

VHA Mandatory Training for Trainees

In order for you to train, interact with patients and be granted access to our information systems you are required to complete a mandatory training item using the VA Talent Management System (TMS). The item is titled VHA Mandatory Training for Trainees and if you are in a multi-year program, this training must be completed every 365 days to remain compliant.

Instructions

TURN OFF the Popup Blocker in your web browser

First time rotating to Bay Pines VAHCS:

A full training course titled VHA Mandatory Training for Trainees TMS item# 3185966

Returning Residents/Students to Bay Pines VAHCS:

A refresher course that includes only that content that must be re-taken each year VHA Mandatory Training for Trainees - Refresher TMS item # 3192008 (to be used ONLY after VHA Mandatory Training for Trainees has been passed once in TMS)

TMS can be found at <https://www.tms.va.gov/SecureAuth35/>. Using the information below follow the steps on the subsequent pages to create your profile, launch the mandatory training item and complete the content prior to beginning your clinical training.

SPECIAL NOTE: TMS is only compatible with the following browsers: Mozilla Firefox and Internet Explorer version 8.0 or lower.

If you experience any difficulty creating a profile or completing the mandatory content, contact the **VA TMS Help Desk at 1-855-673-4357 or Randelle Niski at 727-398-6661 ext. 14038 or at Randelle.niski@va.gov**.

Step-by-Step Instructions for New Users (Managed Self Enrollment)

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov/SecureAuth35/>
2. Click the **[Create New User]** link located below the **[SIGN IN]** button.
3. Select the radio button for **Veterans Health Administration (VHA)**
Click the **[Next]** button
4. Select the radio button for **Health Professions Trainee (DO NOT SELECT WOC)**
Click the **[Next]** button
5. Complete all required fields, indicated by asterisk* and any non-required fields if possible.
My Account Information:
 - Create Password* **note:** Your password must be a minimum of 12 characters
 - Re-enter Password*
 - Social Security Number*
 - Date of Birth*
 - Legal First Name*

- Legal Last Name* Middle Name is optional, but helpful
- Your e-mail Address* (Enter your personal email address. Do not use a School email address. This address will be used as your UserID when you login)
- Re-enter your e-mail address*
- Phone Number (Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)
- Time Zone ID* (select Eastern Standard time)

My Job Information:

- VA Location Code **BAY**
- Trainee Type (Select appropriate response)
- Specialty/Discipline (Your specialty)
- VA Point of Contact First Name (*Please see chart below)
- VA Point of Contact Last Name (*Please see chart below)
- VA Point of Contact Email (*Please see chart below)
- Point of Contact Phone Number (*Please see chart below)
- School/University
- School/University Start Date
- Estimated School/University Completion Date

*Based on your rotation please enter one of the below

Service	VA POC Name	VA POC Email	VA POC phone
Anesthesia	Lienda Littlejohn	Lienda.Littlejohn@va.gov	727-398-6661 x14710
Audiology	Julie Wiley	Julie.wiley@va.gov	727-398-6661 x 19380
Chiropractic	Ryan Diana	Ryan.Diana@va.gov	727-398-6661 x 14413
Imaging (Radiology/Nuc Med)	Alfonso Bygraves	Alfonso.bygraves@va.gov	727-398-6661 x 15563
Medicine (Cardiology, Rheumatology, Dermatology, Gastro,Pulmonary)	Sean Clayton Stacey Pritchett	Sean.Clayton@va.gov Stacey.pritchett@va.gov	727-398-6661 x 14038
Mental Health (Psychiatry and Psychology)	Christopher McClellan	Christopher.McClellan@va.gov	727-398-6661 x 12569
Nutrition & Food Service	Sharon Hickman	Sharon.hickman@va.gov	727-398-6661 x 14449
Nursing	Leslie Sabo	Leslie.sabo@va.gov	727-398-6661 x 15938
Occupational Therapy	Priya Menon	Priya.menon@va.gov	727-398-6661 x 14911
Pharmacy	Carolyn Combs	Carolyn.Combs@va.gov	727-398-6661 x 17889
Physical Therapy	Wade Burd	Wade.burd@va.gov	727-398-6661 x 17410
P&LMS	Kimberly Zobrist	Kimberly.zobrist@va.gov	727-398-6661 x 14162
Primary Care (Occupational Health)	Linda Cobb	Linda.Cobb1@va.gov	727-398-6661 x 15182
Social Work	Linda Patterson	Linda.Patterson1@va.gov	727-398-6661 x 10778
Surgery (Ophthalmology, Optometry, Podiatry, General, Plastic, Urology, Orthopedics, Vascular)	Tammi O'Neill	Tammi.Oneill@va.gov	727-398-6661 x 14956

Click the [SUBMIT] button when all required fields are completed.

Once you have entered all of the required data and clicked the [Submit] button your profile will be immediately created. You must remember the **UserID** and **Password** for future logons to the VA TMS. Click the [SAVE] button to get to the Set Security Questions page. Please select questions that have definitive answers that you will remember. These will be used to recover your log in information if you use the [Forgot Password] option.

Once done with your questions and answer, click on the [SAVE] button and wait until your “To-Do” list is displayed with the title of the mandatory training item.

Launching and Completing the Content

1. Click on the the title of the *VHA Mandatory Training for Trainees* training item.
Pop-Up blockers **MUST BE TURNED OFF**
2. Complete all of the item content following the on-screen instructions.
3. Exit the item as instructed to accurately record your effort.

Trouble-shooting and Assistance

The **Check System** link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training.

If one of the components of your computer is not in compliance with the requirements, red **x's** will appear next to the **Check System** link. If the System Check shows red **x's**, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you need assistance with the VA Talent Management System (TMS) contact the **VA TMS Help Desk at 1-855-673-4357**.

** Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.*