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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 four 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. Office of Academic Affiliations forms:

Application for Health Professions Trainees

<https://www.va.gov/vaforms/medical/pdf/vha-10-2850d-fill.pdf>

Declaration of Federal employment

http://www.opm.gov/forms/pdf_fill/of0306.pdf

Appointment Affidavit

<https://www.gsa.gov/Forms/TrackForm/33089>

DO NOT SIGN: Until you are instructed to sign while in the presence of a VA Official

Health Professions Trainee Random Drug Testing Notification and Acknowledgement Memo

https://www.va.gov/OAA/onboarding/1400FORM_HPT-Testing-Ack2019.pdf

Without compensation Health Professions Trainee Offer Letter



WOC HPT Offer
letter Atlanta VA AYz

2. Immunizations:

a) Varicella Antibody/Statement of having disease or waiver

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- 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. 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.

6. Submit test questions with your application package.
7. Complete the following VA Talent Management System (TMS) training:
- a) Mandatory Training for Trainees
 - b) Safe Patient Handling & Movement Video- course # 34318
 - c) Preventive Management of Disruptive Behavior-PMDB Level I, course #37659
 - d) Mental Health Environment of Care checklist Training for Clinical staff, course # 1290945
(To be completed by students rotating to mental health)

Please click on the link below to start the mandatory training.



TMS first time
log-in instructions -

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



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Fingerprinting & Background check (Fingerprints are only good for 120 days) must be completed prior to start of training

- Bring an unexpired state issued Driver's License or ID
- The Human Resources Suitability Offices are open 6am - 4pm M-F, except federal holiday.
- Walk-ins permitted.
- Room 3A 125, (third floor of the main medical center, two floors above the cafeteria)

To obtain computer access, you will have to receive a PIV Card. Upon reporting your first day of clinical training, your PIV sponsor (Bob Sizemore) will enter you into the system.

Please bring two forms of identification for the PIV Card processing to include:

- ✓ A picture ID to include state issued driver's 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.

8. Upon completion of your clinical training, Nursing education will have you complete: <https://www.research.net/r/VATSSMobile>