Rocky Mountain Regional VA Medical Center (RMR VAMC)
AY 2019-2020 Onboarding Instructions for Program Coordinators

All Residents rotating through the RMR VAMC must be identified on a Trainee Qualifications and Credentials Verification Letter (TQCVL) document and obtain or maintain a current Without Compensation (WOC) Appointment Letter. This document is to provide you with information that will support RMR VAMC onboarding for new Residents and maintenance of WOC Appointment, VA badge, & computer access for returning Residents in the upcoming academic year.

**NEW PROCESS CHANGE:** For this upcoming academic year, onboarding documents no longer need to be submitted in paper format with original ink signatures to your VA Service Contact. Documents may be hand signed and scanned into electronic format or completed as an electronic document to accept digital signature (E.g., Adobe signature tool or through digital signature services like DocuSign). Program Coordinators can email TQCVL and requests to extend WOC appointments directly to their VA Service Contact. New Resident onboarding documents (WOC packet) **CANNOT be emailed to VA Service Contact**’s VA email address unless there is use of encryption to protect transmission of sensitive information (SSN). WOC packets may be delivered to your VA Service Contact through the following methods:

1. Hand deliver or mail paper packets
2. Hand deliver or mail information on CD or DVD
3. Provide University account or direct file access to VA Service Contact to download files
4. Information is made available on a secure file exchange site, such as Cisco Registered Envelope Service, for VA Service Contact to download encrypted files

Please follow up with your VA Service Contact to confirm preferred method of document delivery to onboard new Residents and to maintain needs for returning Residents. If you do not know who your VA Service contact is please contact Latoya.Conner@va.gov to request that information.

**IMPORTANT DEADLINES/TIMEFRAMES**

1. **TQCVL** two-part document (TQCVL template and TQCVL List of Trainees) must be completed by you and submitted to your VA Service Contact no later than **April 15th**. The VA Service Contact is responsible for obtaining VA personnel signatures to complete the document.
2. **New Resident onboarding documents (WOC packet)** must be submitted to your VAMC Service Contact no later than **April 15th**.
3. **Returning Residents nearing the expiration date on their WOC appointment letter** must have a WOC Extension Request before the appointment expires. PGY4 & PGY7 Residents for the upcoming academic year are most likely to need a **WOC Extension Request**, if they started at RMR VAMC as a PGY1, because most appointments assigned by VA HR did not exceed more than 3 academic years at a time. The appointment timeframe may vary for individuals who came in off cycle from the academic year or transferred to RMR VAMC after starting PGY at another facility. For those individuals, please notify your VA Service Contact at least 1 month in advance to submit the WOC Extension Request. For ALL appointments expiring in June 2019, please work with your VA Service Contact to submit the extension documents to VA HR by **late April or early May**.
4. **Maintenance of VA Badge & computer access for all Residents with current WOC appointments with RMR VAMC**
a. **VA Badge nearing expiration:** Notify VA Service Contact at least 1 month prior to expiration to sponsor new badge and schedule appointment for badge office visit prior to the expiration date.

b. **VA Badge expired:** Instruct Resident to go to VA badge office for fingerprinting and notify VA Service Contact to sponsor new badge and schedule appointment for badge office visit ASAP.

c. **Computer access:** Notify VA Service Contact at least 1 month prior to Resident rotation at VA to ensure activate account access.

**INSTRUCTIONS FOR COMPLETING ITEMS 1-3 ABOVE**

1. **Training Qualifications and Credentials Verification Letter (TQCVL)** – Please use the TQCVL forms on the [GME Onboarding Website](http://gme.onboarding). Complete and submit both the TQCVL Template and TQCVL List of Trainees together.
   a. **TQCVL template (New)**
      i. Copy & paste body of template onto your program letterhead
      ii. Fill in grey text fills and applicable checkbox items
      iii. Obtain Program Director or Department Chair signature then email the document with the TQCVL List of trainees to VA Service Contact and [Latoya.Conner@va.gov](mailto:Latoya.Conner@va.gov). If sending scanned documents, please make sure to include the Excel copy of the TQCVL List of trainees.
   b. **TQCVL List of trainees (New)**
      i. *Date TQCVL Signed* should match the date signed by your Program Director or Department Chair
      ii. *Sponsoring Institution* should be your institution
      iii. List all new, continuing and transferring Residents and Fellows who’ll rotate at the RMR VAMC in the upcoming academic year
      iv. All columns should be completed, especially the **Expected Program End Date (MM/YY)**. VA HR Office looks to this date to set the maximum appointment period on all newly issued WOC appointment letters for new Residents and returning Residents that will need an extension on their WOC appointment.
         **NEW UPDATE:** VA HR has agreed to make the duration of the WOC appointment match the Expected Program End Date. Please enter the actual end date for each Resident.

2. **New Resident WOC packet** – All new Residents (PGY1/Interns & PGY2+) must complete the following to establish a WOC appointment, badge and computer access with RMR VAMC. Please be aware that if an established WOC appointment is left to expire, the entire process may also apply for returning Residents.
   a. All documents for Residents, including a **Trainee Checklist**, can be found on the [GME Onboarding Website](http://gme.onboarding).
   b. Advise Residents to complete the following tasks so that you may submit all WOC packets to your VA Service Contact no later than the **April 15th** deadline date:
      i. **Fingerprints** must be completed at a VAMC facility and the Resident should enter a completion date on the **Trainee Checklist**.
1. In-state applicants may go to the RMR VAMC Badge Office, M-F from 7:30am to 3:30pm to complete fingerprints. See RMR map for office location and directions where to park for this visit.

2. Out-of-state applicants may complete fingerprints at their nearest VA badge office. These residents should complete the Courtesy Fingerprint Request Form and take it with them to give to the VA office that will process their fingerprints.

ii. VHA Mandatory Trainee Training (MTT)
   1. Residents should follow instructions provided within the TMS MTT Guide to complete the training and locate a copy of their training certificates that must be submitted with the rest of their WOC packet documents.

iii. Trainee Checklist and ALL required (pre-checked) onboarding documents/tasks indicated on the checklist. Documents should be submitted in following order.
   1. Trainee Checklist – Resident is to complete highlighted sections
   2. Application for Health Professions Trainees (VA Form 10-2850D) – Resident completes everything but Section IV on first page
   4. Employment Eligibility Verification (USCIS Form I-9, section 1)
   5. Computer Access Request Form (CARF)
   6. VHA Mandatory Training for Trainees Certificates – Resident follows TMS MTT Guide to provide copy of the training completion certificate
   7. Random Drug Testing Notification and Acknowledgement
   8. Local Policy Acknowledgement – Resident reads Local policies file, then signs and returns this acknowledgement page only
   9. If applicable document:
      a. Non-Citizen Memo – Resident only enters name & information for document that permits work
      b. Verification of Naturalization

   c. Communicate next steps
      i. Steps to occur for PGY1/Interns
         1. OF-306, USCIS Form I-9, and signing of the WOC appointment letter will be completed with VA HR staff in June on CU GME Intern Orientation Day. Residents must bring identification document(s) indicated on page 4 of the USCIS Form 1-9 for VA HR staff to verify. VA HR staff should provide Residents with 3 copies of the completed WOC appointment letter (1 for badge office to pick-up the VA badge, 1 for Program Coordinator, and 1 for personal record).
         2. Badge appointment should occur during the time blocks designated by GME. Residents must bring 2 forms of identification from the PIV Credential Identity Verification Matrix to the appointment where they will get their picture taken for their VA badge. Residents will need to return to the Badge Office on a following day to pick-up their VA badge. Residents should pick-up their badge as soon as possible to check computer access.
3. Present VA badge to VA OI&T to obtain codes for the VA’s electronic health record system (CPRS). See RMR Facility map for office location.

ii. Steps to occur for PGY2+ Trainees

1. VA Service Contact should follow up with Resident to setup a meeting time with VA HR to complete OF-306, USCIS Form I-9, and signing of the WOC appointment letter at RMR VAMC. Residents should bring at least 2 forms of government issued identification for VA HR staff to verify. VA HR staff should provide Residents with 3 copies of the completed WOC appointment letter (1 for badge office to pick-up the VA badge, 1 for Program Coordinator, and 1 for personal record).

2. Badge appointment time should be setup by VA Service Contact. PC and/or Resident should be in contact with VA Service Contact responsible for sponsoring the VA badge and booking the badge appointment time. Residents should bring appropriate identification documents to the appointment where they will get their picture taken for their VA badge. Residents will need to return to the Badge Office on a following day to pick-up their VA badge. Residents should pick-up their badge as soon as possible to check computer access.

3. Present VA badge to VA OI&T to obtain codes for the VA’s electronic health record system (CPRS). See RMR Facility map for office location.

3. **WOC Extension Request** – Should be completed for all returning Residents nearing the expiration date on their WOC appointment letter. This process only requires submission of the following documents.
   a. **WOC Extension Request** coversheet
   b. **VHA Mandatory Trainee Training (MTT) certificate** – Please ask the Resident for a copy of their current training certificate. The certificate completion date should be less than 1 year old. If the date is greater than 1 year, the Resident will need to complete the annual refresher course and provide the new certificate. The TMS MTT Guide may be useful as a reminder to find the TMS website and how to download TMS certificates.
   c. **TQCVL** – A separate document may be created if the Resident was not included on the AY 2018/2019 document or AY 2019/2020 to be provided to your VA Service Contact by April 15th. Please follow up with VA Service Contact to determine if a separate document is required for the extension.