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Student Orientation/Documentation Checklist

Student's Name: _____

School: _____

Faculty Member: _____

VA Preceptor's Name: _____

Date: _____ Unit: _____

All Orientation/Documentation packets must be submitted at least two weeks prior to the 1st day of clinical rotation. Students will not be permitted to start their clinical rotation until the Orientation/Documentation packet is complete. Incomplete Orientation/Documentation packets will not be accepted. Please include this checklist with the required documentation

Below is a list of the required documentation:

- 1. Application for Health Professions Trainees
- 2. Immunizations:
 - a) Varicella Antibody/Statement of having disease or waiver
 - b) Hepatitis B Vaccine X3 or waiver
 - c) Hepatitis B Surface Antibody
 - d) PPD (within one year) or chest X-Ray Date: _____
 - e) Flu (optional) Date: _____
- 3. Copy of CPR Card (front & back)
Exp. Date: _____
- 4. Finger Printing form (Please bring Driver's License for Identification)
- 5. Information required to obtain Personal Identification Badge:
 - Sex _____
 - Height _____
 - Weight _____
 - Eye Color _____
 - Hair color _____
 - Place of Birth _____



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Race: American Indian or Alaska Native Asian or Pacific Islander
 Black non-Hispanic Hispanic White non-Hispanic

Please bring two forms of identification for the ID Badge processing to include:

A picture ID to include: state issued drivers license, U.S. Passport, or Military ID card

A non-picture ID or acceptable picture ID not issued by Fed or State Government ID to include: Social Security Card, Certified Birth Certificate, or State Voter Registration Card

6. Students must review the Student Nurse Education Module which includes the following Atlanta VAMC polices:
- a) Administration of medications
 - b) Patient lifting
 - c) Restraints & Seclusion
 - d) Code 99

After reviewing the student Nurse Education Module, students will complete a set of test questions.

8. Submit test questions with your application package.
9. Complete the following VA Talent Management System (TMS) training:
- a) Mandatory Training for Trainees
 - b) Safe Patient Handling & Movement Video

Also, please note that upon completion of self-registration, you must send an email to Robert.Sizemore@va.gov ASAP in order to have access to the Safe Patient Handling Video.

Upon completion of the TMS training, print completion certificates and submit with your documentation.

10. Upon completion of your clinical training, please complete:
- a) Learner's Perception survey
 - b) Atlanta VAMC student evaluation form