Birmingham Associated Health Trainees on Stipend

**IMPORTANT NOTE: The VA is requiring all employees, trainees, etc. to be vaccinated by November 22, 2021 based on Executive Order 14043. One of the requirements in the Trainee Qualification Credential Verification Letter (TQCVL) is that all HPTs listed on the TQCVL meet the CDC vaccine requirements, to include the COVID-19 vaccination. As a result of this, effective November 22, 2021, all Health Professionals Trainees will need to be fully vaccinated for COVID-19 in order to rotate at the Birmingham VA Health Care System (BVAHCS).**

**I. Application Forms/Training**

All forms/certificates in ‘A’ and ‘B’ below must be returned with your packet. A list of required forms to submit, the recommended timing, and individual responsible for initiating the steps is included in the Associated Health - Paid Checklist.

**\*\*Forms are not viewable on MAC computers. Please use a PC\*\***

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Please include this checklist with your packet and place the forms in the same order as the checklist. It will take approximately 2 hours to complete the forms and training. Retain a copy of all completed forms for your records.

**A. Forms**

Make sure you have a printer available, as some of these forms cannot be saved.

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| 1. Application for Health Professions Trainees   (**PLEASE MAKE SURE THAT NUMBERS**  **16 & 17 ARE CHECKED)** |  |
| 2. Declaration for Federal Employment  **The OF 306 should be legible (typed or handwritten) and must not be altered in any way. It needs to be signed only on line 17A with 2 digit month, 2 digit day, and 4 digit year. The form will be returned to the service if not completed correctly or if not submitted in its original format. (i.e. PLEASE DO NOT SUBMIT A PICTURE USING YOUR CELL PHONE OF THE OF 306)**  **DO NOT SIGN ON LINE 17B.** |  |
| 3. **UPDATED** Random Drug Testing Notification and Acknowledgement **NOTE: ONLY WET & DIGITAL SIGNATURES WILL BE ACCEPTED. TYPED NAMES WILL NOT BE ACCEPTED.** |  |

**ORIGINAL DOCUMENTS MAY BE SENT TO YOUR SERVICE POINT OF CONTACT AT THE BVAHCS (REFER TO SECTION C – ASSOCIATED HEALTH CONTACTS) LISTED BELOW. SCANS OR COPIES ARE ALSO ACCEPTED.**

**B. Mandatory Training**

**New Trainees**

This training is designed for residents/trainees who are new to the Birmingham VA Health Care Systemand have never completed the mandatory training modules. The course is titled *"VHA Mandatory Training for Trainees."* Print and follow the TMS 2.0 Instructions for Self-Registration then log on to <https://www.tms.va.gov/SecureAuth35/> and complete the training, and print the certificate.



Be sure to include a copy of your mandatory training certificate of completion in your application packet provided to your service secretary before you rotate at the Birmingham VA Health Care System.

**Returning Trainees**

**If you have not logged in to TMS since August 2018, there are numerous changes as part of the system upgrade.**

**On the main login page is a video tutorial, “Take a Tour of TMS 2.0,”** (<https://www.tms.va.gov/SecureAuth35/>). **Watching this will answer many of your questions.**

Residents who have already completed the “Mandatory Training for Trainees” course in TMS are eligible to take the course titled "VHA Mandatory Training for Trainees – Refresher Course." Log into the TMS website using your new “username,” which should be the email address you self-registered with in TMS. Try using the “Forgot Username” option on the main TMS login page to get this information if you don’t know it. If that doesn’t work, you’ll need to contact the help desk (ext 33-6235) to get your “username” for TMS login and request they add a direct phone number to your TMS account.

Once you are in TMS, complete the refresher training, print your certificate, and save it digitally. Certificates should be turned in to your BVAHCS service contact once you complete the course.

If your TMS account is inactive, reach out to your service contact. They will get more information from you to request account reactivation through the TMS Domain Manager in Birmingham. Account reactivations normally occur within 72 hours.

**C. Contacts**

Unless otherwise directed by your program training coordinator, please mail completed forms and training certificates to the VA service secretary listed on the Associated Health Contact Information in advance of your rotation.

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Your completed application with all signatures must be received at least 60 days

before the start date of your training program.

**D. Fingerprinting and Photo IDs (PIV Badges)**

The HR Staffing/Employee Specialist will contact trainees on stipend in regards to all pre-employment requirements.



***NOTE: Fingerprinting can be done at the Birmingham VA Health Care System or at any of the VA Medical Centers listed on the link below. Please call to be sure of hours of operation before you report to a VA for fingerprinting and ask them to use the following identifiers so your results are sent to the Birmingham VA Health Care System SOI=VAA8-SON=1260. The Fingerprint Request Form is only needed if fingerprinting will be done at another VA Medical Center and results sent to the Birmingham VA Health Care System.***

[***https://www.oit.va.gov/programs/piv/locations.cfm***](https://www.oit.va.gov/programs/piv/locations.cfm)

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**E. Selective Service (All Males Gender at Birth)**

If you were required to register with Selective Service, access the verification page on the Selective Service website below. Enter your information, print the letter, provide a copy to your school, and include copy in your HPT application package. Registration Requirements are attached.

<https://www.sss.gov/Home/Verification>

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**II. Requirements at the Conclusion of VA Training**

For trainees completing a program and leaving the VA:

* Verify that you have completed and signed all progress notes, orders, and patient requests.
* Turn in your PIV card to the PIV Office in Human Resources rooms 1926 - 1929.
* Check out with your service or department.
* Computer Clearance.
* Complete the VA Trainee Satisfaction Survey <https://www.va.gov/OAA/surveys/>.
* Consider VA Employment.

*Patient Privacy: Patient privacy at the BVAHCS is not only governed by the HIPAA regulations, but also the Privacy Act. Patient information may not be taken out of the BVAHCS building in paper or electronic form under any circumstances. Maintenance of any type of “log book” with patient information is strictly prohibited. Please contact the Privacy Officer for release of information or privacy concerns at ext. 33-3162.*