



U.S. Department  
of Veterans Affairs

VA San Diego  
Healthcare System

## **Student On-Boarding Documents**

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

Note: Submit the 6-7 forms in this order to speed up the on-boarding process...

### **1. Trainee Processing Checklist**

### **2. Clinical Trainee Appointment Letter and Affidavit**

- a. Print, sign, and date both pages
- b. Notary not required

### **3. 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**

### **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. Log onto TMS, create a “New User”: See “TMS Self-Enrollment for Students/Instructors” attachment, and complete the “VHA Mandatory Training for Trainees” online course**

### **6. Omnicell Agreement and Assignment Form (*only if passing meds*)**

### **7. Random Drug Testing Notification and Acknowledgement**