay Pines Veterans Administration Medical Center: Anesthesia Rotation

1. Please contact **Dr. Warren no later than the Wednesday prior to the start of the rotation** to introduce yourself and confirm the information below. Occasionally there will need to be changes in reporting location, time, or other due to unforeseen circumstances.
2. **Remember to share your contact information with your faculty/preceptor and office staff** when you touch base so they contact you with any last minute changes.
3. **If you are going to be late or absent for ANY reason, contact your Preceptor's office via the contact information below as well as sending an email to Katherine Newsum. Please review the absence policy and submit pertinent Absence Request forms.**

Location	Bay Pines Veteran's Administration Medical Center 10000 Bay Pines Boulevard Bay Pines (St. Petersburg), FL 33744
Contact information:	Julio Warren, MD: julio.warren@va.gov , office: 727-398-6661, x15378; pager: 727-257-0558 Gabriela Uribe (Administrative Contact): gabriela.uribe@va.gov , or by phone: 727-398-6661, x15378 Tammi O'Neill (Surgery Department): 727-398-6661, x14956; tammi.oneill@va.gov <i>NOTE: If you are late or will be absent you must contact your team and Gabriela. Also send an email to Katherine Newsum at Katherine.newsum@ucf.edu – for all day absences, include Absence Request Form</i>
Important Locations:	Anesthesia Administrative Support Office: Hospital, 2 nd Floor, 2D-137 OR: 2 nd Floor
Parking	Parking is restricted to the Credit Union Parking Lot ONLY – you will be ticketed if you park elsewhere. Please refer to the attached map for location of parking and buildings where you will be located.
Reporting Time and Location: Day #1	First Day: Get Badge and Swearing in at Bldg 37, Room 150 Report to the Academic Affiliations Office in Bldg 20, Room 200C (this is the building with the Post Office), see Vanessa Waker for parking sticker, computer access, etc. Then report to Anesthesia, Administrative Support Office (see above) DAILY REPORT TIME: 7:30 AM Main Rotation: Bld 100 (Main Hospital), SEE FIRST DAY-LAST DAY INSTRUCTIONS BELOW: page 3
Dress Code	<ul style="list-style-type: none"> • Professional Office Wear when in the patient office setting: <ul style="list-style-type: none"> ○ Male students should wear clean and pressed trousers and a shirt and tie or a golf shirt. ○ Female students should wear slacks and a blouse or golf shirt, skirt and top, or dress. ○ White Coat should be worn in the office as well as when rounding. • Scrubs may be worn when in the OR and rounding. • ID Badges are to be worn at all times. • Do not wear jeans, t-shirts, neon colors, sneakers or casual sandals. No leggings, mini-skirts, tube-tops, or low-cut tops. • NO heavy cologne or perfume, acrylic nails, or excessive makeup or jewelry.
What to bring with you:	White coat, stethoscope, phone,
What NOT to bring:	Lap-top, I-Pad (VA does not offer WiFi)
Faculty List, by Specialty	Complete list available from Gabriela, Tammi or Katherine
Revised: 6/17/20	See Below for Map

Bay Pines Veterans Administration Medical Center Map



BAY PINES: SURGICAL CLERKSHIP FIRST AND LAST DAY INSTRUCTIONS

First Day – Instructions for Students Going to Bay Pines for Surgery

STEP 1: Badging and Swearing In (Building 37, Room 150)

If you *do NOT* have a PIV Badge:

- Go to the Security Office at your Badge appointment time.
- ***DON'T FORGET TO TAKE THE IDENTIFICATION NEEDED FOR PROCESSING***
- See list of Acceptable documents so that you are prepared

If you *DO* have a PIV Badge:

- Go to the Security Office WITH your badge to make sure that it is programmed for appropriate door access throughout the hospital – they will need to see your badge to program it. **Without completing this step, you will not have door access.**

STEP 2: Check In and Computer Access (Building 20, Room 200)

- Go to the Education Services/Academic Affiliations Office (Building 20, Room 200). This is upstairs above the Post Office. There is a staircase or an elevator. Enter through the large metal door into room 200.
- Ask for Sean Clayton (Sean.Clayton@va.gov)
 - (Phone number is 727-398-6661, x10194)
- You will need to complete final computer access requirements for your rotation at Bay Pines.

STEP 3: Report to the Surgery Department (Building 100 – Hospital)

- Go to the main Hospital (Building 100)
- Surgery department is on the 3rd Floor
- Check in with Tammi O'Neill, Room 3-A-137
 - (her phone number is 727-398-6661, x14956)
- The Call Room is on the 3rd Floor
- The OR is on the 2nd Floor
- Ortho and the ED are on the ground floor

Last Day – Bay Pines VA (Clearance Instructions)

Please contact your surgical support staff:

Tammi O'Neill
Staff Assistant, Surgery Service
Main Hospital, Room 3-A-137
Telephone: 727-398-6661, x14956
Email: Tammi.oneill@va.gov

- ***Please note:*** **ALL** patient notes (CPRS data entries) must be signed off prior to the start of the clearance session. This is an electronic process that has to be done when you leave Bay Pines.
- ***Do NOT*** turn in your PIV badge – you may need it for another VA rotation before you graduate.
- Please complete the Learners Perception Survey at: WWW.VA.GOV/OAA/SURVEYS/ to let Bay Pines know how they are doing.