On-boarding Resources for VAPSHCS Appointments
Go to: MedHub > Resources/Documents > VA On-boarding Resources. This below information is available to program administrators, program directors, and residents and fellows.

✓ On-boarding Procedures for Residents and Fellows
✓ On-boarding Instructions for Programs
✓ Required VA forms, link to web-based training website, appointment resources
✓ VA Points of Contact for Programs
✓ VA TMS Coordinator Directory (for trainees)

Trainee Responsibility
On-boarding instructions for residents and fellows rotating at the VA are communicated to trainees via the MedHub Online Application Portal. This includes:
✓ VA On-boarding Procedures for Residents and Fellows
✓ Required VA Forms: Required VA forms must be mailed directly to their program.
✓ Online Training: Mandatory Training for Clinical Trainees (MTT) must be completed in the Talent Management System (TMS), and certificates of completion uploaded by the trainee into MedHub.

On-boarding Guidelines and Tips for UW Program Administrators

1. VA Documents
Programs are responsible for sending VA on-boarding paperwork for their incoming trainees to their respective VA Points of Contact (see VA Points of Contact list in MedHub).

2. Fingerprinting
Early fingerprinting is highly recommended:
- Programs should encourage their incoming trainees who are outside the Seattle area to have their fingerprinting done at their local VA (refer to the Courtesy Fingerprint Request Process document in MedHub).
- Program are encouraged to contact their VA Points of Contact if there are incoming trainees who are currently local and could possibly get this done in advance of the rush (e.g. before late June). Programs are encouraged to keep track of who will/won’t be getting courtesy prints done (and when):
  - With early fingerprinting, on-boarding at this facility will require 2 visits
  - Without it, on-boarding at this facility will require 3 visits (with an additional week inserted between visits 1 and 2).
- Non-VA fingerprints, such as State and local police department fingerprints, cannot replace VA fingerprinting.
3. Communicate with your VA Point of Contact early and often
   - These are the folks who need to know who is coming to the VA on which rotation, as soon as possible. They also need to know who to contact within the program if they have questions or concerns.
   - They are also, largely, the VA contacts who must secure appointments for fingerprinting, badging, and picking up badges (three different steps).
   - Refer to the VA Points of Contacts list for your program contacts. Since this is a living document, please notify the GME Office if you become aware of any changes, or if there is information that does not appear to be accurate.

4. Provide your VA Point of Contact with the necessary rotation schedule information as soon as possible
   - Try not to make too many changes, particularly if it jeopardizes a necessary on-boarding appointment.
   - During the "rush" of new trainees between late June and August, the ability for the VA Point of Contact to create appointments at the last minute may be challenged---and if successful may come at the expense other programs’ appointments.

5. Please encourage trainees to complete the required forms and send them to you promptly
   - Please forward completed forms to the VA Point of Contact for your program.
   - There are 3 required forms: VHA-10-2850b, OF306, and PIV-eQIP Request form.
   - There are a number of older forms that are no longer required. If you are asked to provide forms other than what are listed above, please notify the GME Office and the source of the request.

6. Completion of eQIP Application by Resident/Fellow
   - At some point after the VA Point of Contact receives the above paperwork, someone from HR or the VA Point of Contact will email the trainee asking them to complete an application for work through a secure VA portal.
   - This step/portal is called "e-QIP". The trainees only have four consecutive days to complete the form online before the access expires. Please encourage trainees to complete this step before their access expires. This may need to be completed on a PC.
   - The person (HR vs. VA Point of Contact) contacting the trainee varies by service line.

7. Badging and HR Appointments (Incoming Residents and Fellows)
   - Please encourage incoming trainees who are currently local (or who will be arriving early) to complete the steps of the on-boarding process in advance, if possible.
   - Is your incoming trainee currently a UW medical student? A UW resident? Contact your VA Point of Contact about getting these folks processed and badged early, before late June-August.
   - Consider scheduling these pre-badged folks on earlier VA rotations, and postpone the non-badged folks until a later rotation.

8. Badging and HR Appointments (Current Residents and Fellows)
   - If you have current residents or fellows who do not have their PIV badge or non-PIV badge (only need one of these), and they will be returning to your program and our VA in the coming academic year, contact your VA Point of Contact about trying to get these folks processed before the rush of June-August.
   - A PIV/non-PIV badge has vertical orientation (rather than horizontal) and may have a gold "chip" on the front, under the trainee’s name.
   - Getting these folks done early will help decrease demand during late June-August.
9. Strategies for Rotation Schedule Building
   ■ Schedule “locals” on earlier rotations and get them processed early (Don’t forget that this applies to early “pull” lists, “jeopardy” rotations and “night float” assignments.)
   ■ Schedule later those trainees who are foreign national and not yet in the US, as it can take several weeks after their arrival to procure a social security number.
   ■ Consider scheduling later those trainees who change their names between when they send their required VA forms and when they start the training program (since the required documents and their 2 forms of ID must all match up).
   ■ If you have any residents or fellows with dual citizenship, please notify the GME Office immediately, as they may have difficulty rotating at the VA.

10. Scheduling Badging Appointments
    ■ Your program may be asked to look for opportunities to be flexible in terms of acceptable badging appointments. Any flexibility you can provide is greatly appreciated.
    ■ The VA provides clinical training experiences to training programs in diverse professions and expects 380 trainees will need on-boarding between June and August. The VA is doing what it can to anticipate this workload, to smooth out the peaks (largely by getting some of the work done earlier), and to increase capacity where needed.
    ■ If your VA Point of Contact cannot obtain the appointments that your program needs, the VA Service Chief should be asked to contact the VA Chief of HR.

11. Required Identification for Fingerprinting/Badging Appointments
    ■ On the day of the fingerprinting and/or badging appointment, make sure the trainee brings two forms of identification. There is no way for the badging personnel to override the national portal if someone does not have two forms of ID, or if their ID is expired. The trainee will have to go back and get them (and possibly lose their place in the queue).
    ■ There are additional requirements for trainees who are not citizens (passport required) and for US citizens who are born overseas (proof of citizenship required).
    ■ Name changes: For residents/fellows who have recently changed their names, their ID’s must match exactly whatever name they are claiming with the paperwork that was sent to the VA Point of Contact (since the accounts were built based on that information) by the training program. Programs are advised to remind their trainees of this requirement.
    ■ Refer to the Acceptable Forms of ID information in MedHub for detailed guidelines.