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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
 - a) Application for Health Professions Trainees
 - b) Special Agreement Check (SAC)
 - c) Declaration for Federal Employment
 - d) Appointment Affidavit - *Do not Notarize*
- ☐ 2. Immunizations:
 - a) Varicella Antibody/Statement of having disease & waiver form
 - b) Hepatitis B Vaccine X3 & waiver statement form
 - c) Hepatitis B Surface Antibody Titer
 - d) PPD, QuantiFERON Gold or chest X-Ray. Date: _____
 - e) Flu (optional). Date: _____
 - f) Covid-19 Vaccination & Statement form 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 policies:
 - 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.



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- ☐ 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 #7831
 - d) Mental Health Environment of Care checklist Training for Clinical staff, course # 1290945

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

- ☐ 8. **Upon completion of your clinical training, Nursing education will have you complete:**
 - a) Learner's Perception survey
 - b) Atlanta VAMC student evaluation form

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.