



**DEPARTMENT OF THE ARMY**  
LANDSTUHL REGIONAL MEDICAL CENTER  
CMR 402  
APO AE 09180-0402



## **Distinguished Visiting Surgeon In-Processing Guidance**

We look forward to your time with us at Landstuhl Regional Medical Center providing care for our wounded Soldiers, Sailors, Airmen and Marines evacuated from the wars in Iraq and Afghanistan. Please review this document carefully in order to ensure the process proceeds as smoothly as possible.

### **ROTATION DATES**

Due to the considerable effort each rotation requires to organize from both your and our standpoints, the preferred rotation length is four weeks. We will accommodate rotations of two to four weeks in length. At your earliest opportunity, please send in your preferred timeframe and we will let you know what dates are available. Currently it takes 120 days to accomplish the in-processing of each visiting surgeon. Until you confirm rotation dates, those dates are available for other program participants. Arrival should occur on Sundays, and credentialing will occur first thing Monday morning because the American Red Cross orientation can not be completed on weekends or holidays. Please do not proceed to Germany unless US Army Invitational Travel Orders are received, credentialing process is finalized and Red Cross Background check is complete.

### **FAMILY MEMBERS**

LRMC appreciates your time, expertise and volunteerism and takes great pride in the care provided to our wounded warriors. WE ARE NOT ABLE TO ACCOMMODATE FAMILY MEMBERS, as they cannot be added to your orders, thus making base access to LRMC and Ramstein Impossible. As the evacuation hospital for the wars in Iraq and Afghanistan, LRMC is under heavy military security which is needed to ensure safety for our patients and staff. Therefore, access to Ramstein Air Base is not possible and USO tours are not allowed. Housing is extremely tight on LRMC post. We will do everything to ensure that you have suitable accommodations. Sometimes it is necessary to place you in lodging quarters with a shared bath. (These are the same accommodations utilized by senior military officers). LRMC staff cannot arrange tours, rental cars, arrangements for pre/post travel or mail back purchases, etc. The military travel office will make your economy class travel arrangement, and we have no ability to make changes to class of travel or carriers and should not be asked to do so.

### **INVITATIONAL TRAVEL AUTHORIZATION**

The Invitational Travel Authorization orders (ITA) is your official invitation to rotate with us and stipulates the government's offer to provide coach class air travel which they must arrange and Landstuhl Post lodging for the trip. Travel orders are for visiting surgeons only and cannot be completed for family members. In order to obtain these "orders" we will need to submit the following information:

- (1) full name
- (2) address
- (3) departure city (for air travel)
- (4) arrival date at Landstuhl
- (5) number of days of rotation

### **CREDENTIALS**

The Landstuhl Credentials Office will work with you to ensure that you are fully credentialed prior to arrival. You will receive a credentialing package via e-mail. Valid American Heart Association (AHA) Basic Life Support and Advanced Cardiac Life Support cards are REQUIRED for unrestricted provider credentialing at Landstuhl. You will not be admitting patients independently of a military provider. If you are not credentialed, then you will not be allowed to access clinical areas. Ms. Grimm will forward all required documents to you. Please complete this package as soon as you receive it, as it takes 90 days to process.



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### **AMERICAN RED CROSS**

For liability purposes, you will practice at Landstuhl in the role of an American Red Cross volunteer. The volunteer status will provide liability coverage for care rendered to US personnel under the Military Claims Act. (Please note that this coverage does not extend to care rendered to non-US personnel, although this has not been an issue to date.)

In order to obtain American Red Cross volunteer status:

- (1) Initiate background check at <http://www.mybackgroundcheck.com/ArcVts/> at least eight weeks prior to arrival.
- (2) Please complete all Red Cross Documents emailed to you and return them as soon as possible for processing.
- (3) Take the American Red Cross volunteer certificate letter to the Landstuhl credentials office after completing orientation.

### **AIR TRAVEL**

The government will provide you with commercial coach class fare airline tickets which is arranged by a government agency. Please keep in mind that this is an economy class ticket, at government rates. YOU CANNOT PURCHASE YOUR OWN TICKET. If you do, you will not be reimbursed. Once your travel dates are finalized, we will ask the government travel office to create a round-trip reservation from the airport nearest to your home address, this in accordance with official military travel orders. You will travel to Frankfurt, Germany and an electronic ticket will be issued. Traveling to or from any other airport other than Frankfurt, Germany is not allowed. If we do not have your flight information in advance, there is no way for us to set up your shuttle.

### **AIRPORT SHUTTLE**

Unless you indicate otherwise (such as you are renting a car at your own expense), arrangements will be made to pick you up at the Frankfurt International Airport upon arrival with Alex Airport Shuttle (Tel 001 49 (0) 6371-43068). This is a commercial airport shuttle that we have found to be both comfortable and reliable. Meeting arrangements with the driver will be sent to you after your arrival information is finalized. The driver will know your local lodging destination. They accept Euros and credit cards and this expense will not be reimbursed by the government and runs around 70 Euros round trip. A round-trip fare can be purchased on the first leg of the trip. If you plan to rent a car, please let us know. These arrangements must be made on your own.

### **BASE ACCESS**

Unless you possess a valid military identification card (reserve, dependent or retired) to access the facility, we will need to obtain temporary unescorted access for you prior to your arrival. This will enable you to pass freely on the Landstuhl campus, but will not provide you unescorted access to other nearby military installations. At least two weeks prior to your rotation, we will need to forward the following information to the Landstuhl Security Office:

- (1) full name as it appears on your passport
- (2) social security number
- (3) date of birth
- (4) US passport number and expiration date

### **LODGING**

A room will be reserved for your stay at the Ramstein Inn immediately adjacent to the hospital building. The rooms usually have a small kitchen for your use and there is a common self-laundry facility in the buildings. The Ramstein Inn reception desk phone number is 06371-907-4610.



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### **MEALS**

A basic kitchen is available in your room with a stovetop, refrigerator and microwave oven. There is a convenience store in the hospital and at the gas station on base. The hospital cafeteria is open during meal times and there is also a small Food Court (Burger King, Anthony's Pizza and Subway) and a coffee shop is present in the hospital with more extended hours. Several restaurants are present in Landstuhl within walking distance from gate 1.

### **TELEPHONE CONTACT**

The telephone country code for Germany is 49, so to call this phone from the United States dial 011-49-. European phone numbers all start with "0", but this is only dialed when calling domestically. Please note that calls to European mobile phones can be quite costly to the caller. You will be provided with a local cell phone, which is to be used only for incoming calls, calls to the ICU or the Trauma Program staff. The phone must be returned to the Trauma Program office on the Friday before your departure.

### **INTERNET ACCESS**

A public "internet café" is available in the hospital and there are also some areas of wireless coverage from your lodging. Unfortunately, obtaining unrestricted access to the hospital computer network has not been possible due to security restrictions.

### **CASH**

The Euro is the common currency for most of Europe with a current exchange rate of approximately 0.71 Euros = \$1 (or 1 Euro = \$1.30. On base facilities accept US dollars; while off base facilities require Euros. There are two ATMs within the hospital that dispense both currencies without an additional ATM fee. American Express is generally not accepted, and Visa is the choice credit card, but many places accept only cash.

### **CME PRESENTATIONS**

You may be asked to prepare a clinical presentation. If you are asked to do this, CME requires your CV, title of presentation, outline, and two objectives. Please burn your presentations on a CD, as stick drives are prohibited in the military and emailing is difficult due to the size of files and military computer security.

### **RESEARCH**

The LRMC research program addresses basic and major issues of combat casualty injury in its broadest sense affecting patient care, delivery of care, and systems of care. All clinical research protocols are reviewed for scientific worth and feasibility prior to Institutional Review Board submission. Each trial must be approved by the IRB prior to implementation. Clinical research protocols center on prospective and retrospective studies related to treatment of combat casualties. LRMC has conducted a significant number of research projects over the past 24 months. The Trauma Visiting Professors will be involved with mentoring surgeons, intensivists and residents in the development of quality research protocols and scientific assembly abstract submissions.

### **OTHER ITEMS TO BRING**

White physicians lab coats  
Business-casual clothing for the hospital  
Operating room shoes (frequent wound washouts can get quite messy)  
Small folding umbrella (it rains a lot)  
Phone with international capability for personal use  
If you bring a camera, do not take pictures on LRMC grounds, or security will take the chip/film.  
A CD with standard LRMC pictures can be obtained from Public Affairs office



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**SCHEDULE**

- DAY 1: Ms. Diane Grimm will meet you on Monday at 0815 at lodging to take you to #1 to the American Red Cross for orientation and Red Cross name badge; #2 to Security to receive a hospital ID badge; #3 to LRMC Credentials office to complete the last step of your credentialing. Until these steps are complete, please do not enter the clinical areas of the hospital or engage in clinical care.
- DAILY:
  - Performance Improvement Rounds take place in the PACU across from the ICU and begin at 0730 on M-T-W and F
  - ICU rounds begin at 0800 on M-T-W and F, 0900 on Th-S-S
  - Patients arrive via plane from downrange one to two times a day at all hours
  - Patients depart via plane to continental USA (CONUS) T-F-Sun
- TUESDAY: Trauma Research Meeting occurs at 1300 in the Trauma Program Offices
- WEDNESDAY: Trauma Conference occurs at 1600 in the Kirchberg Room.
- THURSDAY: Clinical VTC occurs at 1400 in the DCCS Conference Room

**POINTS OF CONTACT**

Kathleen D. Martin, MSN  
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