

New Medical Student Form

Trainee Name:

Please answer **ALL** questions. These questions will help assess what the medical trainee will need for completion of the onboarding process. This must be done for **EVERY** rotation.

1. **Start** and **End** date of upcoming rotation at the VA (**exact** clerkship dates that trainee will be **onsite** at the VA) **Start Date** **End Date**
2. Name of program that medical trainee will be completing for upcoming rotation (**example**: ENT, Internal Medicine) -
3. What is the trainee clerkship year: MS2, MS3, or MS4 (Please **Specify** if the trainee is a rising MS 2, 3, or 4, a MLMS trainee or a longitudinal clerkship trainee)-?
4. Who is the Point of Contact/ program coordinator from the **Medical School (not VA POC)**-?
5. Has the medical trainee ever completed a rotation clerkship at any VA? If so, what VA and what was the date of the last rotation? -
6. Does the trainee have or have previously had a PIV (USAccess) Card or Flash Badge? If yes, which one? (ONLY MS2 trainee have Flash Badges) -
7. If yes, what is the expiration date? (**Please email a photocopy of the ID badge**)
8. TMS HPT training certificate and completion date (**Please email photocopy of certificate**) please let the onboarding coordinator know if the trainee has had TMS account previously and cannot access the TMS account-
9. Has the trainee been fingerprinted? Please provide date of fingerprint completion- (Fingerprints will be required if this is a new trainee or a returning trainee without a VA ID badge)
10. A COVID Vaccination card will need to be on file at the trainee's school. (**DO NOT SEND CARD**) If the trainee will be **requesting an EXEMPTION** from the vaccination, please request to have VA form 10-623 emailed to the trainee. All exemptions will need to be reviewed and approved before coming to the VA. ***Please Note***: Each trainee will be required to complete a one time online COVID LEAF attestation form on the first day of your rotation with your rotation service line coordinator.

Questions or Comments: