

HONORHEALTH Military Partnership Trauma Training / Readiness Skills Sustainment Training Program

Reporting Instructions and Checklist (page 3)

(As Of June 2018)

Scottsdale Osborn Medical Center

7301 E 4th Street, Suite 1 Scottsdale, AZ 85251

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REPORTING DATE / TIME / LOCATION / UNIFORM

- **Date** — 1st date listed on the confirmation email
- **Time** — no later than 0745
- **Location** — 7301 E 4th Street, Suite 2 Scottsdale, AZ 85251 (Scottsdale Osborn Medical Center)
- **Duty uniform** — Report for duty in ABUs/ACUs. Scrubs will be supplied for clinical shifts.
- Detailed schedules for the remainder of the course will be provided on the first day. Plan to work 8-12 hours/day with at least 2 days off. Release time for the last day of class is 1200. Schedule departing transportation no earlier than 1400 on the last day. Please specify if any personnel will be departing early.
- Follow this link to our campus map for parking options:
<https://www.honorhealth.com/sites/default/files/documents/locations/scottsdale-osborn-medical-center-campus-map.pdf>

REQUIRED PACKING LIST: ABUs/ACUs are required for four days. Military pin-on name tag (blue or silver in color), pin on rank (regular or subdued), comfortable, closed-toe, closed-heeled athletic shoes that meet military requirements for physical fitness are **mandatory** to wear with the HonorHealth issued scrubs.

FOR ACTIVE DUTY OR NATIONAL GUARD ONLY: Please bring an **Alternate Duty Uniform** which consists of Navy blue or black polo shirt (unit logo or other small logo is ok), Navy blue, black, or khaki heavy work pants or ABU/ACU pants and work or military boots.

LODGING: Billeting at one of the local Marriott hotels that are listed below is highly recommended. They offer a government rate, if available. Contact Natalie Rene at Natalie.Rene@marriott.com if you require assistance. Luke AFB lodging is not a viable option due to the distance.

[Courtyard Scottsdale Old Town](#), 3311 N. Scottsdale Road – This is the closest hotel to Scottsdale Osborn Medical Center (approximately 0.2 miles away) and is recommended for Annual Tour.

[Scottsdale Old Town Suites](#), 7325 E Third Avenue - This is hotel is approximately one mile from Scottsdale Osborn Medical Center.

[Residence Inn Scottsdale Paradise Valley](#), 6040 N. Scottsdale Road - This is hotel is approximately two miles from Scottsdale Osborn Medical Center. They offer studios and 2-bedroom suites that may decrease per diem costs. Each suite has a full kitchen and other amenities.

TRANSPORTATION: Phoenix Sky Harbor International Airport is the closest airport to Scottsdale Osborn Medical Center. Commercial ground transportation is available for travel between the airport and hotels mentioned above.

Rental vehicles are **required** for all participants. Scottsdale Shea Medical Center which is approximately 10 miles north of Scottsdale Osborn Medical Center while Maricopa Integrated Health System is located approximately 10 miles west of Scottsdale Osborn Medical Center. We recommend three rental vehicles for every 10 participants.

ALL dentists, dental techs and/or dental teams will require their own rental vehicles to drive to the Honorhealth Dental Clinics.

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MEALS: Meals are not provided. They may be purchased at each of the hospitals and in the nearby restaurants.

MILITARY BEARING: Remember that you are representing the United States Armed Services during your tour with HonorHealth Military Partnership. Expectations are that all regulations regarding appearance, behavior, and military bearing are followed; e.g. artificial nails are not permitted, colleagues and faculty are addressed by proper titles in a proper manner, etc. Exercise good judgement when selecting off duty activities. Any violation may result in the member being sent home.

FORCE PROTECTION: Military personnel are encouraged to maintain situational awareness at all times. Scottsdale Osborn Medical Center is located in an urban environment where crime may occur at any time.

EMERGENCIES/ILLNESS/INJURIES: All military personnel in need of medical assistance will be seen at Scottsdale Osborn Medical Center or the closest appropriate emergency room, depending on the severity of the emergency, illness, or injury. Report any medical emergencies, illnesses, or injuries to the HonorHealth Military Partnership administrative staff at 480-882-6577, to your annual training / local chain of command and to the military personnel's home unit.

MISCELLANEOUS: Free Wi-Fi is available throughout the HonorHealth hospital system. Office equipment (e.g. copier, fax, email, CAC enabled computers) are available in the Military Partnership administrative office. No members with Duty Limiting Conditions and/or Profiles will be able to attend.

Honorhealth **does not charge a fee** to the military to train at Honorhealth

Training Capacity: We can accept **up to 8 medics/RNs per course**. We definitely appreciate each unit sending the maximum of **8** medics/RNs per course. Your unit is not required to send ancillary personnel; although we do offer training for specific specialties listed below.

1 = 4D0 / 68M – Dietary Technician

1 = 4H0 / 68V – Cardiopulmonary Technician

1 = 4J0 – Physical Therapy Technician

1 = 4N1/ 68D – Surgical Technician

1 = 4P0 / 68Q – Pharmacy Technician

1 = 4R0 / 68P – Diagnostic Imaging Technician

1 = 47G / 63A – Dentist (alone or with up to 2 Dental Assistants)

1 = 4Y0 / 68E – Dental Assistant must be a skill level 5, experience using dental software, **rental car required**, X-ray certification (preferred), bilingual English & Spanish (optional).
Dental Assistant can be sent alone or with a dentist.

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CHECKLIST OF ALL REQUIRED DOCUMENTATION

Please complete the following checklist to register for the HonorHealth Military Partnership Trauma Training/ Readiness Skills Sustainment Training Program. Please return completed checklist and associated documents via email to Lenore.portante@honorhealth.com. A confirmation email will be sent upon receipt.

1. Date that this checklist was submitted to HonorHealth Military Partnership.
2. POC name, title and contact information including civilian phone number as well as civilian and military email addresses.
3. Unit Commander Name and contact information including civilian phone number as well as civilian and military email addresses.
4. Training Officer/NCO name and contact information civilian phone number as well as civilian and military email addresses.
5. Chief Nurse Name and contact information including civilian phone number as well as civilian and military email addresses. (Air Force Reserve/Active Duty only)
6. List of students to register for classes including their name, rank, AFSC / MOS, and dates they will be attending class. Please note if they will not be attending class for the entire 2 weeks.
7. Primary and secondary class dates requested for each student.
8. **Required Documentation** – HonorHealth **Military Health Form - Infectious Disease Screening & Immunization Status** form for each student. (**See email attachment.**) This is a fillable form. DO NOT submit an individual vaccination record; transcribe the required information on to this HonorHealth form. TB test /Quantiferon blood test results that has been performed within the last 12 months. If you tested positive for TB, include a copy of your INITIAL negative chest X-Ray report.
9. **Required Documentation** – BLS/ACLS card for each student.
10. **Required Documentation** – Proof of Respirator Fit testing within the past 12 months prior to the start of the first day of class.
11. **Required Documentation** – Maricopa Integrated Health System (MIHS) Student Orientation Guidelines Signature Page (to be submitted only for nurse and medic students). Include military email address. (**See email attachment.**)
12. **Required Documentation** – Maricopa Integrated Health System (MIHS) Acknowledgement of Confidentiality (HIPAA) (to be submitted only for nurse and medic students). (**See email attachment.**)
13. **Required Documentation** – Current NR-EMT card (to be submitted only for medics).
14. **Required Documentation** – Current state license (to be submitted only for nurses).
15. **Required Documentation** – Current PA license (to be submitted only for PAs).