

Instructions for New Students Trainee and Residents Checklist

Page 1 Trainee/Resident Checklist:

- Fill in your name.
- Your school is your affiliate (ie UCF, USF, UNF etc)
- Enter your email address.
- Enter your PGY (Post Graduate Year)
- Enter your assigned service
- You may leave subspecialty blank.
- Dates of rotation (example) 7/1/2019 - 10/7/2019.
- This checklist is for you to make sure you are submitting the required documentation. If you have worked another VA, answer question 6 and follow instructions below.

Page 2 Table of Contents:

- For your Review.

Page 3: Application for Health Professions Trainees.

- Please fill this out to the best of your ability.
- 7A. VA training facility (City, State) – Bay Pines VA, Bay Pines FL
- **Do NOT sign section 12A**, this is for the ACOS/Education to sign.

Page 4: Continuation of application:

- Section V & VI: If you do not have your license information yet you may leave blank.
- Answer questions 16 & 17
- If applicable fill in the rest of this page.

Page 5: X-Additional Questions:

- All questions on this page must be answered yes or no (questions 21-23).
- This page must be signed in section 24a with the Adobe standard text signature.

Page 6: Authorization for Release:

- All 5 boxes on this page must be checked.
- This form must be signed with the adobe standard text signature.

Page 7 - 9: Declaration for Federal Employment:

Read page 7.

- Fill in page 8. Questions 7a -13 need to be answered.
- Page 9, questions 14 & 15 need to be answered
- Page 9, both **17a Applicant Signature and 17b Appointees signature need to be signed** in the adobe standard text format. **** If both spots are not signed the application will not be accepted. ****
- If applicable answer question 18-18c.

Page 10: Student trainee WOC Letter/ Resident WOC Letter Disbursement Agreement.

- From dates of rotation or full academic year (example 7 /1/2019 – 6/30/2020)
- As direct by the Service you are assigned to.
- The first signature block is to be signed by the VA Acting Chief of Education Service.
- Sign the 2nd signature space. This form must be digitally signed with the Adobe Standard Text signature.

Page 11 & 12: 30 Day Specific Notice: Random Drug Testing:

- Read this form.
- Sign page 12 in the Signature of Employee section with the Adobe Standard test signature.

Page 13 & 14: General Notice to all Employees:

- Read this notice.

Page 15: Appointment Affidavits:

- Date appointed: start of rotation
- Place of employment: Bay Pines VA Healthcare System
- Please sign: Signature of Appointee

PIV Credential Identity Verification Matrix:

- List of required forms if ID for a PIV card.

Page 17: Bay Pines VA Healthcare System Personal Identity Verification (PIV) Card Request Form:

- PIV cards are required for computer access. If you need a PIV card or need your PIV card renewed, fill this form out.
- All personal information is required and must be completed on this form: Legal Name, Nickname if applicable, DOB, SSN, Place of Birth, You may put the best email to contact you in home email, Country of Citizenship, Gender, Race (select one), Height, Weight, Eye, & hair.
- This form must be digitally signed.
- Section 2 is for a VA employee to complete.
- **** A PIV Card is mandatory for access. ******

Fingerprint Form must also be completed and submitted along with PIV Credential Identity Verification Matrix Form

TMS (Talent Management System) Instructions:

- These are TMS “how to” instructions.
- TMS is a yearly requirement.
- Your TMS certificate must be submitted with your credentialing packet.
- Credentialing cannot be completed without your TMS certificate.
- If your TMS account was generated at a different VA, you will need to have it transferred to the Bay domain.
- Reach out to TMS help if you need any assistance with TMS 1.855.673.4357. For local help 727 967-7533.
- **Information TMS will require:**
- Your status with the VA is Health Professions Trainee, WOC, Contractor? **Health Professions Trainee**
- Service you will be affiliated with at Bay Pines VA: your respective Service
- VA Point of Contact (must be VA employee): The VA Program Assistant of your Service will be the Point of Contact.
- VA supervisor (must be VA employee): The VA Program Assistant of your Service will be your supervisor.

- Sunset date (date affiliation with Bay Pines VA will end): This date will be two years from the date you are completing this form.