INSTITUTIONAL INFORMATION - Arrowhead Regional Medical Center (ARMC)

Graduate Medical Education, 2nd floor - Center, Main Hospital
400 N. Pepper Avenue, Colton, CA 92324
Contact: Mary Helen Gutierrez, (909)580-3384 or Leilani Landin (909-580-6517)

Surgery Department, Suite 308, Medical Office Building	Residency Program Administrator
Cathy Torrez,	Carol Farrell
(909) 580-3353	(909) 427-5626; carol.t.farrell@kp.org

Badge/Computer Access

- You need to report to the Graduate Medical Education office at Arrowhead Regional Medical Center *as soon as possible prior to your rotation* to complete paperwork. You can come any time in advance; the sooner, the better, but *no later than 2 weeks prior to the first day of the rotation. Failure to follow this directive may result in the rotation having to be re-scheduled.* If you need additional information, you can call a resident currently on SICU/Burn on the spectra link phone (909) 580-2347 or call a senior resident at (909) 580-4168.

- To find the GME office, go to 400 N. Pepper Avenue and go in through the Outpatient entrance, which is on the right side of the main hospital as you face the hospital. It is a separate wing. Go through Security and take the elevators on the right to the 2nd floor. Head north to the 2nd hallway and make a left. Look for the door on the right that says "GME office" next to it. If you come to the Cardiac Cath Lab, you've gone too far! Press the buzzer by the door of the GME office and, when admitted, follow the signs to the GME office.

- On the day you come to the GME office to complete paperwork, you can also go to Human Resources on the first floor of the hospital and get your ID badge. After you have been to the GME office and gone to Human Resources, call the SICU phone at 580-2347, and someone can meet you quickly and show you where to go on the first day, etc.

Where/When to Report

First day on service, **report by 6 a.m. to** the Burn Work Room on 2 North.

What to Wear

Professional attire is required. Scrubs will be provided to each resident at the OR.

Orientation Information

Any questions relating to specific duties, call, etc., should be directed to the senior resident on the service. Here's ARMC's website for remote access: https://armcportal.sbcounty.gov/vpn/index.html A few days before your rotation, you can check that your computer access is active by logging on to this website. Enter your user name and password. Click on "Apps" then "Resident Tools." If you are on Burn, click on the Burn folder and then the Burn List to see your list of patients. If you are on SICU, click on the SICU folder, then SICU list and see your patient list.

Parking

Hospital staff will park only in the areas designated as staff parking. These areas are enclosed with wrought iron fencing and accessed through a security gate, which requires a hospital ID badge. These are secured parking lots that are located on the NW (7), SW (1), and the southeast (12) corners of the campus. Additionally, employee parking is also located in the heliport area that has been converted to parking stalls.

Employees who report to work without their ARMC ID badge cannot access the employee parking lot security gates. Night shift employees, who arrive after 2PM, may park in patient (except for Emergency department

parking areas), visitor, and volunteer parking, BUT the vehicle must be moved no later than 8AM the following morning.

What to do if unable to report the first day (post-call or on vacation):

Any resident who will be post-call or on vacation on the first day of a new rotation should contact Amy Albright or Ruth O'Neill at **least 2 weeks before the start of the rotation,** who will then forward this information to Carol Farrell, General Surgery Program Administrator.

Meal Cards

ARMC does NOT issue meal cards to residents from LLUMC when rotating at ARMC.