



VA Puget Sound Health Care System
Nursing Education
Nursing Student On-Boarding Checklist

Dear Nursing students,

Welcome to VA Puget Sound Health Care System! We are excited that you are about to start your clinical rotation to expand your nursing experience at our facility! Before your clinical rotation starts, you are required to complete: PART 1: HR On-boarding process, and PART 2: Computer Access Training.

If you are a **NEW** nursing student, please continue with the following.

If you are a **RETURNING** nursing student, please proceed to page 2 under “Returning Student”.

NEW Student:

Initial action: Please communicate with your school Clinical Placement Coordinator to find out your pre-clinical paperwork deadline, and obtain the following electronic documents from your Clinical Placement Coordinator.

PART 1: HR ON-BOARDING PROCESS:

ALL required paperwork must be **TYPED, COMPLETED and TURNED** to your Clinical Placement Coordinator per requested due date. **DO NOT** staple any documents, paper clip **ONLY**.

Require 5 items:

- 1. Application Form 2850D.
- 2. Declaration for Federal Employment Form OF 306
- 3. Fingerprint Prep Sheet
- 4. Clinical Trainee Registration Form
- 5. TMS certificate: Use *VA TMS-MTT Instruction Guide for Nursing students* to complete TMS Certificate.

Once you turned in all paperwork, please proceed to the following guide #6, #7 and #8. You will need to make two appointments. The first will be a fingerprinting appointment followed by the second appointment for badge issuance. Be sure to inform your clinical placement coordinator the date of your fingerprint and badging appointments.

Additional Information:

- 6. How to Make My Fingerprint and Badge appointments at VA Puget Sound (pdf)
- 7. PIV ID Criteria- (June 2015) – (pdf)

PART 2: COMPUTER ACCESS TRAINING

- Verify you have received a physical VA badge
- Contact your clinical placement coordinator to obtain the date of group computer access training.

RETURNING Student:

PART 1: HR ON-BOARDING PROCESS:

1. When is your VA badge expired? (student's VA Badge is valid for 1 year):

- My VA badge will cover me until the end of my clinical rotation → Provide the expiration date to your school Clinical Placement Coordinator. You do not need to repeat the HR processing. Proceed to number 2 listed below.

- My VA badge will expire before or during my clinical rotation → Notify your school Clinical Placement Coordinator your badge expiration date, and repeat page one as a new student to turn in required paperwork.

2. Are you able to login in your TMS account?

- Yes → Refer to *VA TMS-MTT Instruction Guide for Nursing Student*, follow instruction under "Returning TMS users" to verify and print out one TMS certificate.

- No → provide your name and User ID (email address) to your school clinical placement coordinator you will receive further instruction from Nursing Education POC is Juliener Bacarro Juliener.Bacarro@va.gov

PART 2: COMPUTER ACCESS TRAINING

*****IMPORTANT***** Please be aware that your computer access code will be locked once your account remains idle for 60 days. If you have not logged on in 60 days, once computer access is disabled, you will be required to provide your full name and TMS User ID (email address) to your clinical placement coordinator. An instruction will be sent to you.

VAPSHCS values our academic partners and strives to ensure a positive learning environment for all students. Please feel free to contact Associate Chief Nurse-Education: Ms. Charmayne Anderson at Charmayne.anderson@va.gov if you have any questions. Thank you.