



U.S. Department of Veterans Affairs

Atlanta VA Health Care System

## **COVER PAGE**

### **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 1<sup>st</sup> 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. 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.**

**COVER PAGE**  
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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) Preventive Management of Disruptive Behavior-PMDB Level IIA, course #23805
  - e) 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.**