

# Checklist & Instructions for Student Intern/Externship at Jesse Brown VA

NAME (Last, First): \_\_\_\_\_ Service/Section: \_\_\_\_\_

**\*\*We recommend FINGERPRINTING and submitting application packet at least 6 weeks in advance\*\***

Less than 180 days rotation-----**Circle One**-----180 days or more rotation

- VA Form 2850D** Can be accessed at <http://www.va.gov/vaforms/medical/pdf/vha-10-2850d-fill.pdf>
- Form OF306** Can be accessed at [https://www.opm.gov/forms/pdf\\_fill/of0306.pdf](https://www.opm.gov/forms/pdf_fill/of0306.pdf)
  - Name printed out completely; including middle name. If no middle name, indicate “*No middle name.*”
  - Please make sure to sign the Declaration in block 17a; “Applicant’s Signature”; NOT the “Appointee’s Signature” block
- PIV Card Application** (Page 4)
- Appointment Memorandum** (For appointments less than 180 days)
- WOC Appointment Letter** (Exact rotation dates must be listed)
- Random Drug Testing Agreement**
- Standards of Behavior** (Sign and date last page)
- TMS Online Training** (See page 2 for details)
- Fingerprinting at the closest VA facility** (See page 2 for details)
- SF61 Appointment Affidavit** (*This document must be signed IN-PERSON and will be provided to you by VA ACOS-Education Staff **AFTER** you have submitted your application packet. You CANNOT begin your rotation without completing this item.*)
- For Appointments Greater than 180 Days:** You will need to complete an eQIP (NACI) background check. Edwin Sneed (HR WOC Coordinator) will send you a link to complete the application. Make sure to list an email address you check regularly when filling out the forms.

## SUBMITTING YOUR APPLICATION PACKET:

Submit your completed application packet to the Jesse Brown VA ACOS-Education Office either in-person or via email. The ACOS-E office is located on the 3<sup>rd</sup> floor of the Taylor Pavilion in the Medical Library. Office hours are 8:00am – 4:00pm, Monday – Friday (*closed for federal holidays*). Please see any of the following ACOS-E staff:

- Dejuan Thomas, Program Analyst, Email [dejuan.thomas@va.gov](mailto:dejuan.thomas@va.gov), Ph. (312)569-8739, Rm 3215
- Umeko Jackson, Program Analyst, Email [umeko.jackson@va.gov](mailto:umeko.jackson@va.gov), Ph. (312)569-6203, Rm 3210A

If emailing your application packet, use the group email address; **CHS\_Trainee@va.gov** (*there is an underscore after CHS*). By sending it to the group email, all members of the ACOS-Education Department will see your submission, in case one of the staff members is out of the office. Please send scanned copies of the forms as an attachment – **DO NOT SEND PICTURES OF YOUR DOCUMENTS.**

## TMS ONLINE TRAINING:

Online training is an annual requirement for all trainees (*new and returning*). You must complete one of the following mandatory training courses on the TMS learning site at [www.tms.va.gov/SecureAuth35/](http://www.tms.va.gov/SecureAuth35/) prior to the start of your rotation:

- NEW TRAINEES – complete ‘**VA Mandatory Training for Trainees (MTT)**’
- RETURNING TRAINEES – complete ‘**VA Mandatory Training for Trainees (MTT) – Refresher**’

If this is your first time completing VA mandated training, you must register on the TMS learning site prior to completing the course. See **TMS 2.0 Overview & Enrollment Instructions** on page 6 for details.

If you have registered for TMS for a prior rotation **at Jesse Brown** and do not remember your TMS login credentials, please contact the IT Helpdesk at (855)673-4357 and ask for a TMS password reset.

Trainees who have rotated through VA hospitals in the past **but outside of Jesse Brown VA** must have their TMS account transferred to Jesse Brown. Please contact your service coordinator for assistance (*a list of service coordinators can be found on page 5 of this packet*).

## FINGERPRINTING:

You must be fingerprinted as part of the application process. On average, it takes about a week for prints to clear. **DO NOT GET FINGERPRINTED MORE THAN 120 DAYS PRIOR TO THE START OF YOUR ROTATION OR YOU MAY HAVE TO BE FINGERPRINTED AGAIN.**

Fingerprints can be completed at the Jesse Brown VA Human Resources (HR) Office located on the 4<sup>th</sup> floor of the Taylor Building on a ‘walk-in’ basis – NO APPOINTMENT NECESSARY. The HR Office is open for fingerprinting Monday-Friday between the hours of 8:00am – 11:00am and 1:00pm – 3:00pm. Please note: the HR Department is closed for all federal holidays. If needed, you can reach HR personnel at (312)569-7191. HR will provide a fingerprinting receipt (yellow sheet). If requested, please provide this sheet to your VA Service Line Trainee Coordinator or ACOS-E staff. A list of trainee coordinators can be found on page 5.

If you are currently out of state, courtesy fingerprints can be completed at the nearest VA facility. Please provide the following information to the person taking your fingerprints so the results can be transmitted to Jesse Brown: **SON 1565** and **SOI VAA7**. If fingerprints are done at any VA facility other than Jesse Brown, please send an email to ACOS-Education staff at [CHS\\_Trainee@va.gov](mailto:CHS_Trainee@va.gov) so they can alert appropriate HR personnel.

## VA COMPUTER ACCESS & PIV CARDS:

Your VA Service Line Coordinator will arrange for computer access and a PIV card for you after you meet all application requirements (*please see page 5 for a list of service coordinators*).

**Please touch base with your VA Service Line Coordinator prior to the start of your rotation for information about obtaining your PIV card and computer access.**

## **PARKING AT VA:**

Parking is available at Jesse Brown VA in the MedPark parking garage (2109 W. Ogden Ave) at a discounted rate of \$5.75 per day. Parking is free on weekends (all hours) and off duty hours (after 7pm weekdays) for the garage. There are alternative options for parking around our facility. You can look for street parking and pay at a nearby 'pay-box' or you can park at the Juvenile Detention Center (1100 S. Hamilton Ave), which is about 2 blocks away. Their parking is \$2.00 per day.

## **Returning Medical Students/WOC Trainees:**

**Application/Paperwork Requirements for Returning Students:** The complete application packet is not needed if you are a returning student for the same degree that you rotated to Jesse Brown VA previously for. For example, if you are a medical student and are returning for the same medical degree from the same university; you do not have to complete the entire application packet. You are only required to fill out a new *WOC Appointment Letter* and *Appointment Memorandum*, but you must complete these two forms every time you begin a new rotation at the facility. Submit all documents to the ACOS-Education Office.

**Fingerprints, Computer Access, and PIV Cards for Returning Students:** Jesse Brown VA has very strict security measures, and as part of the security measures, accounts that are inactive for long periods of time are de-activated or deleted depending on how long they have been inactive. Your VA Service Line Trainee Coordinator will know if your account requires re-activation or if a new account must be created. (A list of coordinators can be found on page 5.) **Please touch base with your VA trainee coordinator to ensure he/she is aware that you are returning for another rotation.**

Cleared fingerprints/background check are required to obtain a PIV card. If your PIV card has expired or will expire w/in the next 30 days, you must be re-fingerprinted. If for some reason you were not able to get your PIV card during your first rotation and it has been more than 120 days since you were last fingerprinted, you must be re-fingerprinted. If you are unsure if you need to be re-fingerprinted for your new rotation, please contact your coordinator.

**PIV CARD APPLICATION**

**\*Please Print Clearly\***

**NAME** (*Last, First, Middle; mark NMN if no middle name*): \_\_\_\_\_

**SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**DOB:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**CITY, STATE & ZIP CODE:** \_\_\_\_\_

**HOME PHONE** (including area code): ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**E-MAIL ADDRESS** (*Please use email address most commonly used*) \_\_\_\_\_

**PLACE OF BIRTH** (City, State, and Country if not U.S.A.) \_\_\_\_\_

**MALE** or **FEMALE** (Circle One)      **HEIGHT:** \_\_\_\_\_      **WEIGHT:** \_\_\_\_\_

**EYE COLOR:** \_\_\_\_\_      **HAIR COLOR:** \_\_\_\_\_

**RACE** (Check or Circle one):

**BLACK** \_\_\_\_\_    **WHITE** \_\_\_\_\_    **HISPANIC** \_\_\_\_\_    **ASIAN** \_\_\_\_\_    **NATIVE AMERICAN** \_\_\_\_\_

**ARE YOU HERE ON A J1 VISA FOR YOUR ROTATION?**    **YES** or **NO** (Circle One)

**SERVICE** (i.e. Internal Medicine, Pathology, General Surg, etc..) \_\_\_\_\_

**STUDENT** or **RESIDENT** or **FELLOW** (Circle One)

**UNIVERSITY** \_\_\_\_\_ **Coordinator at University** \_\_\_\_\_

**Your University/College Email Address:** \_\_\_\_\_

**Expected Graduation** (*Month/Year*): \_\_\_\_\_ / \_\_\_\_\_

**VA Rotation Dates** (*Month/Year*)    **From:** \_\_\_\_\_ / \_\_\_\_\_    **to:** \_\_\_\_\_ / \_\_\_\_\_

**Have you ever rotated at any VA previously?** (Circle One):    **YES** or **NO**

**If yes, where** (*most recent if more than one*): \_\_\_\_\_

**When you were at the previous VA, did you receive PAY** or **NO PAY?** (Circle One)

**Have you been fingerprinted at a VA facility?**    **YES** or **NO**

**If YES, Date:** \_\_\_\_\_      **Location:** \_\_\_\_\_

**TMS Completion Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## JESSE BROWN VA SERVICE LINE TRAINEE COORDINATORS

- **Anesthesiology:** Debora Smith, email [Debora.Smith5@va.gov](mailto:Debora.Smith5@va.gov) , Ph. (312)569-6126
- **Audiology and Speech Pathology:** Dr. Beth Tanner, email [Beth.Tanner@va.gov](mailto:Beth.Tanner@va.gov), Ph. (312)569-7529 or Dr. Lindsay Ginsberg, email [Lindsay.Ginsberg@va.gov](mailto:Lindsay.Ginsberg@va.gov), Ph. (312)569-7523
- **Dental Service:** Rosalyn Bailey, email [Rosalyn.Bailey@va.gov](mailto:Rosalyn.Bailey@va.gov) , Ph. (312)569-6671
- **Dialysis:** Dr. Myra Celestin - refer to the contact information for nursing service
- **Dietetics/Nutrition:** Lindsay Hoffman, email [Lindsay.Hoffman2@va.gov](mailto:Lindsay.Hoffman2@va.gov) , Ph. (312)569-6911
- **Health Information Management:** Dr. Reginald Grady, email [Reginald.Grady@va.gov](mailto:Reginald.Grady@va.gov) , Ph. (312)569-6016
- **Medicine Service:** Cheryl Crater, email [Cheryl.Crater@va.gov](mailto:Cheryl.Crater@va.gov), Ph. (312)569-6853/6129  
(Back-up for Medicine Svc: Daijon Edwards, email [Daijon.edwards@va.gov](mailto:Daijon.edwards@va.gov), Ph. (312)569-6153)
- **Mental Health Service:** Laynie Klawer, email [laynie.klawer@va.gov](mailto:laynie.klawer@va.gov), Ph. (312)569-6461
- **Neurology Service:** Barbara Szczepaniak, email [Barbara.Szczepaniak@va.gov](mailto:Barbara.Szczepaniak@va.gov), Ph. (312)569-6926/6184, or Sandra Lennear-Anthony, email [Sandra.Lennear-Anthony@va.gov](mailto:Sandra.Lennear-Anthony@va.gov), Ph. (312)569-6175  
(Send Neurology PIV card applications to Robin Smith, email [Robin.Smith3@va.gov](mailto:Robin.Smith3@va.gov))
- **Nursing Service:** Dr. Myra Celestin, email [Myra.Celestin@va.gov](mailto:Myra.Celestin@va.gov) , Ph. (312)569-6357
- **Nutrition and Food:** Katherine Reed, email [Katherine.Reed@va.gov](mailto:Katherine.Reed@va.gov) , Ph. (312)569-6561
- **Occupational Therapy:** Shawn Gerken, email [shawn.gerken@va.gov](mailto:shawn.gerken@va.gov) or Brendolyn Cobb-Oliver, email [Brendolyn.Cobb-Oliver@va.gov](mailto:Brendolyn.Cobb-Oliver@va.gov) , Ph. (312)569-6382  
(Send OT PIV card applications to Sree Avasarala, email [Sreedevi.avasarala@va.gov](mailto:Sreedevi.avasarala@va.gov))
- **Optometry:** Dr. Michelle Marciniak, email [Michelle.Marciniak@va.gov](mailto:Michelle.Marciniak@va.gov), Ph. (312)569-7539
- **Pathology & Lab Service:** Leslie Jacobs, email [lesliejacobs3@va.gov](mailto:lesliejacobs3@va.gov), Ph. (312)569-6697
- **Pharmacy:** Milica Jovic, email [Milica.Jovic@va.gov](mailto:Milica.Jovic@va.gov), Ph. (312)469-4870
- **Phlebotomy:** Dr. Myra Celestin - refer to the contact information for nursing service
- **Physical Medicine & Rehab:** Sree Avasarala, email [sreedevi.avasarala@va.gov](mailto:sreedevi.avasarala@va.gov), Ph. (312)569-6376
- **Physical Therapy:** Christopher Meachem, email [Christopher.Meachem@va.gov](mailto:Christopher.Meachem@va.gov) , Ph. (312)569-7834
- **Physician Assistant:** Brenda Fritz, email [Brenda.Fritz@va.gov](mailto:Brenda.Fritz@va.gov), Ph. (312)569-7572
- **Psychology:** Laynie Klawer, email [Laynie.klawer@va.gov](mailto:Laynie.klawer@va.gov), Ph. (312)569-6461 or Dr. Kenneth Lehman, email [Kenneth.Lehman@va.gov](mailto:Kenneth.Lehman@va.gov) , Ph. (312)569- 9206
- **Radiology Service:** Diane Howard, email [Diane.Howard@va.gov](mailto:Diane.Howard@va.gov) , Ph. (312)569-7598
- **Recreational Therapy:** Erin Rule-Miller, email [erin.rule-miller@va.gov](mailto:erin.rule-miller@va.gov) , Ph. (312)569-7653
- **Social Work Service:** Michelle Langlois, email [Michelle.Langlois@va.gov](mailto:Michelle.Langlois@va.gov) , Ph. (312)569-8009
- **Surgery Service:** Abdul Sarmasth, email [abdul.sarmasth@va.gov](mailto:abdul.sarmasth@va.gov), Ph. (312)569-6721
- **Surgical Tech:** Dr. Myra Celestin - refer to the contact information for nursing service
  
- **Human Resources WOC Coordinator** - Edwin Sneed, email [Edwin.Sneed@va.gov](mailto:Edwin.Sneed@va.gov), Ph. (312)569-7191, located in the HR Department, 4<sup>th</sup> Floor of the Taylor Pavilion

## TMS 2.0 Overview & Enrollment Instructions for HPTs

Dear VA Health Professions Trainee,

Welcome to the Department of Veterans Affairs and the Veterans Health Administration (VHA). To participate in training, interact with patients and gain access to our information systems you must complete an on-line mandatory training item using the VA Talent Management System (TMS) 2.0. The item is titled VHA Mandatory Training for Trainees. You will be happy to know that your training transfers between VA's, so if you complete the training every 364 days and remain "in good standing" there should be minimal interruptions as you proceed through your education.

VA TMS 2.0 is on the internet and can be accessed using Internet Explorer, Firefox, Safari and Google Chrome. Give yourself some time because there is a 45-minute delay while your profile is created. After enrolling you will need to wait 45 minutes before you can log in and complete the training.

**First, you will need to Self-Enroll\* in TMS 2.0. To do so you will need the following facility-specific information on hand for the enrollment process:**

- VA Facility: *Jesse Brown VA Medical Center*
- VA Location Code: *537*
- VA Point of Contact First Name: *Service/Section Contact (see list of trainee coordinators on page 5 of this checklist)*
- VA Point of Contact Last Name: *Service/Section Contact*
- VA Point of Contact Email address: *Service/Section Contact*
- VA Point of Contact Phone Number: *Service/Section Contact*
- Printed Certificate Required? *Please retain a copy in case the system is down, and we are unable to view your completed training.*

**1.1 Already Have a TMS Account?** Contact your Service Line Trainee Coordinator listed on page 5 to request a TMS domain **transfer** if you were at another VA location, to **reactivate** your account if needed, **TMS troubleshooting**, or to help **assign the module** to your profile. TMS trouble shooting issues will be sent to our Facility Domain Managers who will research the issue to determine how to fix it. You can also contact our National Help Desk by dialing (855) 673-4357.

### 1.2 Step-by-Step Instructions for New Users

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov/SecureAuth35/>
2. Click the [**Create New User**] button
3. Select the radio button for  **Veterans Health Administration (VHA)** Click the [**Next**] button
4. Select the radio button for  **Health Professions Trainee (NOT WOC!)** Click the [**Next**] button
5. Complete all required fields, indicated by asterisk\* and any non-required fields if possible. **Note:** The email address you enter here will be your Username to log into the system.

#### **My Account Information:**

- Create Password\*
- Re-enter Password\*
- Social Security Number\*
- Re-enter Social Security Number\*
- Date of Birth\*

- Legal First Name\*
- Legal Last Name\*
- Middle Name is optional, but extremely helpful
- Your e-mail Address\* (Enter a personal email address. Do not use a School email address. This address will become your username. Also, one-time-passcodes and training notifications will be sent here.)
- Re-enter your e-mail address\*
- Phone Number (Enter your cell phone number. You will have the option to receive one-time-passcode information at this phone number.)
- Time Zone ID\*

### My Job Information:

- VA Location Code\* (Filter and select the Code provided on Page 1 by your VA Point of Contact)
- Trainee Type\* - **ALL HEALTH PROFESSIONS TRAINEES (HPTs) MUST SELECT TYPE 2**
- Specialty/Discipline\*
- VA Point of Contact First Name\* (Enter the name provided on page 1)
- VA Point of Contact Last Name\*(Enter the name provided on page 1)
- VA Point of Contact Email\*(Enter the email provided on page 1)
- Point of Contact Phone Number\* (Enter the phone number provided on page 1)
- School/University\*
- School/University Start Date\*
- Estimated School/University Completion Date\*

6. Click the [**SUBMIT**] button when all required fields are completed.
7. You should now see the ‘*Congratulations!*’ screen. Take note of your Username/Email Address.
8. **After 45 minutes**, please return to <https://www.tms.va.gov/SecureAuth35/>
9. On the TMS 2.0 Login Screen enter your Username/Email Address and click the [**SUBMIT**] button
10. An email will be sent to your Username/Email Address containing a one-time-passcode. Enter the passcode using your keyboard or the on-screen number pad and click the [**SUBMIT**] button.
11. During this first-time log in you will be asked to select and answer two security questions. These will be used to reset your TMS password. Select questions, enter response, confirm, and click [**Save**].
12. You have now completed your TMS User Profile.

## 1.3 Launching and Completing the Content

1. Log into TMS using Username and one-time Passcode
2. Click on the Home dropdown and select Learning
3. Click on the ‘*Start Course*’ button next to VHA Mandatory Training for Trainees  
**Pop-Up blockers MUST BE TURNED OFF**
4. Complete ALL of the course content following the on-screen instructions.
5. Exit the course as instructed to accurately record your effort.
6. To print a *Certification of Completion*, click on ‘My History’ and ‘View All’.

