Birmingham VA Medical and Dental Residents

**I. Application Forms/Training**

All forms/certificates in ‘A’ and ‘B’ below must be returned with your packet by

**May 12, 2023**. A checklist of required forms to submit and steps for being a resident are included in the Housestaff Checklist and the Health Professions Trainee – Am I Eligible checklist. **Please include both checklists with your packet and place the forms in the same order as what is listed on the Housestaff 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. Appointment Letter – Trainees Under a Disbursement Agreement |  |
| 4. [Statement](http://www.southeast.va.gov/VISN7/docs/Malpractice-Statement.docx) of Understanding of Protection Against Malpractice, Negligence, and Related Claims |  |
| 5. **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 E – BVAHCS SERVICE CONTACT INFORMATION) LISTED BELOW. SCANS OR COPIES ARE ALSO ACCEPTED.**

**B. Mandatory Training**

**New Trainees Only**

This training is designed for residents/trainees who are new to the facility and have never completed the mandatory training modules. The course is titled *"VHA Mandatory Training for Trainees."* You will need to self-register through the link below then Log on to <https://www.tms.va.gov/SecureAuth35/> and complete the training, and print the certificate. Please use the information provided below for the **Point of Contact**.

Please enter the following information as the point of contact: **(REFER TO BVAHCS SERVICE CONTACT INFORMATION LIST LOCATED BELOW UNDER “LETTER E CONTACTS” TO FIND YOUR SERVICE VA POINT OF CONTACT)**

Point of Contact First Name: LIST FIRST NAME OF VA CONTACT

VA Point of Contact Last Name: LIST LAST NAME OF VA CONTACT

VA Point of Contact Email Address: LIST EMAIL ADDRESS OF VA CONTACT

Point of Contact Phone Number: 205-933-8101



Be sure to include a copy of your mandatory training certificate of completion in your application packet provided to your service point of contact 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. Surgery Residents**

Please contact Lakia White, RN, Surgery Residency Supervision Coordinator, at (205) 933-8101 ext. 33-4375 for important information regarding your rotation at the Birmingham VA Health Care System. 

**D. Anesthesia Residents**

Please contact Dr. Timothy Aiken, Anesthesia Education Director using ASCOM 4270 or Dr. Yasser Sakawi, Anesthesia Residency Program Site Director using UAB pager 7605 if you have questions. The link for UAB paging is [www.paging.uab.edu](http://www.paging.uab.edu/), and the phone number for UAB paging is (205)934-3411.

**E. Contacts**

Unless otherwise directed by your program training coordinator, please mail completed forms and training certificates to the VA service secretary listed on the Contact Information for BVAHCS Services/Mailing Address in advance of your rotation. Your completed application with all signatures must be received by ***May 12th*.**

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

Directions for Fingerprinting and Photo IDs



***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.***

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

**G. 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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**H. Citizenship Status**

Naturalized US Citizens – Please submit with your application materials **a copy of your Naturalized Citizen documentation.**

Non-US Citizens – Please submit with your application materials **a copy of your proof of immigrant status.**

**I. Orientation**

Mandatory orientation sessions are scheduled by your service. You will need to bring two forms of identification to orientation:

* One government-issued photo identification (i.e., driver’s license, military identification card, passport) and
* One non-photo identification (i.e., Social Security Card, certified birth certificate, state voter registration card, Certificate of U.S. Citizenship or Certificate of Naturalization, Permanent Resident Card (if applicable)

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

For residents 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.

For residents/trainees completing a rotation but who will return to the VA in subsequent rotations:

* Try to avoid dictating on the last day of your rotation. There is a delay in transcription which may cause you to have to return to the VA during your UAB rotations to sign notes. Type if possible.
* Process all view alerts before leaving. Call Medical Records (VA ext. 33-5976 or 33-6232) to ensure all outstanding notes/orders/etc. are signed.
* Complete the mandatory training refresher course "VHA Mandatory Training for Trainees Refresher Course” prior to your next rotation and provide a copy of your mandatory training certificate of completion to your service point of contact before you rotate at the Birmingham VA Health Care System.

*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.*