



**Brockville  
General Hospital**  
*Healthy People – Outstanding Care*

# IMPORTANT INFORMATION



## ORIENTATION PACKAGE FOR MEDICAL LEARNERS

**AT**

## **BROCKVILLE GENERAL HOSPITAL**

Mailing Address:  
75 Charles Street  
Brockville, ON K6V 1S8  
613-345-5645  
[www.bgh-on.ca](http://www.bgh-on.ca)



## HOW TO ARRANGE AN ELECTIVE

Contact the Departmental Chief (list attached) appropriate to your areas of interest to discuss learning objectives and confirm preceptor availability.

Return completed Electives Application Form and all supporting documentation to the attention of Executive Administration by email [execadmin@bgh-on.ca](mailto:execadmin@bgh-on.ca) or fax 613-345-8391.

## HOW TO ARRANGE YOUR ACCOMMODATION

(Learners are responsible for arranging their own accommodation) Queen's University Regional Education Program maintains two residences close to the hospital.

Contact:       Regional Education  
                  School of Medicine  
                  Faculty of Health Sciences  
                  Queen's University  
                  21 Arch Street  
                  Abramsky Hall, Room 220  
                  Kingston, ON K7L 3N6  
                  Phone: (613) 533-6000 Ext: 78453  
                  Email: [regional@queensu.ca](mailto:regional@queensu.ca)  
                  [http://meds.queensu.ca/education/regional\\_education](http://meds.queensu.ca/education/regional_education)

There is Bed and Breakfast accommodation close to the hospital:

Lynne & Peter Meleg  
The Green Door  
61 Buell Street, Brockville  
Brockville ON K6V 4V4  
  
Phone: 613-341-9325  
          613-213-2629  
Email: [greendoor@sympatico.ca](mailto:green-door@sympatico.ca)  
Web: [www.bbcanada.com/10411.html](http://www.bbcanada.com/10411.html)

## BEFORE YOU BEGIN YOUR ROTATION

The following items and details must be attended to prior to commencing an elective at Brockville General Hospital:

- BGH Photo ID (if longer than a week at BGH)
- Systems Access/EMR and PACs
- Signing of Confidentiality Agreement
- Hospital Orientation
- Pick up Orientation Package

Orientation will be provided on the 1<sup>st</sup> day of you rotation. Details regarding your orientation will be provided in the notice sent to you regarding approval of your rotation/elective.

Contact Executive Administration, First Floor Room XG-175, telephone 613-345-5649, Ext 1103 with any questions or concerns.

### **HOSPITAL PHOTO ID**

Brockville General Hospital photo ID must be worn and visible at all times when in hospital. Your BGH ID card will allow hospital/departmental access—just swipe your card across the monitor throughout the hospital.

### **PARKING**

Parking is free for medical students. Use your Hospital ID Badge to enter and exit the staff parking lot.

### **AFTER HOURS ACCESS TO HOSPITAL**

Please use the Emergency Entrance (Charles Street)

### **EMERGENCY CODES—DIAL 1333**

Emergency Physician responds to **CODE BLUE**

At Brockville General Hospital any staff member can notify switchboard of an emergency code by dialing **1333**.

Please state the code, site and specific location.

### **Code Reference Card on ID badge**

<b>Incident</b>	<b>Name</b>	<b>Rationale for Colour</b>
Fire	Code Red	Colour of fire
Cardiac Arrest	Code Blue	Cardiac victim is often cyanotic/blue
Internal Evacuation	Code Green	Green (light) means “go”
Missing Patient	Code Yellow	
Bomb threat or Search	Code Black	Colour of charred material after an explosion
Violent Person	Code White	White is the colour of restraints
Chemical Spill	Code Brown	The colour of chemical spill
Neo-natal Arrest	Code Pink	A resuscitated baby “pinks” up
External Disaster	Code Orange	Colour of ambulance bringing victims



**SECURITY**                      Dial Ext 8331

**SYSTEMS ACCESS**    EMR/PACs

- Electronic Medical Record/Quadramed – **RESIDENTS ONLY**
- PACs Instructions/User Guide provided in Kit folder. – **RESIDENTS ONLY**

**CONFIDENTIALITY AGREEMENT**

This agreement is found in your Orientation Package. Please read, sign and return to Executive Administration, 5<sup>th</sup> floor, Room 509.

**DICTATION**

We use the Dictaphone/iChart system at Brockville General Hospital. Instructions will be provided in your Orientation Package. – **RESIDENTS ONLY**

**ACCOMMODATIONS (Keys for Queen’s University Residences)**

If you are staying at the Queen’s residences, keys are available from Switchboard located on ground floor, main atrium entrance.

**MEALS**

Cafeteria Hours	Monday – Friday 0930 – 1330 hours
Vending machines	are available in the Cafeteria 24/7

Eleanor’s Café	Monday – Friday 0830 – 1530 hours (main atrium)
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**INTERNET ACCESS**

Internet access is available at:

- Nursing Units
- Physician’s Mailroom
- Queen’s Residence

**Any questions or need help?  
Ask our friendly BGH staff  
Or contact  
Executive Administration  
First Floor, Room XG- 175**