



April 23, 2020

Dear Training Program Directors and Coordinators,

Welcome to the VA San Diego Health Care System (VASDHS). As you may know, the VA oversees the largest health professional education program in the nation. Each year, over 120,000 medical and associated health students, residents and fellows receive some or all their clinical training in VA facilities through affiliations with over 1,200 educational institutions including 112 medical schools. Please take a moment to review our Health Professions Trainee (HPT) onboarding process. All steps must be completed before a trainee can begin at VASDHS.

1. The process begins with a **List of Trainees**. This list is sent as a preliminary notification and begins onboarding. The list must be received between **30 and 120 days BEFORE** the trainee start date. This list provides us required information on your trainees. Failure to provide complete and accurate information may result in significant loss of clinical training time. If you have trainees who are not US-citizens, please include a copy of the documents (Visa, Perm Resident Card, etc..) that allows the trainee to live and work in the United States.
2. **Email the list, encrypted in MS Word format** to SDCVAMCHPTSupport@va.gov. For security purposes this document **must be** encrypted using the password "muchmore.1" ([Instructions on MS Word encryption](#))
3. A minimum of 14-days before the start date, you will **attach the list to a Trainee Qualifications and signed Trainee Qualification and Credential Verification letter (TQCVL) and email to:** SDCVAMCHPTSupport@va.gov. Please review the TQCVL requirements at <https://www.va.gov/OAA/TQCVL.asp>. All items on the TQCVL that apply to your program and trainees must be verified and certified to include registration for Selective Service for all males born after 1959.
4. **HPTs must complete ALL onboarding requirements prior to arrival.** The process takes a minimum of 30-days. The VA Training Coordinator will communicate these requirements directly to the trainee.
5. **When VA training has been completed,** HPTs must surrender their VA PIV credential and complete the VHA OAA VA Trainee Satisfaction Survey www.va.gov/oaa/surveys/

Thank you for your close attention to this process. Feel free to contact me at elaine.muchmore@va.gov.

Sincerely,

Elaine A. Muchmore, MD
Associate Chief of Staff/Education and Designated Education
Officer



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Trainees Template.d