I. Process for New Trainees

*Please start the onboarding process at least 4 weeks prior to your VA rotation or there will be delays in your VA access.*

1. Call (909) 583-6850 or email Suzy Lozano at Suzanne.Lozano@VA.gov to schedule an onboarding appointment.
2. TMS Mandatory Training for Trainees (MTT) must be completed before VA account can be requested (TMS completion certificate should be turned in with paperwork).
   - TMS website: [https://www.tms.va.gov/SecureAuth35/](https://www.tms.va.gov/SecureAuth35/)
   - TMS enrollment instructions: [https://www.lomalinda.va.gov/clinical_training/User_Job_Aid_Managed_Self_Enrollment_VA_TMS.pdf](https://www.lomalinda.va.gov/clinical_training/User_Job_Aid_Managed_Self_Enrollment_VA_TMS.pdf)
   - All trainees are required to complete the MTT course prior to receiving computer access.
   - This course is an annual requirement; therefore, continuing trainees must retake the refresher course annually.
3. Application Packet must be completed and turned in to Education Office at appointment. Paperwork can be retrieved at [https://www.lomalinda.va.gov/clinical_training/trainees.asp](https://www.lomalinda.va.gov/clinical_training/trainees.asp)
4. Fingerprints will be taken at onboarding appointment. Fingerprints must be cleared by HR before a VA account can be requested (fingerprints can take up to 5 business days to clear).
5. VA account requested by Clinical Education (VA account can take up to 10 business to process)
6. Receives email from VA confirming “Sponsored.”
7. Trainee takes badge picture in PIV Office.
8. Trainee picks up VA PIV badge from PIV office.

All documents should be filled out correctly, accurately, and legibly in blue or black ink only. Signatures must be wet, no electronic signatures. **The federal government is very strict about these forms; therefore, those that are not completed correctly will have to resubmit the entire packet.** Please do not staple. Originals should be printed on one side only, not double sided.

*Below is a checklist of the forms that must be completed by new trainees:*

- Appointment Affidavit SF-61
- Application for Health Professions Trainees (VA Form 10-2850D)
- Declaration for Federal Employment (OF-306)
- Fingerprint Form
- Appointment Letter
- Random Drug Testing Notification and Acknowledgement
- Mandatory Training for Trainees (MTT) or MTT Refresher Certificate of Completion
II. Continuing Trainees without a VA PIV badge or Trainees who have an expired VA PIV Badge

*Please start the onboarding process at least 4 weeks prior to your VA rotation or there will be delays in your VA access.*

Below is a list of requirements that must be completed by continuing trainees without valid VA PIV badge:

1. Call (909) 583-6850 or email Suzy Lozano at Suzanne.Lozano@VA.gov to schedule a fingerprint appointment.
2. TMS Mandatory Training for Trainees (MTT) must be completed by Trainee.
   - All trainees are required to complete the MTT course prior to receiving computer access.
   - This course is an annual requirement; therefore, continuing trainees must retake the refresher course annually.
3. Get fingerprints taken in the Clinical Education office.
4. Fingerprints need to be cleared by HR before VA account can be requested by Clinical Education (fingerprints can take up to 5 business days to clear).
5. VA account requested by Clinical Education (VA account can take up to 10 business to process)
6. Receives email from VA confirming “Sponsored”
7. Trainee takes badge picture in PIV Office
8. Trainee picks up VA PIV badge from PIV office

New trainees or continuing trainees without VA Badges must get fingerprinted at the Loma Linda VA. Trainees may also get “courtesy” fingerprints at their local VA SOI and SON are needed (Loma Linda Clinical Education office must be informed when fingerprints are taken).

**VA Loma Linda SOI: 4049 SON: VAM1**

III. Continuing Trainees with VA Badges

*Please check in with your VA service coordinator at least 3 weeks before the start of your VA rotation.*

Below is a checklist that must be completed by continuing trainees with VA badges:

- Mandatory Training for Trainees (MTT) must not be expired.
- If it has been 90 days or longer since you last signed in to your VA account, you will need an AIS form (form is received from specialty/service coordinator).

**NOTE:** Trainees are to inform Clinical Education Office (VA PIV Sponsor) at least 6 weeks prior to the badge expiring so it can be re-issued. Trainees must complete MTT Refresher prior to contacting VA PIV Sponsor.

V. Important Items

Once you have received your VA PIV Badge (or if it has been 90 days or more since last VA login):

1. **CPRS Access** (VA System for Patient records)

   **Checklist for CPRS Access:**
   - AIS form received (form is received from specialty/service coordinator)
   - AIS form turned in to IT department
   - CPRS codes picked up from IT
   - Log in to CPRS
   - Fill out and sign Physician Signature Card ( Resident Physicians and Fellows only)
     - Form can be obtained from service coordinator or Clinical Education
IMPORTANT: CPRS Access can only be granted when TMS training is complete, fingerprints have cleared, and VA account has been created/activated.

NOTE: NOT ALL TRAINEES WILL NEED CPRS ACCESS, CHECK WITH YOUR VA SERVICE COORDINATOR.

2. Remote Access (For Residents and Fellows)
   □ Once VA account is created see Clinical Education for Remote Access set up.

3. Door Access (resident call rooms, sleep rooms, ED access, OR access etc.)
   □ Bring PIV Badge to Clinical Education office for door access or email Suzy Lozano at Suzanne.Lozano@va.gov

IMPORTANT: Door Access expires after one year. You will need to reactivate door access with Clinical
NOTE: NOT ALL TRAINEES WILL NEED DOOR ACCESS, CHECK WITH YOUR VA SERVICE COORDINATOR.

For any questions or concerns, please email Suzy Lozano (Suzanne.Lozano@va.gov) or call (909) 583-6850.

The Clinical Education office is located at the address below (on the 2nd Floor, above the main lobby, next to the West elevators):

VA Loma Linda Healthcare System

11201 Benton Street

Loma Linda, CA 92357

Phone: (909) 583-6850

Fax: (909)777-3828

*Office Hours Monday-Friday from 7:30am-4:00pm. Closed weekends and federal holidays.