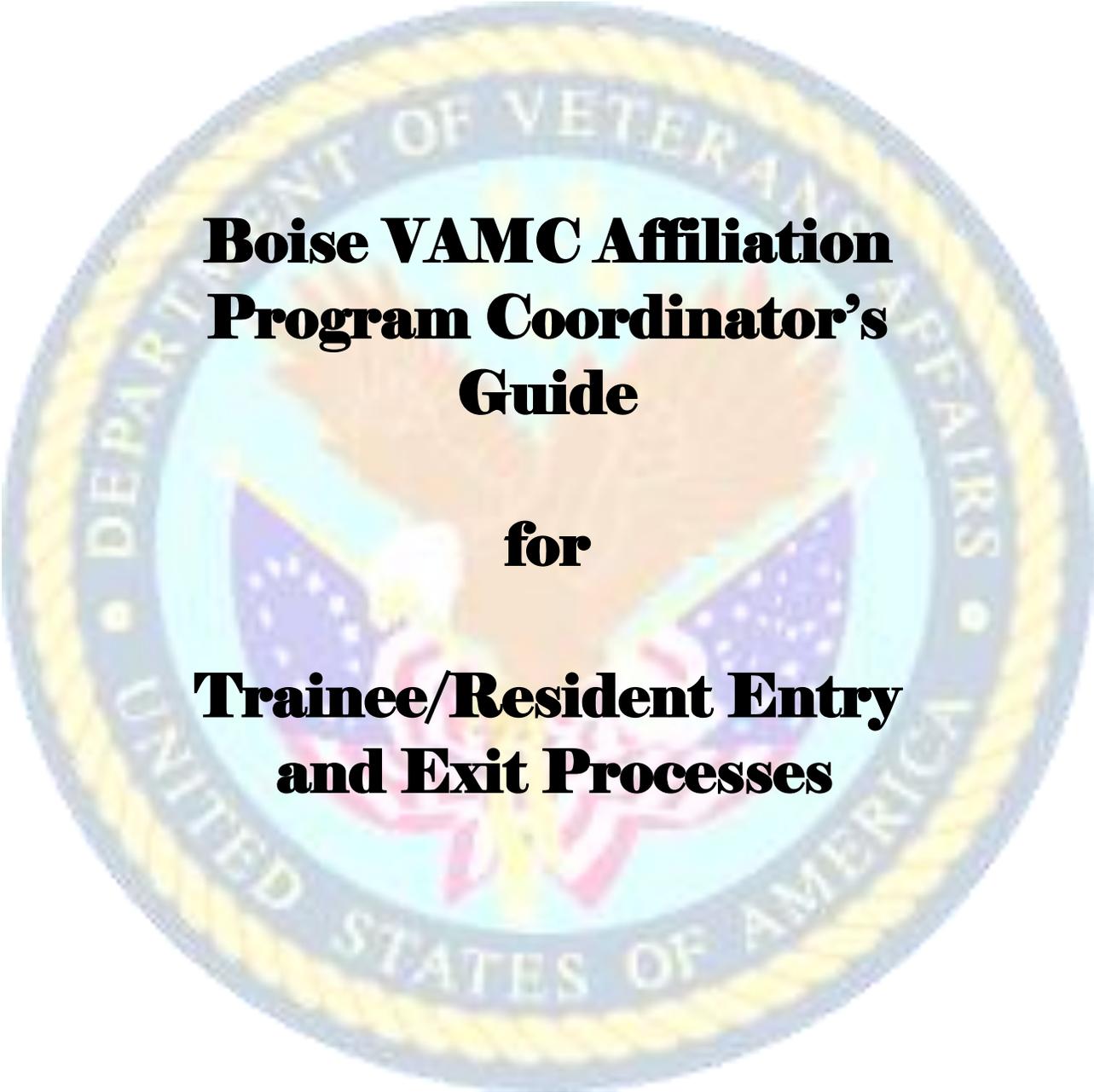


Boise VA Medical Center

The seal of the Department of Veterans Affairs, United States of America, is centered in the background. It features an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The seal is circular with a gold border and contains the text "DEPARTMENT OF VETERANS AFFAIRS" and "UNITED STATES OF AMERICA".

**Boise VAMC Affiliation
Program Coordinator's
Guide**

for

**Trainee/Resident Entry
and Exit Processes**

**Revised October 2011
Boise VAMC Trainee/Resident POC Guide**

The purpose of this guide is to assist Points of Contact (POC) for trainees/residents in establishing a smooth entry/orientation and exit process. The goal is to make these processes as efficient as possible, especially since they are the first and last impressions trainees will have of the VHA and this facility as they complete their training.

It is important that trainees/residents comply with all VA/VHA policies and mandates to ensure the safety and protection of trainees, veterans and staff with whom they may interact while completing their Boise VAMC training.

DEFINITIONS:

Trainee: A trainee is an individual who is obtaining education in an area of health care and is obtaining practical experience at a VA facility.

Stipend Trainee: A trainee who receives payment from the VA.

WOC: A trainee who does not receive payment (without compensation) from the VA or the affiliate institution.

Residents: An individual who is engaged in a graduate training program in medicine (which includes subspecialties, e.g., GI, cardiology, pulmonary medicine), psychiatry, surgery and its subspecialties, dentistry, podiatry, and optometry, and participates in patient care under the direction of supervising staff practitioners. The term resident includes individuals in approved subspecialty graduate medical education programs, who are typically referred to as "fellows".

Boise VAMC Program POC: Boise VAMC employee designated as the training program Coordinator.

Clinical Observer: Clinical observers are individuals who do not hold a license and are not under the auspices of an established educational program with an affiliated school or postgraduate training program and have 1) completed a high school degree or equivalent and are enrolled in a higher education training program, or 2) completed an Associates, Bachelors, or Post Graduate degree. A clinical observer may not perform any direct care activity.

Associated Health Professions: Physician Assistant, Physical Therapy, Respiratory Therapy, Nursing, Occupational Therapy, Pharmacy, etc.

WHO OVERSEES, COORDINATES, AND SUPPORTS TRAINEE/RESIDENT PROGRAMS?

On the national level, the [Office of Academic Affiliations](#) (OAA) oversees trainee/resident education programs and receives periodic reports on various aspects of trainee activity throughout the year.

Locally, the following are responsible for trainee programs:

- **Associate Chief of Staff for Education** – Has oversight of affiliate training programs; works with individual academic program coordinators and the Boise VAMC leadership to develop and enhance programs to ensure they provide a quality education to trainees and supports the VHA mission. The ACOS/E processes affiliation agreements, supports associated health trainee programs, facilitates entry and exit processing, monitors national education requirements and regulations, collects program support data and reports to the OAA.
- **Human Resources Management Service (HRMS)** – Provides entry processing including fingerprinting, producing identification badges, etc.
- **Police Service** – Issue parking stickers, finalized PIV cards, access badges, and regulations.
- **Technology Management Service (TMS)** – Provides computer access and computer clinical software training (i.e. Computerized Patient Record System – CPRS) as needed.
- Each **individual service/ACOS-E** is ultimately responsible for working with the affiliate institution to prepare the required information for establishing and updating the affiliation agreement and for continued contact with the institution. In addition, the individual service or specialty area is responsible for all aspects of entry processing, orientation, supervision, training, monitoring, evaluation, exit processing and reporting.

WHAT IS REQUIRED TO ESTABLISH A TRAINEE/RESIDENT TRAINING PROGRAM AT THE BOISE VAMC?

The first step in establishing a new training program at the Boise VAMC is to contact the ACOS/E. They will discuss the potential for the program and the steps necessary for development and implementation. There are many factors to consider, including program, service and leadership support; budgetary impact; space needs; patient availability and appropriateness to the training needs; staffing to support the education needs; etc.

Once a determination is made to support the program, an official affiliation agreement is necessary to allow trainees at the Boise VAMC. The requirements for affiliation agreements are established through the OAA and include information regarding the training program, faculty (from both the training program and the Boise VAMC), the curriculum, a description of the Boise VAMC training experience, plans and methods for supervision, and the trainee evaluation process.

Note: It can take several months to complete the process and establish a new Affiliation Agreement.

WHAT IS REQUIRED FOR THE ENTRY PROCESSING OF A STIPENED TRAINEE?

Stipend trainees who are employees of the VA are required to complete the same new employee orientation requirements as other paid employee unless other arrangements have been made in advance.

AFFILIATE INSTRUCTOR ENTRY AND EXIT PROCESSING:

Often instructors from affiliate programs will provide instruction/supervision to trainees on site at the Boise VAMC facilities. Each instructor from affiliate institutions who participate in training at the Boise VAMC will follow the entry process when they first begin their work with the facility. This includes finger printing, securing an identification badge, background check, completing educational requirements, obtaining a parking sticker, etc. They will also need to follow the exit process when they complete their work with the facility. However, this does not have to be completed with each rotation they supervise.

WHAT STEPS ARE REQUIRED IN ADVANCE TO PREPARE FOR A TRAINEE/RESIDENT ROTATION?

After an affiliation agreement has been established the Boise VAMC program POC will need to make arrangements for trainees within the service/specialty area. These considerations may include space, supervision, availability of computer terminals, etc.

In addition, several contacts within our organization are necessary to allow for a smooth orientation, computer access, and parking. It is essential that contacts are made with adequate time to allow the various support services to prepare for the trainees. Good communication with support services will result in smooth processes and enhance the perception of the VA as an “employer of choice”.

These support service contacts include:

- **HRMS** - ext. 1211. **Three weeks prior** to the entry process HRMS will need the names and social security numbers of the trainees/residents and the date and time that they will arrive at the facility. The Entry process on their arrival date will include:
 - **Verification of their Without Compensation (WOC) letter.** NOTE: WOC trainees should have the completed form with them when they report to HRMS. This is the responsibility of the service/specialty program POC. (*Form attached above*)

Note: Persons who do not have the WOC letter will **NOT** be allowed access to the facility or to start their rotation until they can provide this completed document.
 - **Signed Statement of Commitment letter.** NOTE: The service/specialty POC is responsible for assuring students have this document completed, to include signatures, and turn it in at their HRMS Entry (*Form attached above*).

- **TMS** – Helpdesk ext. 1121. In order to create a computer account, each Student Coordinator is required to submit a completed Request for Computer Access and Registration for LMS and TEMPO to obtain computer access for their incoming trainees. **The request must be faxed to TMS 1295, ISO 1382, and LMS 1155.**
 - If **specific computer clinical software training** is necessary, arrangements for the training must be made with TMS **three weeks in advance** to ensure that the training room and a trainer will be available when needed. To arrange for training contact the Computer Application Coordinators' at EXT 4499.
- **VA Police** – Ext. 1122. Contact police to make arrangements for parking information and to issue parking sticker. This is only required for personnel who will be here over 6 months. Other Trainees are not required to have parking passes, but are asked to park in employee parking when possible.

Intake Process for Trainees:

Tammy Lanning, Education Program Support Assistant **must be notified of all incoming personnel immediately (three weeks prior when possible)**. The VA is required to report the number of students that come through the Boise VA on a yearly basis to the Office of Academic Affiliations, making it absolutely critical that the ACOS-E has full visibility on trainees within our facility. Tammy can be reached at EXT 7293 and is located in building T111.

Primary Resident and Student Contacts:

- Medical Students/PAs/Nursing/all other Associated Health: Tammy Lanning
- Medical Residents: Angela Harris and Jay Keller
- Psychiatry Residents: Leslie Miracle
- UW Med student liaison: Linda Clark

Application Process:

1. Contact Tammy Lanning to coordinate an appointment with Human Resources (HR) to have your fingerprints done and obtain your badge. You will need to complete the following forms prior to starting and to obtain your badge:
 - Application **VA 10-2850d**- (all personnel must complete this and return to Tammy Lanning)
<http://www.va.gov/oaa/archive/VAFORM10-2850d.pdf>

Completed forms to be taken to HR building 24 at the time of ID/Fingerprint Appointment

- Declaration for Federal Employment **OF 306**- (now required for all personnel)
<http://www.va.gov/oaa/archive/OF306.pdf>
- Statement of Commitment and Understanding

Form located at the end of this document

- Without Compensation Form (WOC), *only required for personnel not paid by the VA.*
Form located at the end of this document

- EQIP-Online background investigation, which is only required for personnel who will be at the VA for over 180 days. You will be notified if you are required to complete this process.

2. In addition to the forms/process, all trainees/residents are required to complete an on-line training course prior to beginning their VA training. This training is provided through the OAA. Instructions for accessing the training site and establishing a user name and password, and a link to the training can be found at <https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

Please ensure the trainee follows the steps listed below to ensure that they complete the correct module:

1. Go to the [Online Training](#) website.
2. Click on **First Time User**.
3. Create login information. *Contact the [Help Desk](#) if you have problems.*
4. After registering, go back to the **Login** screen
5. Enter your username and password, and click on **Login**. You will be taken to the **My Courses** page.
6. **IMPORTANT:** Click **Available Courses** on the left-hand navigation just above **My Courses** before doing a Search.
7. **Search** for course entering the keyword **Mandatory** or the course title **VHA Mandatory Training for Trainees Released-2010**. Then, click **Search** button.
8. You will be taken to the search results page.
 - **IMPORTANT:** Older versions of the Mandatory Training will be listed and marked as CLOSED. However, keep looking through the list for the version that is available.
 - If the course is not found, you probably did not follow step 6 above.
9. Click on the **Sign Me Up** link on the right side of the screen and you will be taken back to the **My Courses** screen, where the course will now be listed.
10. Click on the course name link to go to the course.

It is essential that each trainee complete the course, final exam and print the certificate of completion. The trainee must submit their certificate to their respective student coordinator at least **THREE** weeks prior to their rotation. If the student requires computer access, the certificate must be submitted with the computer access request to TMS as well as the LMS coordinator.

Supervision Requirements:

VHA residencies/internships include supervision requirements. Residency supervision requirements are accessible at: <http://www4.va.gov/oa/policies.asp>

Please refer to the Boise ACOS-E for any questions concerning Resident Supervision at EXT 4205.

What steps are necessary to prepare for the trainee to EXIT the rotation?

It is just as important to ensure a smooth exit as a smooth entrance. The following actions are necessary to conclude the training rotation.

1. Ensure that all trainee/resident notes have been entered and cosigned by the Boise VAMC staff preceptor.
2. Ensure that the trainee/resident has completed the Learner Perception Survey. The survey is only open at certain times throughout the year. The survey can be taken at: <http://www.va.gov/oa/surveys>
3. Turn in ID/PIV trainee badges to the appropriate Student Coordinator.
4. Turn in any keys and/or equipment that were issued during the rotation to the service supervisor or to the Student Coordinator, whichever one issued them.
5. Send a list of exiting trainees/residents (names and social security numbers) to Tammy Lanning. This is necessary to discontinue computer access and to inactivate training accounts. ***(Remember to send hard copy or FAX list, since it contains social security numbers)***. This list can be delivered to building T111 room 101, the education building at the VA or can be mailed to:

Tammy Lanning (001ED)
Boise VA
500 West Fort Street
Boise, ID 83702



Statement of Commitment and Understanding for VA Trainees

As a trainee in the Department of Veterans Affairs (VA), I am committed to safeguarding the personal information that veterans and their families have entrusted to the Department. I am also committed to safeguarding the personal information which other VA trainees and VA employees have provided.

To ensure that I understand my obligations and responsibilities in handling the personal information of veterans and their families, I have completed both the annual General Privacy Awareness Training (or VHA Privacy Training, as applicable) and the annual VA Cyber Security Training. I know that I should contact the local VA Privacy Officer, Freedom of Information Act Officer, Information Security Officer, or Regional or General Counsel representative when I am unsure whether or how I may gather or create, maintain, use, disclose or dispose of information about veterans and their families, other VA trainees and VA employees. Should I encounter any difficulty in identifying or reaching these individuals, I understand that I should contact my service chief, or failing that, the Chief of Staff, to seek guidance.

I further understand that if I fail to comply with applicable confidentiality and security statutes, regulations and policies, I will be removed from VA assignment. I may also be subject to civil and criminal penalties including fines and imprisonment.

I certify that I have completed the training outlined above and am committed to safeguarding personal information about veterans and their families, other VA trainees and VA employees.

Print or Type Trainee Name

Trainee Signature

Training Program/Level

Date



**DEPARTMENT OF VETERANS AFFAIRS
Medical Center
500 West Fort Street
Boise, ID 83702**

Without Compensation Memo

Dear _____,

Welcome to the Department of Veterans Affairs (VA). You will be assigned to our medical center as _____ from _____ through _____ under authority of 38 U.S.C. §7405(a)(1)(A). During your affiliation, you are authorized to perform services as assigned by the ACOS-E and Medical Service Office.

In accepting this assignment, you will receive no monetary compensation and you will not be entitled to those benefits, such as leave and retirement, normally given to regularly paid employees of VA. You will, however, be eligible to receive benefits as indicated. Cash cannot be paid in lieu of any indicated benefits:

- None Quarters Subsistence Uniforms Laundering of Uniforms

If you agree to these conditions, please sign the statement below and return the letter. This agreement may be terminated at any time by either party with written notice of such intent.

VA is required by regulation to solicit data concerning race and national origin of employees and trainees. It will be used for statistical purposes only. **Provision of this information by you is strictly voluntary and there is no penalty for failure to provide it.** If you choose to provide the requested information, please check the appropriate box below. Sincerely,

- | | |
|------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> American Indian or Alaskan native | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black, not Hispanic | <input type="checkbox"/> White, not Hispanic |
| <input type="checkbox"/> Hispanic | |

Susan McAmis
Human Resources Officer

I agree to serve in the above capacity under the conditions indicated.

Signature _____

Date _____