

Pre-Rotation Checklist – Complete PRIOR to 1st Day of Rotation (Refer to table on website for deadlines)

- Submit Human Resources (HR) paperwork
 - Paperwork and deadlines will be provided by your college of pharmacy
 - Paperwork should be submitted **TO YOUR COLLEGE OF PHARMACY**
 - Forms that must be completed and instructions for completion are listed below
 - Welcome to the VA WOC Letter
 - Date at top to reflect date received by the Hines VA Pharmacy Service
 - Fill in 1st and last day of rotation
 - Your signature required with date
 - WOC Appointment Letter
 - DO NOT DATE
 - Complete and print clearly
 - Declaration for Federal Employment (Form 306)
 - Complete Q 1-17a
 - Complete Q 18-18c only if applicable
 - Your signature required with date
 - I-9 Form, Employment Eligibility Verification
 - Your signature required with date
 - SAC Special Agreement Check
 - Your signature IS NOT required
 - Application for Health Professions Trainees (VA 10-2850D)
 - Clinical Registration Memorandum (VA 10-0410)
 - Enter **WOC** where indicated on the form
 - Under School enter **the name of your college of pharmacy**
 - Employee Health Record (VA 3831a)
 - Complete information in yellow highlighted box
 - Under Position Title enter **Pharmacy Student WOC**
 - Under Department, Service and/or Division enter **Pharmacy Service (119)**
 - Under Room Number enter **200/B128**
 - Under Extension enter **22409**
 - Under Supervisor's Name enter **your preceptor's name**
 - Under Supervisor's Extension enter **22409**
 - Remember to add the information regarding your physician and allergy information
 - Appointment Affidavits (SF 61) – if applicable

- Complete fingerprinting (**MUST** be done at a **VA**)
 - At Great Lakes Human Resources Management (GLHRM) on Hines VA campus
 - Open Monday through Friday from 8:00 A.M. to 4:00 P.M.
 - Fingerprinting will take about 15 minutes
 - Building 17 on map: Edward Hines, Jr. VA Hospital Map (http://www.hines.va.gov/news/maps/HinesVA_Sitemap.pdf)
 - Contact the human resources WOC coordinator at (708) 202-8387, extension 21640 with questions
 - If you cannot come to Hines VA for fingerprinting
 - You can get fingerprinted at another **VA FACILITY**
 - Call the facility before you go to find out what their process is
 - You will need to provide them with the following numbers
 - SOI VAA7
 - SON 1255
 - Fingerprints are good for 120 days only
 - If you were fingerprinted at a VA facility within the past 120 days, you do not need be fingerprinted again

- Submit request for personal identity verification (PIV) card
 - Go to link for form: Request for PIV Card (<http://www.va.gov/vaforms/va/pdf/VA0711.pdf>)
 - Complete **ONLY** the following items on the form
 - Section I – Applicant Information
 - Item 1 Legal Name of Applicant
 - Item 3 Date of Birth
 - Item 4 Social Security No.
 - Item 8 Signature of Applicant
 - Item 9 Date Signed
 - Section III – Part A – Background Check
 - Item 3 Sex
 - Item 4 Race
 - Item 5 Height
 - Item 6 Weight
 - Item 7 Eyes Color
 - Item 8 Hair Color
 - Item 9 Place of Birth
 - Fax completed form
 - To Attn: Ms. Ashley Williams at (708) 202-2088

- Create a Talent Management System (TMS) account
 - Go to link for step-by-step instructions: How to Establish a TMS Account (<http://www.hines.va.gov/news/rx/woc/tms.pdf>)
 - Step 2: Select **HEALTH PROFESSIONS TRAINEE** instead of WOC
 - Step 5: VA Location Code = HIN
 - VA Point of Contact First Name: Ashley
 - VA Point of Contact Last Name: Williams
 - VA Point of Contact Email Address: ashley.williams5@va.gov
 - Direct questions to TMS Help Desk at (866) 496-0463 (open 8:00 AM to Midnight)

- Send email #1
 - Send an email to joyce.jankowski@va.gov stating you have created your TMS account
 - Once she receives your email, she will validate your TMS account so you can complete your VHA Mandatory Training for Trainees course and Privacy and HIPAA Focused Training course

- Complete VHA Mandatory Training for Trainees course and Privacy and HIPAA Focused Training course on TMS
 - Print certificate of completion for VHA Mandatory Training for Trainees course
 - Print certificate of completion for Privacy and HIPAA Focused Training course
 - Bring certificates of completion with you on your 1st day

- Send email #2
 - With the following information at least 14 days prior to your 1st day:
 - The date you completed the VHA Mandatory Training for Trainees course on TMS
 - The date you completed the Privacy and HIPAA Focused Training course on TMS
 - The date you were fingerprinted
 - A copy of your certificate of completion for VHA Mandatory Training for Trainees course
 - A copy of your certificate of completion for Privacy and HIPAA Focused Training course
 - Via email to the following pharmacy service staff:
 - amit.shah@va.gov
 - ashley.williams5@va.gov
 - joyce.jankowski@va.gov
 - julie.stein-gocken@va.gov
 - Your preceptor
 - If you do not complete the TMS courses and fingerprinting in a timely manner, there may be significant delays in getting your computer access.