









VA CARIBBEAN HEALTHCARE SYSTEM  
SAN JUAN, PUERTO RICO

**SOP for appointing VA Paid/ WOC Residents**

**IMPORTANT NOTE:**

- Appointments **need to be submitted** 60 days before rotation date.
- All questions about the process will be submitted to the Residency Program Coordinators.

<b>Documents checklist that needs to be submitted to Program Coordinators to process Residents Appointments</b>	
<b>Item to complete</b>	<b>Explanation</b>
<p><b>Health Professions Application Form VA Form 10-2850D</b></p>  <p>VA Form 10-2850D Res.pdf</p>	<p>This form will be completed by the resident. Please make sure you:</p> <ul style="list-style-type: none"> <li>• Answer all the questions</li> <li>• Sign the form</li> <li>• <b>DO NOT</b> use the whole social security number in the form, just the last 4-numbers</li> </ul>
<p><b>License to practice medicine</b></p>  <p>Renovación de registro de Licencia 2(</p>	<p>All residents will submit evidence of permanent or regular license to practice medicine in Puerto Rico</p> <ul style="list-style-type: none"> <li>• Residents with evidence of <i>having submitted</i> all required documentation to the PR Licensing board for a provisional license will have until August 1 from the current year, to bring in their license document. After this date, residents without license may have their appointment terminated.</li> <li>• Those with <u>Permanent licenses</u> must submit evidence of their current license and registry</li> <li>• Residents without license cannot be appointed</li> </ul>
<p><b>Selective Service</b></p>	<p>Federal law requires that most males living in the US between the ages of 18 and 26 register with the Selective Service System. This includes individuals who are US citizens, non-US citizens and dual nationals, regardless of their immigration status. Males required to register, but who fail to do so by their 26th birthday, are <b>barred from any position in any Executive Agency</b>.</p> <p>Trainees can visit <a href="https://www.sss.gov">https://www.sss.gov</a> to register, print proof of registration or, if not registered, apply for a status information letter (SIL).</p>
<p><b>Evidence of Basic Life Support (BLS) Training</b></p>	<p>All residents must submit evidence of having completed an approved American Heart Association training in <b>BLS. VA does not accept certifications completed online without the practice component.</b></p> <p>Centers Accredited by the American Heart Association (AHA):</p> <p><a href="http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home&amp;_ga=2.258722826.1061046511.1673359725-311103005.1652452031">http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home&amp;_ga=2.258722826.1061046511.1673359725-311103005.1652452031</a></p>
<p><b>Evidence of Advanced Life Support Training</b></p>	<p>This training is required for all residents who admit patients to critical care units or general medical wards: <i>medical and surgical</i>. Training must comply with the American Heart Association guidelines (cognitive and practical component).</p> <p>Centers Accredited by the American Heart Association (AHA):</p> <p><a href="http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home&amp;_ga=2.258722826.1061046511.1673359725-311103005.1652452031">http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home&amp;_ga=2.258722826.1061046511.1673359725-311103005.1652452031</a></p>

<p><b>Mandatory Training requirement</b></p>  <p>TMS Self-Enrollment Instructions</p>  <p>POC_Program_Coordinators Jan 2023.pdf</p>	<p>All trainees practicing at a VA facility must comply with minimal training requirements for federal employees. Trainees will be able to comply with this training using an online website. <a href="#">VA TMS 2.0</a></p> <p>Instructions on how to self enroll are embedded:</p> <ul style="list-style-type: none"> <li>• Please notice that you must register yourself as a <b>Health Professional Trainee</b></li> <li>• The enrollment process will request a VA point of contact. This person is your <b>VA program coordinator</b> and/or directors. See list attached.</li> <li>• Complete the Mandatory Training for Trainees (VA 3185966). When this training is complete the system provides automatic credit for Privacy and HIPAA training (VA 10203)</li> <li>• <u>Print both certificates</u> and include them as part of your application package.</li> </ul>
<p><b>Influenza vaccination</b></p>	<p>All health providers at the VA must comply with minimal health requirements, including, influenza vaccination.</p>
<p><b>COVID-19 vaccination</b></p>	<p>All health providers at the VA must comply with minimal health requirements, including, <b>COVID-19 vaccination with Booster.</b></p> <p><b>**Also a negative PCR COVID-19 test must be submitted 72 hrs prior the appointment start date.</b></p>
<p><b>National Provider Identifier (NPI)</b></p>  <p>Apply_npi_instructions</p>  <p>How to Update TaxonomyNPI.pdf</p>	<p>All HPT must submit evidence of their registration in the NPPES with their assigned NPI number.</p> <p>Is important to have active the following Taxonomy:  <b>Student in an Organized Health Care Education/Training Program Taxonomy. Code: 390200000X</b></p> <p><b>Definition:</b> An individual who is enrolled in an organized health care education/training program leading to a degree, certification, registration, and/or licensure to provide health care.</p>
<p><b>USMLE</b></p>	<p>All residents must submit evidence of having completed <b>all 3 USMLE steps.</b></p>
<p><b>ECFMG (if applicable)</b></p>	<p>The requirements for ECFMG Certification include passing examinations in the medical sciences, clinical skills, and communications skills.</p> <p><b>**Step 1 and Step 2 Clinical Knowledge (CK) of the United States Medical Licensing Examination® (USMLE®) are the exams currently administered that satisfy the medical science examination requirement. Applicants who pursue one of the pathways are required to attain a satisfactory score on the Occupational English Test (OET) Medicine to satisfy the communication skills requirement for ECFMG Certification.</b></p>
<p><b>Good Standing Verification Letter</b></p>  <p>2021TQCVLFINALv.4_OAA.docx</p>  <p>TQCVL_Trainees name list.docx</p>	<p>Trainee Qualifications and Credentials Verification Letter is a certification submitted by the Institution from where the trainee comes from. This form certifies that the trainee is in good standing and complies with minimal health requirements and verifications. Institutions are recommended to include all trainees in a single TQCVL document for the current academic year.</p>
<p><b>Citizenship</b></p>	<p>If you are a <b>Naturalized Citizen</b>, you <b>must</b> present <b>original</b> certificate of naturalization or US Passport at the time of your appointment. If you are not a U.S. Citizen, <b>you</b></p>

	<b>must present a valid Visa at the time of your appointment.</b> It can be a Permanent Visa or a 1-1 Visa (Exchange Visitor). Please notice that only <b>original documents</b> are accepted as evidence
<b>Background investigation</b>	All federal employees are required background investigation. Trainees who will rotate at the VA over 180 days in a single calendar year will comply with this requirement too. This procedure is completed under the guidance of Human Resources when appointed.

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