

VA Boston Healthcare System

GRADUATE NURSING STUDENT

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 Form (PIV) [.credentiaing 2012\VA PIV Application updated february 17.doc](#)

Complete yellow highlighted areas including school email address. Submit with health information at least one month prior to affiliation or on date agreed upon between school and VA

3. Online Orientation: Complete the following 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/mcnpcs/orientation/welcome.asp> Complete all 3 modules; Print certificate and bring to credentialing session
- VA Boston Healthcare System Orientation Supplement for clinical trainees. Print and sign page 14. [clinical trainees orientation material\Manual ORIENTATION SUPPLEMENT for Clinical trainees Revised 10-7-11.doc](#)

4. Credentialing

- **Employment Eligibility Verification I-9 form (Original ID only – consult list of acceptable Identification on page 4 of I-9 Form**
- 2850a Application for Nurses and Nurse Anesthetists
- Statement of Commitment and Understanding for VA Trainee
- OF 306 Declaration for Federal Employment (for fingerprinting)
- Current BLS card
- Year of graduation, start and end dates of clinical experience, malpractice insurance ,
- Course name and number, copy of course objectives, name and contact information of clinical faculty person.
- RN License

5. **Fingerprinting:** Fingerprinting will be arranged by Nursing Affiliation staff, unless otherwise notified

Each student is required to be fingerprinted. Fingerprinting must be completed prior to any clinical placement. When a student 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 Fingerprinting

Brockton: contact 774-826-2210 or 774-826-1164

Available by appointment

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

6. 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.