

On-Boarding Nursing Trainees at VASDHS - 2014

Presented March 21, 2014

Changes (some recent, some not)

- Human Resources to receive complete packet 2 weeks prior to start date
TQCVL • A-1 [roster] • OF-306 • VA 10-2850d • Appointment letter • Appointment affidavit
- Appointment of non-citizens must be approved by VASDHS Director BEFORE packet is sent to HR
- VA non-PIV card for ALL staff who have computer accounts [requires a computer account and 3 visits to the PIV office]

TQCVL

- Trainee Qualification and Credential Verification Letter (TQCVL)-**ORIGINAL**
 - On School letterhead
 - Addressed to the VASDHS Director
 - Signed by the Nursing School Program Director
- Verifying trainee is:
 - Enrolled in program
 - Is healthy and has all health screening
 - Has been screened against LEIE
- Name of the person who the VA can contact should there be questions about trainees

Ongoing Program Responsibility

“...notify the VASDHS Education Service within 72 hours of changes in the academic status of individual trainees, adverse actions that affect the trainee appointment, or changes in health status that pose a risk to the safety of trainees, other employees, or patients.”

...no U.S. Citizen would be displaced as a result of this non-citizen appointment

Attachment A-1 (Roster)

- Attachment A-1 (a.k.a. – The Roster)–**ORIGINAL and EMAIL**
 - Signed by the Program Director
 - Names the Program Coordinator (or Instructor)
 - Lists all trainees
 - Full, legal name – must match identification
 - Social Security Number (needed for VA information systems)
 - Training start and end dates*

*Many times the semester start and end dates are used. This is fine as long as all packet is submitted to HR before the student starts working at the VA.

How and When

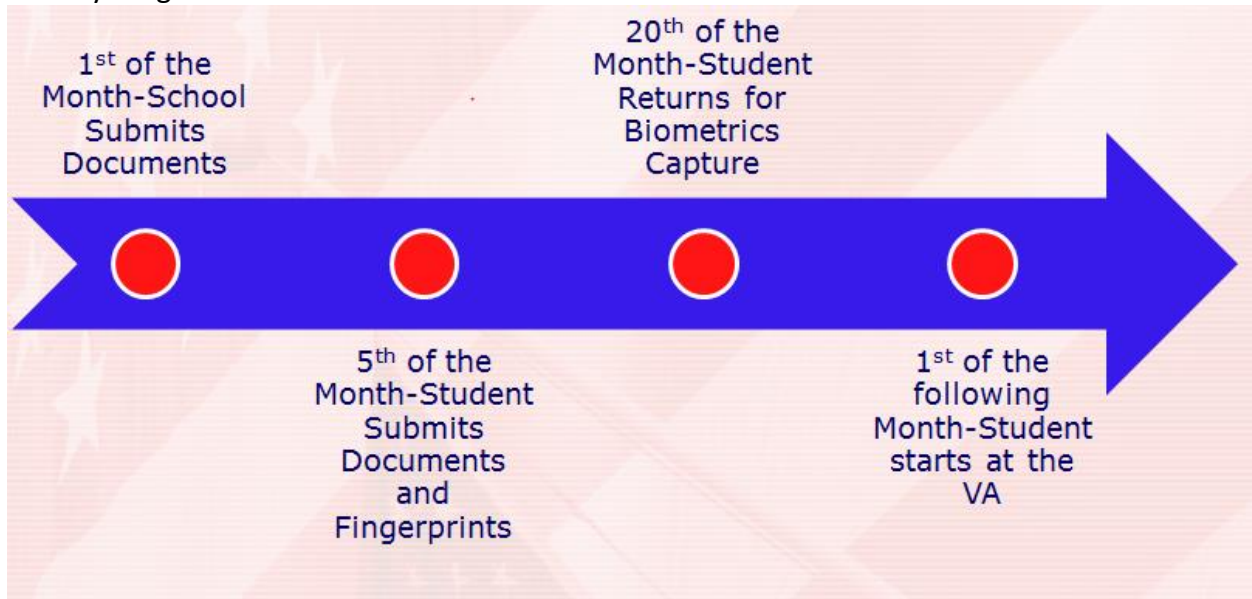
4 weeks prior to rotation, School sends Documents to VA

- First: Attachment A-1 (the Roster) via email
 - To suzanne.carranza@va.gov or
to sandra.bee@va.gov
- Second: Original, signed TQCVL and Attachment A-1 mailed to the VA (or brought via courier, etc.)
 - Attn: Nursing Education or
Attn: Education Service-Sandie Bee

Student Paperwork

- 3 weeks prior to rotation, Student paperwork submitted to VA
 - Fingerprint form
 - OF-306 – Declaration for Federal Employment
 - VA 10-2850d – Application for Health Professions Trainees
 - VA Appointment Letter
 - Appointment Affidavit

Timing is Everything



Consider

