

Faculty Credentialing

First Time Faculty in the clinical area with students supervising direct patient care

1. **Health Information**
 - **TB:** test results within 1 year of placement. If Chest X-Ray is provided in place of PPD, it is required that it be within 1 year of placement. If CXR is older than 1 year, a letter from the health care provider is required specifying that the person is free from symptoms. This letter is required to be within 1 year of placement and **cannot expire during the current semester.** TB results cannot expire during current semester
 - Hepatitis B vaccination series dates or titer date
 - Varicella vaccination series dates or titer date
 - MMR (Measles, Mumps, Rubella) vaccination series dates or titer date
2. **Personal Identification Verification (PIV)** <..\credentiaing 2012\VA PIV Application updated february 17.doc>
3. **Online Orientation:** Complete the following ANNUAL online orientation programs prior to placement:
 - VHA Mandatory Training for Trainees <http://www.tms.va.gov/plateau/user/login.jsp> (Separate Instructions attached)
 - Massachusetts Centralized Clinical Placement Online Orientation <http://www.mass.edu/mcncps/orientation/welcome.asp> Complete all 3 modules; Print certificate and bring to credentialing session
 - VA Boston Healthcare System Orientation supplement for clinical trainees [clinical trainees orientation](#) [material\Manual ORIENTATION SUPPLEMENT for Clinical trainees Revised 10-7-11.doc](#) print and sign page 14
4. **Credentialing**
 - I-9 Employment Eligibility Verification (**Original ID only** – consult list of acceptable ID on page 4 of I-9 Form)
 - 2850a Application for Nurses and Nurse Anesthetists (fill in all the blanks)
 - Statement of Commitment and Understanding for VA Trainee
 - OF 306 Declaration for Federal Employment (for fingerprinting)
 - **All Original** Nursing School Transcripts (diploma, A D N, BSN, Graduate,
 - Letter of Reference from Current Employer (School of Nursing)
 - Clinical Instructor Profile (10-0105b)
 - With Out (WOC) Compensation form – ALL FACULTY NEED TO COMPLETE FOR EACH SEMESTER AT THE VA
5. **Fingerprinting:** Fingerprinting will be arranged by Nursing Affiliation staff, unless otherwise notified
6. Each faculty member is required to be fingerprinted. Fingerprinting must be completed prior to any clinical placement. When a faculty member comes for fingerprinting, each will need to bring the following:
 - Fingerprint Form – (SAC) Special Agreement Check
 - OF 306 Declaration for Federal Employment (for fingerprinting)
 - Original Picture ID

Contacts for PIV-ID and Fingerprinting

Brockton: contact 774-826-1164 or 774-826-6119

Jamaica Plain: contact 857-364-5561 or 857-364-5562
Available by appointment

West Roxbury: contact 857-203-6252 or 857-203-6064
Available by appointment
7. **Computer Application Class-**
 1. Will be scheduled for you by Affiliation staff
 2. You will not be allowed to attend until steps 1-5 have been fulfilled.
 3. Need social security number submitted with health information so that computer access codes may be requested.
 4. Computer access codes will be given to you at the time of your scheduled class.
 5. Arrive to your scheduled computer application class 10 minutes prior to start time for registration.
 6. Barcode Medication Administration Class