

**Welcome to the VA Medical Center Memphis.** We are pleased that you have selected VAMC to bring your students for their clinical rotation. The process for instructors is different from the students. The instructors must go through Human Resource (HR) for their process. The students go through the Education Department (Elston Howard) for their process.

**For your students:**

- You must note the availability for the VAMC on the TCPS
- Select the available clinical site/unit you wish to bring your students
- Include the date range and list of your students
- Susan Strange-McClora(VAMC Affiliations Coordinator) will check and approve placements
- Once placement is approved you will need to send a TQCVL (Training Qualifications and Credentials Verification Letter) inserted below.
- Your school must have an affiliation with the VAMC. If not, please contact [Elston.Howard@va.gov](mailto:Elston.Howard@va.gov)
- If your school has an affiliations please send the TQCVL Letter with the requested information to [Elston.Howard@va.gov](mailto:Elston.Howard@va.gov)
- Please send a copy to [Susan.Strange@va.gov](mailto:Susan.Strange@va.gov) She will need a list of your students
- Your students will need to follow the information listed under the student orientation section. Forms and instructions have been included to the site for your students.
- The students will need to complete all forms
- **The students will have to be fingerprinted. The students need at least a two-three week time frame to allow fingerprints and background checks to be completed and adjudicated**
- The affiliations coordinator will be checking for any student that did not clear the background check. She will notify you if there are concerns.
- Your students will have to be sworn into the system once the finger prints and paperwork have been cleared.
- You and the affiliations coordinator can decide on a date for swearing in the VAMC
- Your students will receive orientation and access to the system by the ADPAC for Nursing
- Your students will need to bring two- forms of **ID (the ID needs to be a picture and other acceptable ID such as Passport, Driver's License, voters registration, and social security card)**
- If your students have served in the military they will need to bring a copy of their DD214
- Once the students have been sworn in Non-PIV (Personal Identity Verification) access badges will be given. They will have to get a picture made (bring two forms of ID with the same name) to Security office on the ground floor. (Affiliations Coordinator will assist with this process)
- Your student will be processed from the day they are sworn into the system until they graduate (2 Years). This will assist if they have a future course or class at the VAMC they will not have to go through this process again.
- All issued VA ID Badges must be turned in after the clinical rotation. If they will not be returning to the VA they must clear station. Please notify your Affiliations Coordinator for the clearance form.

**For the Instructor:**

The process for the instructor is different from the student. Instructors will follow what your students do each year for the TCPS. Specific instructor process for the VAMC is by Human Resources (HR).

- You must include your name on the request in TCPS along with your students
- You then must complete the HR forms as requested (Declaration of Employment (HR will give you this) , Application for Nurses, Fingerprint Form, and TMS completed certificates).
- You will need to be fingerprinted. You will need your driver's license. When you come and get fingerprinted please bring all the completed forms. The completed forms will be given to the HR Specialists for Nursing Service after you have completed your fingerprints
- The HR process will involve you completing VET-PRO (This is verification of credentials sense you are not an actual VA employee). If you are a VAMC employee your process will be slightly different and you can notify the affiliations coordinator.
- You will have to obtain a physical exam
- The HR Specialists will collaborate to let you know when your paperwork process is complete; fingerprints have cleared, and swear in date. We try to make swearing in the same date as your students.
- The affiliation coordinator will complete a WOC (Without Compensation) letter for you to sign and place in your HR folder.
- Your HR process will need to be updated every two years.
- Please make certain your HIPPA and Information security remain up to date during this time
- You will receive a Non-PIV (Personal Identity Verification) access badge just as your students. You will need two- forms of ID with the same name (the ID needs to be a picture and other ID such as passport, Driver's License, voters registration, and social security card) .
- The day of your last clinical if your students are not graduating they do not have to clear station. If your students will be graduating or you will not be returning please clear station and turn in your Non-PIV access badge during this time. Your forms for clearing can be obtained from your affiliation coordinator.

