

NAME (Last, First): _____

Service: _____

Checklist for Student Intern/Externship at Jesse Brown VA

****We Recommend Fingerprinting about 4 Weeks in Advance****

Less than 180 day rotation-----Circle One-----180 days or more rotation

- VA form 2850D Can be accessed by clicking on this website address:
<http://www.va.gov/vaforms/medical/pdf/vha-10-2850d-fill.pdf>
- OF306 Can be accessed by clicking on this website address:
https://www.opm.gov/forms/pdf_fill/of0306.pdf
 - **Name printed out completely** to include middle name
 - Please make sure to sign the Declaration in block 17a. Applicants Signature block, not the Appointee Signature block (**17b is signed and dated when you are appointed**)
- PIV Card application filled out and turned in with application packet (**Page 7**)
 - **Very important you print legibly or type out answers**
- Less than six month Appointment Memorandum (less than 180 day rotation)
- Random Drug Test Agreement Letter
- Standards of Behavior (**only last page signed**)
- SF61 Affidavit and New Without Compensation (WOC) Appointment Letter** (Form will be printed out when you come in, it **must be signed in person**)
- TMS Course Complete ("**Mandatory Training for Trainees" only**) **Date completed**
- Fingerprints captured at the closest VA facility. If they are done at a VA facility that is not Jesse Brown VA, you must give the following codes to the person taking your fingerprints: **SON 1565 and SOI VAA7**. If these codes are not given to them we will not be able to view your results, which will cause you to have to redo the fingerprints and possibly delay your rotation. **Fingerprints can be done in our Human Resources department located on the 4th Floor of the Taylor pavilion, hours are from 8-11am and again from 1-3pm.**
- Report to the ACOS-Education department to sign the appointment letter and affidavit. *Can be done when you come to Jesse Brown VA to get fingerprinted or if you are getting your prints done at another facility you can come to our department either on the day you start your rotation or before.* **This step is necessary, you cannot be on rotation without signing these forms in person.**
- You will have to complete an eQIP (NACI) background check if you have an appointment of 180 days or greater in one year. Edwin Sneed (WOC Coordinator) will send you a link to complete the application. **Make sure to list a good email address when filling out the forms.**

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TMS Training – Try to complete TMS course at least 1 month before rotation

New Trainees must complete: (See registration instructions below)

- VA Mandatory Training for Trainees (MTT) **ONLY**

Returning Trainees:

- Complete VA Refresher Training for Trainees **(this is an annual requirement)**

Trainees who have rotated through VA hospitals in the past but outside of Jesse Brown VAMC:

- Transfer accounts to Jesse Brown VA by calling or emailing the Coordinator for the service you will be rotating through (listed on page 8 of this checklist). Accounts have to be transferred to the **CHS Domain**.
- Complete VA Refresher Training for Trainees **(this is an annual requirement)**

****Issues with TMS:** Please call our help desk at 855-673-4357 and listen for the prompt or call/email the service coordinator listed on page 8**

**** See Page 4 for TMS Account Set Up Instructions****

Fingerprints

You should try to **complete Fingerprints about 30 days prior to your start date**. It takes 5-7 days for the background investigation to clear. **The fingerprint clearance is valid only for 120 days**.

Fingerprints can be completed at Jesse Brown VAMC Human Resources (HR) office on 4th Floor of Taylor Building on walk-in basis Monday-Friday between the hours of 0800-1100 and 1300-1500, our HR department will be closed for all Federal holidays. **You must bring a picture government issued ID card for verification (any state or federal picture ID card)**.

HR will provide documentation (yellow sheet) that fingerprinting was completed. Please keep this for your record.

If you are currently out of state, fingerprints can be completed at the closest VA facility. Please provide the following information to the person taking your fingerprints: **SON 1565 and SOI VAA7**. If fingerprints are done at another VA facility other than Jesse Brown VAMC, please send an email to one of the **ACOS-Education staff members** (contact information listed below) so they are aware and can inform the suitability specialist in our Human Resources department so that they can go in the system manually to see the results. **We will also need your social security number if we do not have your application packet**. Please call an ACOS-Education staff member give that information to them. Our HR Specialist will need that information to locate your prints.

PIV Office (VA ID Card Issuing Office)

PIV office is located on the 2nd floor of the Damen Pavilion, RM#'s are 2464 and also 2466. VA service coordinator (see coordinator contact list below) will have to set up an appointment for you.

TMS account set up instructions

Each health professions trainee will need the following *facility specific* information in order to complete the TMS self-enrollment process and fulfill the training requirement:

- VA Location Code: **CHS**
- VA Point of Contact First Name: **(First name of coordinator/program director at Jesse brown VA)**
- VA Point of Contact Last Name: **(Last name of coordinator/program director at Jesse brown VA)**
- VA Point of Contact Email address: **(Coordinator/program director at Jesse brown VA)**
- VA Point of Contact Phone Number: **(number for Coordinator/program director at Jesse brown VA)**
- Printed Certificate Required? **Yes (make sure to keep a copy for yourself)**

Troubleshooting/Logon Assistance: **call/email the service coordinator listed on page 8**

Already Have a TMS Account? Contact the Service coordinator to transfer your account

Step-by-Step Instructions for Managed Self Enrollment (New Users)

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov/SecureAuth35/>
2. Click the [Create New User] link.
3. Select the radio button for **Veterans Health Administration (VHA)**
Click the [Next] button
4. Select the radio button for **Healthcare Professional Trainee**
Click the [Next] button
5. Complete all required fields, indicated by asterisk* and any non-required fields if possible.

My Account Information:

- Create Password*
- Re-enter Password*
- Social Security Number* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)* and Re-enter Social Security Number*
- Date of Birth*

- Legal First Name*
- Legal Last Name* Middle Name is optional, but helpful
- Your e-mail Address* *(Enter your personal email address. Do not use a School email address. This address will be used as your User ID when you login)*
- Re-enter your e-mail address*
- Phone Number *(Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)*
- Time Zone ID*

My Job Information:

- VA Location Code* **(CHS)**
- Trainee Type* **(Medical School or Physician Residency/Fellowship)**
- Specialty/Discipline* **(Your specialty)**
- VA Point of Contact First Name*
- VA Point of Contact Last Name*
- VA Point of Contact Email*
- Point of Contact Phone Number*
- School/University* School/University Start Date* **(Med school/degree start dates)**
- Estimated School/University Completion Date* **(Med school/degree est. end date)**

Click the [SUBMIT] button when all required fields are completed.

Once you have entered all of the required data and clicked the [Submit] button your profile will be immediately created. You must remember the UserID and Password for future logons to the VA TMS. Click the [SAVE] button to get to the Set Security Questions page. Please select questions that have definitive answers that you will remember. These will be used to recover your log in information if you use the [Forgot Password] option.

Once done with your questions and answer, click on the [SAVE] button and wait until your “To-Do” list is displayed with the title of the mandatory training item.

Launching and Completing the Content

Click on the title of module training item.

Pop-Up blockers **MUST BE TURNED OFF**

Complete all of the item content following the on-screen instructions.

Exit the item as instructed to accurately record your effort.

If for some reason the required training does not come up in your “To Do” section of your profile here is the course information that you can search for to have it added to your profile:

- In the “Find Learning” box type in the numbers listed below (returning Trainees only search the second one below)
 1. Mandatory Training for Trainees (New Users Only) TMS #3185966
 2. Mandatory Training for Trainees (Refresher) for people retaking the course TMS #3192008 **only for trainees needing to complete the refresher course, this training is due annually**

PIV CARD APPLICATION INFORMATION

(Include with packet (print legibly or print entries, unreadable entries can cause errors when requesting access))

FULL NAME (Including Middle Name, mark NMN if no middle name): _____

SSN: _____

DOB: _____

HOME ADDRESS: _____

CITY, STATE & ZIP CODE: _____

HOME PHONE (including area code): _____

PLACE OF BIRTH (City, State, and Country if not U.S.A.) _____

HEIGHT: _____ **WEIGHT:** _____

MALE / FEMALE (Circle One)

RACE (Check or Circle one):

BLACK____ **WHITE**____ **HISPANIC**____

ASIAN____ **NATIVE AMERICAN**____

U.S. CITIZEN: Yes / No (Circle One)

EYE COLOR _____

HAIR COLOR _____

E-MAIL ADDRESS (Please use email address most commonly used) _____

UNIVERSITY/COLLEGE EMAIL ADDRESS _____

SERVICE ROTATING THROUGH (i.e. Internal Medicine, Pathology, General Surg, etc..) _____

STUDENT / RESIDENT / FELLOW (Circle One) GRADUATING Date (Estimated Month/Year) _____

UNIVERSITY/COLLEGE NAME _____

COORDINATOR'S NAME AT UNIVERSITY/COLLEGE _____

VA Rotation Dates From: _____ **to:** _____

Most recent Veteran Affairs you rotated from (either as a employee, student, or Residency/Fellowship) _____

Date (Month and Year) of last rotation at a VA _____

****TMS Completion date** _____ **Fingerprints Date:** _____

WITHOUT COMPENSATION (WOC) COORDINATOR

- **Edwin Sneed** - Edwin.Sneed@va.gov, Phone 312-569-7191, located in the HR department, 4th Floor of the Taylor Pavilion.

JESSE BROWN VA SERVICE LINE TRAINEE COORDINATORS

- **Anesthesiology** - Deborah Smith, Email Deborah.Smith5@va.gov , Phone 312-569-6322, Elizabeth Rogers, Email Elizabeth.Rogers3@va.gov, Phone 312-569-6322
- **Audiology and Speech Pathology** – Dr. Beth Tanner, Email Beth.Tanner@va.gov, Phone 312-569-7529 or Dr. Lindsay Ginsberg, Email Lindsay.Ginsberg@va.gov, Phone 312-569-7523
- **Dental Service** -Rosalyn Bailey, Email Rosalyn.Bailey@va.gov , Phone 312-569-6671,
- **Dialysis** – Dr. Myra Celestin refer to the contact information for nursing service
- **Dietetics/Nutrition** Margaret Myslinsky, Margaret.Myslinsky@va.gov , Phone 312-569-6911
- **Health Information Management** – Dr. Reginald Grady, Reginald.Grady@va.gov , Phone 312-569-6016
- **Medicine Service** -Cheryl Crater, Email Cheryl.Crater@va.gov, Phone 312-569-6853 or Phone 312-569-6129. Daijon Edwards Email Daijon.edwards@va.gov, Phone 312-569-6153 who will cover for Cheryl in her absence.
- **Mental Health Service** – Laynie Klauer Email Laynie.klauer@va.gov , Phone 312-569-6461.
- **Neurology Service** - Barbara Szczepaniak Email Barbara.Szczepaniak@va.gov Phone 312-569-6926/6184 or Sandra Lennear-Anthony Email Sandra.Lennear-Anthony@va.gov Phone 312-569-6175. Send PIV applications to Robin Smith Email Robin.Smith3@va.gov.
- **Nursing Assistant** – Dr. Myra Celestin refer to the contact information for nursing service
- **Nursing Service** – Dr. Myra Celestin, Email Myra.Celestin@va.gov , Phone 312-569-6357
- **Nutrition and Food** Katherine Reed, Katherine.Reed@va.gov , Phone 312-569-6561
- **Occupational Therapy** Brendolyn Cobb-Oliver, Email Brendolyn.Cobb-Oliver@va.gov , Phone 312-569-6392
- **Optometry** Dr. Michelle Marciniak Email Michelle.Marciniak@va.gov Phone 312-569-7539
- **Pathology & Lab Service** - Joyce Patton Email Joyce.Patton2@va.gov Phone 312-569-6691/6708
- **Pharmacy** – Milica Jovic, Email Milica.Jovic@va.gov, Phone 312-469-4870
- **Phlebotomy** – Dr. Myra Celestin refer to the contact information for nursing service
- **Physical Medicine & Rehab** – Deloris Judd, Email Deloris.Judd@va.gov Phone 312-569-6377
- **Physical Therapy Assistant**- Dr. Christopher Meachem refer to the contact information for Physical Therapy
- **Physical Therapy**– Christopher Meachem, Email Christopher.Meachem@va.gov , Phone 312-569-7834
- **Physician Assistant** – Brenda Fritz, Email Brenda.Fritz@va.gov, Phone 312-569-7572
- **Psychology** – Dr. Kenneth Lehman, Kenneth.Lehman@va.gov , Phone 312-569- 9206
- **Radiology Service** – Diane Howard, Email Diane.Howard@va.gov , Phone 312-569-7598
- **Recreational Therapy** – Erin Rule-Miller, Erin. Rule-Miller@va.gov , Phone 312-569-7653
- **Social Work Service** – Michelle Langlois, Email Michelle.Langlois@va.gov , Phone 312-569-8009
- **Surgery Service** – Abdul Sarmasth, Email Abdul.sarmasth@va.gov, Phone 312-569-6721
- **Surgical Tech** – Dr. Myra Celestin refer to the contact information for nursing service

Associate Chief of Staff for Education (ACOS-E)

Location: 3rd Floor of the Taylor Pavilion, RM#'s 3215, 3210A, or 3210D

- Dejuan Thomas, Management Program Analyst, Email Dejuan.Thomas@va.gov, Phone (312) 569-8739, Rm#3215
- Umeko Jackson, Management Program Analyst, Email Umeko.Jackson@va.gov, Phone (312)569-6203, Rm#3210A
- Abdul Sarmasth, Management Program Analyst, Email abdul.sarmasth@va.gov, Phone (312)569-6449, Rm#3210D

Hours of operation for ACOS-E:

Mon through Friday 9am – 3pm with a possibility of an appointment before or after (please call ACOS-E, Phone number listed on page 6, to make arrangements) Our office is closed for all federal holidays.

** We have also created an email address mail group that will only go to our department (Associate Chief of Staff for Education). Please feel free to use this to get in contact with us, this is a confidential email group and will not be shared with anyone else. Dr. Andrea Birnbaum (ACOS-E) will address any issues that are brought to our attention. The email group address is CHS_Trainee@va.gov (There is an underscore (_) after CHS.*

Submitting Your Application Packet:

Emailing packet

Please use the group email address CHS_trainee@va.gov. (there is an underscore after the CHS) By sending it to the group email address all members of the ACOS-Education department will get a copy. In case one of the staff members is out of the office at least one person will be able to process the application.

Mailing address:

Any member of the ACOS-E department (see above)
ACOS-Education Department (Library)
820 S. Damen Ave.
Chicago, IL 60612

Faxing application Packet:

You also have the option to fax it to (312)569-8105. Since our fax machine is located in a different part of the hospital, please make sure to email all members of the ACOS-Education department so that we can make sure we get the application packet from the fax machine.

Turn packet in Person:

In person application drop off is always welcome. If you choose to come in and drop it off yourself, please keep in mind we are in the office **Mon through Friday 9am – 3pm with a possibility of an appointment before or after (please call ACOS-E, Phone number listed on page 6, to make arrangements) Our office is closed for all federal holidays.**

Parking

Parking is available at Jesse Brown VA, the rate for parking is \$5.75 a day. There are alternative options for parking around our facility. You can look for street parking that is free or you can park at the Juvenile Detention Center (1100 S. Hamilton Ave) which is about 2 blocks away. Their parking is \$2.00 a day. Parking is free on weekends (all hours) and off duty hours (past 7pm weekdays) for the Jesse Brown Parking lot.

Returning Students/WOC Trainees:

Application: The complete application packet is not needed if you are a returning student for the same degree that you are enrolled in your University/College for that you rotated to Jesse Brown VA previously for. For example, if you are a medical student and are returning for the same medical degree that you are pursuing from the same university, then you do not have to do the complete application packet. You are only required to fill out a new “**New WOC Appointment letter**” and the **less than six month Appointment Memorandum** every time you rotate to our facility. All other documents are not needed.

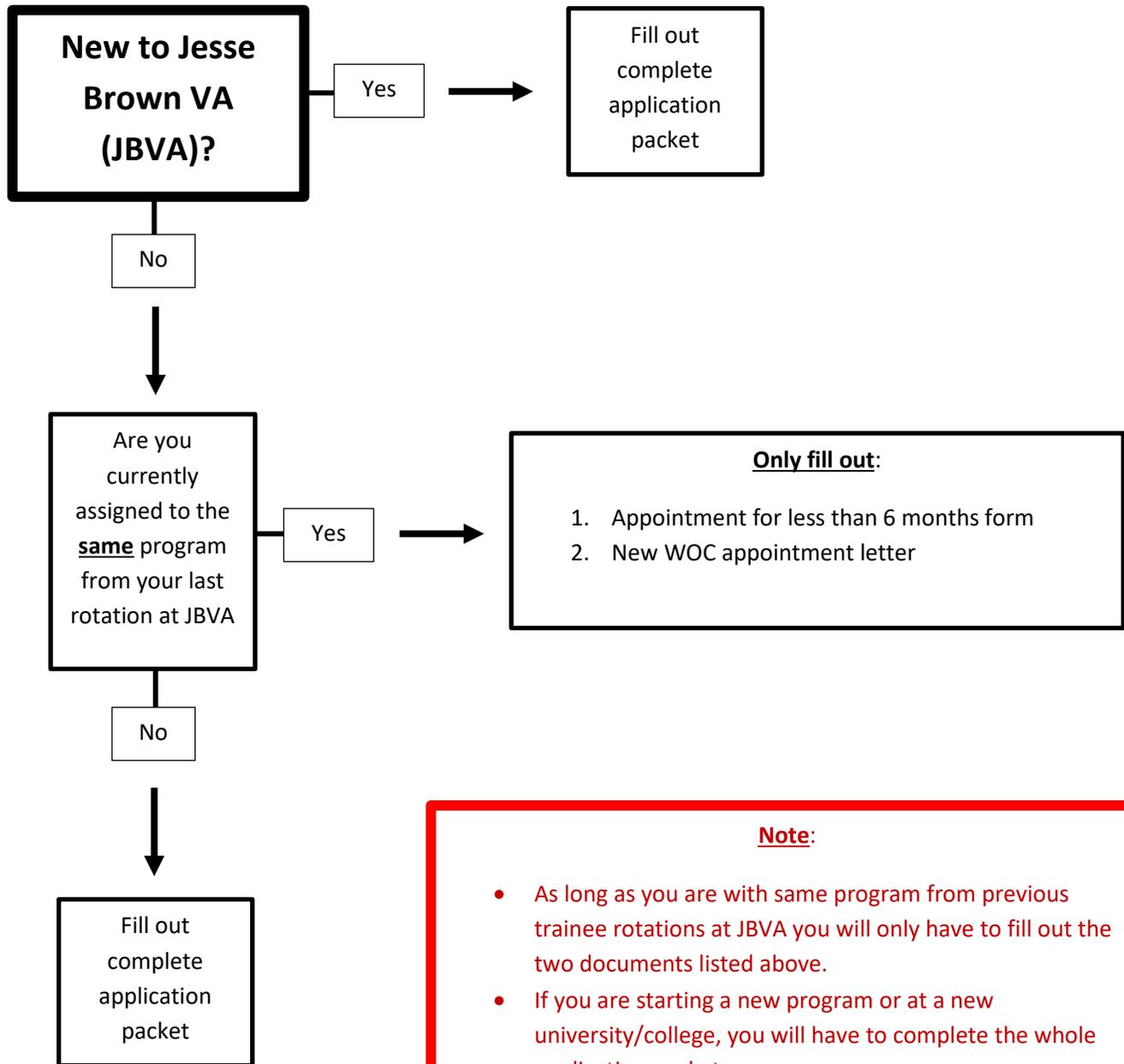
TMS course: As a trainee, you are only required to complete the Mandatory training for trainees and if you are a returning trainee, you will only have to complete the refresher course that is mentioned in the above section describing TMS. **If you are an employee who is also a trainee, you will have to complete all the employee TMS assigned courses.**

Fingerprints and PIV card: You will have to get in contact with the service coordinator that is listed above in the contacts section (page 8) to see if you are required to get re-fingerprinted. Jesse Brown VA has very strict security measures, and as part of the security measures, accounts that are inactive for long periods of time are de-activated or deleted depending on how long they have been inactive. Check with the coordinator so that they can see if your account is still active or will need to be requested to create.

When a new account is requested or an account has to be re-created because it was deleted for the above reason or if you need a new PIV card, fingerprints are required.

If for some reason you were not able to get your PIV card during your first rotation and are applying for a PIV card, you will be required to get re-fingerprinted if it has been more than 120 days since your last set of fingerprints. Your fingerprints must be valid when you go for your PIV card appointment. Also make sure to provide your service coordinator with the PIV card application. The information on the PIV application form (page 7) is used by the PIV sponsor in the service to sponsor you for a PIV card.

Not sure if you have to fill out application packet? See table below:



Note:

- As long as you are with same program from previous trainee rotations at JBVA you will only have to fill out the two documents listed above.
- If you are starting a new program or at a new university/college, you will have to complete the whole application packet.
- If you are about to transition to a Resident, please keep in mind you will have to complete the whole application packet again also.