

# Harbor-UCLA Medical Center

1000 W. Carson St., Torrance, CA 90502

Please utilize the information below when rotating at Harbor-UCLA Medical Center as part of the following clinical clerkships:

- Emergency Medicine
- Family Medicine
- Internal Medicine
- Neurology
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry
- Surgery



## **INTERNET AND ELECTRONIC MEDICAL RECORD (EMR) ACCESS**

Medical students can access Wi-Fi while rotating throughout this site by using:

### **Wi-Fi: DHS Guest**

The Electronic Medical Record (EMR), Orchid, is accessible to medical students. Students are required to obtain training prior to gaining access. Visit <https://www.harbor-ucla.org/gme-resources/> for additional information.

To utilize your laptop, you will need to access the **virtual desktop (VDI)**. Instructions are at the QR code:



## **REPORTING PATIENT SAFETY CONCERNS**

In the event of a patient safety concern, you may report incidents by the following:

- 1) Safety Intelligence <sup>™</sup> (SI) Event Reporting System located on Harbor-UCLA's intranet site.
- 2) Clerkship Site Director

## **REPORTING MEDICAL STUDENT MISTREATMENT**

In the event of personally experienced or witnessed incident of medical student mistreatment, options for reporting include, but are not limited to the following:

- 1) Mistreatment Incident Reporting Form (MIRF)
- 2) Conversation with any or all of the following:
  - a. Individual(s) involved.
  - b. Others such as the chief resident, attending physician, and/or clerkship/site director or course chair.
  - c. Dean's Office (Assistant Dean, Associate Dean, Student Affairs Office and/or leadership of Drew, PRIME or MSTP).

## **SECURITY**

Security services at Harbor-UCLA are provided by Los Angeles County Sheriff and a contracted security agency named Securitas.

Report any suspicious activity to directly to your sight director, attending, or the campus police at 424-306-4450.

## **PARKING**

It is recommended that students park in Lot P2 but have alternate parking in Lot V or Lot D. There is no cost of parking for students while at this facility.

Scan the QR code for a campus map:



## **SCRUBS & KEYS**

Scrubs are obtained in the Linen Room in the basement of the main hospital. Each student can check out three pairs of scrubs that can be exchanged throughout the rotation.

Several spaces at this clinical site require a key, which will be issued to students on their first day. This key unlocks various workrooms and staff restrooms.

Students are responsible for returning scrubs and keys at the end of each rotation. If they are not returned, the student will receive an “Incomplete” grade for the clerkship and a Professionalism Concern Reporting Form. The “Incomplete” will not be changed until the keys and/or scrubs have been returned.

## **LACTATION ROOMS**

Lactation rooms are located in the main hospital on the seventh floor in room 7W-20. Students may access these spaces using the LA-25 key.

There are additional lactation rooms in the Professional Building and the Lomita Family Medicine Clinic.

## **COMMUNAL RELAXATION AREAS**

Clinical sites have spaces available to medical students that are shared with both healthcare providers and patients. Communal spaces include those listed below:

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Hours</u></b>
Cafeteria	Main Hospital, First Floor	N/A
Doctor Dining Room	Main Hospital, First Floor, Located within Cafeteria	N/A
Parlow Library	Adjacent to Main Hospital	Monday – Friday from 8:00 am – 4:30 pm

To gain access to online journals and books, apply for a library account at <https://parlowlibrary.org/>

Medical students are offered two meals per day at the Doctor’s Dining Room.

## **DEPARTMENT SPECIFIC**

Medical students can use department specific areas while rotating within a clerkship or elective that applies to that department. These spaces are often utilized as a meeting place with clinical team members. Medical students can use the secure department areas to store their personal belongings and to read/write patient notes. We ask that medical students be mindful of where personal belongings are left in these spaces.

We highly encourage medical students to carry a combination lock while rotating at all clinical sites. In some cases, there are lockers available for students to utilize but combination locks are not provided. All locks must be removed at the end of every shift.

### **Emergency Medicine**

During the Emergency Medicine Clerkship, medical students will be working within the Emergency Department, which is in the main hospital on the first floor.

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Access</u></b>
SE-1E-32 (Workroom)	Main Hospital, First Floor, Room SE-1E-32	Key Access

Personal belongings can be securely stored in the SE-1E-32 room or in the Green Doc Box, which is also located within the Emergency Department.

### **Family Medicine**

During the Family Medicine Clerkship, medical students will be working primarily on the second floor of the main hospital.

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Access</u></b>
2H-4 (Workroom)	Main Hospital, Second Floor, Room 2H-4	Access code will be provided on the first day.

### **Internal Medicine**

During the Internal Medicine Clerkship, medical students will be working primarily on the fifth floor of the main hospital.

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Access</u></b>
5L-2	Main Hospital, Second Floor, Room 2H-4	Access code will be provided on the first day.
5W-12 (Library)	Main Hospital, Fifth Floor, Room 5W-12	Access code will be provided on the first day.

Personal belongings should be stored in the 5W-12 space.

## **Neurology**

During the Neurology Clerkship, medical students will be working primarily on the eighth floor of the main hospital.

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Access</u></b>
8E-12	Main Hospital, Eighth Floor, Room 8E-12	Access code will be provided on the first day.
8E-16	Main Hospital, Eighth Floor, Room 8E-16	Access code will be provided on the first day.

Please utilize the space within Room 8E-16 to store your personal belongings.

## **Ob/Gyn**

During the Ob/Gyn Clerkship, medical students will be working primarily on the seventh floor of the main hospital.

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Access</u></b>
7N-2A (OB)	Main Hospital, Seventh Floor, Room 7N-2A	Access code will be provided on the first day.
7E-4 (Gyn)	Main Hospital, Seventh Floor, Room 7E-4	Access code will be provided on the first day.

## **Pediatrics**

During the Pediatrics Clerkship, medical students will be working primarily on the fifth floor of the main hospital.

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Access</u></b>
7N-2 (Nursery)	Main Hospital, Seventh Floor, Room 7N-2	Access code will be provided on the first day.
6E-42 (Wards)	Main Hospital, Sixth Floor, Room 6E-42	Access code will be provided on the first day.
2A5 (Specialty Clinic)	Main Hospital, Second Floor, Room 2A5	Access code will be provided on the first day.
2D2 (Specialty Clinic)	Main Hospital, Second Floor, Room 2D2	Access code will be provided on the first day.

There are lockers available to medical students on the sixth floor in room 6E-28.

## **Psychiatry**

During the Psychiatry Clerkship, medical students will be working in building 1 South.

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Access</u></b>
Room 6	1 South, Room 6	Access code will be provided on the first day.
Room 16	1 South, Room 16	Access code will be provided on the first day.
Room 19	1 South, Room 19	

## **Surgery**

During the Surgery Clerkship, medical students will be working primarily on the third floor of the main hospital.

<b><u>Room</u></b>	<b><u>Location</u></b>	<b><u>Access</u></b>
3E-2A (Housestaff Library)	Main Hospital, Third Floor, Room 3E-2A	Access code will be provided on the first day.
3L-5	Main Hospital, Third Floor, Room 3L-5	Access code will be provided on the first day.

## **CALL ROOMS**

Call rooms are available for medical students that are required to take overnight call. They are located in the Main Hospital, 8<sup>th</sup> Floor, West Wing. Within the call room suites, there is a room designated for medical students (8-C1).

To access the call rooms, please request the CA29 key from the on duty attending or senior resident. The call rooms are turned over everyday between 9:00 – 10:00 am.