



U.S. Department
of Veterans Affairs

VA San Diego
Healthcare System

Student On-Boarding Documents

You will need to **type**, sign, date, and submit the following 6-7 forms.

***Note: Submit the following forms as “protected documents” using **Nursing#1** as the password and in the order listed below via email with **School Name-Degree Program-Clinical Instructor** as the “subject” to Suzanne.Carranza@va.gov and cc your clinical instructor

- 1. Trainee Processing Checklist**
- 2. Certificate of Completion for “VHA Mandatory Training for Trainees” and if passing meds “BCMA Web-Based Training for Clinical Staff”**
- 3. Omnicell Agreement and Assignment Form (*only if passing meds*)**
- 4. Application for Health Professions Trainees (VA 10-2850d)**
 - a. Be sure to enter your name and SSN on the top of pages 2-4
 - b. On page 2 under Section V. License, Certification, or Registration in Current Clinical Profession you should include *at a minimum* your current **BLS card from AHA and expiration date**
 - c. Section VII. Education and Training after High School through Graduate/Professional School you should include *at a minimum* your **current school of attendance**
 - d. Answer questions 23-25 on page 3 and check the boxes on page 4 then **sign and date both pages**
- 5. Declaration for Federal Employment (OF-306)**
 - a. Provide details requested in items 7-15 in block 16. Be sure to **sign and date items 17a and 17b**
- 6. Clinical Trainee Appointment Letter and Affidavit**
 - a. Print, sign, and date both pages
 - b. Notary not required
- 7. Random Drug Testing Notification and Acknowledgement Form**