Dear Student,

Please go to the link below and click on the student tab.  There, you will find detailed instructions on the process that must be completed prior to beginning clinical rotations at

VANCHCS.

All documents must be accurately completed, including required CPRS tab-by-tab and TMS training, and submitted to your placement coordinator in one complete packet. We will not accept individual documents. Please be sure you complete all documents before submitting. Submitting incomplete packets will significantly delay the process as we will not submit your application for clearance until it is *100%* complete.  *Note: On the document with the title “Declaration of Federal Employment” both lines 17a and 17b must be signed.*  These must be submitted to your placement coordinator *seven* weeks prior to beginning your rotation. We ask that all communication be with your placement coordinator only, so be sure to direct any questions to them.

<http://www.northerncalifornia.va.gov/staff/student-nurse/student-nurse.asp>

Once we have received the complete packet, you will need to set up an appointment for fingerprinting with the VA Human Resource office. (Your placement coordinator may arrange this for you, so be sure to ask). You must bring a photo ID with you such as a driver’s license. If you are to report to the VA at Mather, you should call (916) 843-9069. This campus is located at 10535 Hospital Way, Mather, CA 95655. Fingerprinting is completed in building 707, a one-story building to the right of the hospital, facing the Emergency Department.  If you are to report to the VA at Martinez, you should call (925) 372-2000 ext. 6755. This campus is located at 150 Muir Road, Martinez, CA 94553. Fingerprinting at Martinez is completed in building 21 on the second floor at the very end of the hall.

If you will be giving medications while at the VA, please follow the instructions below to complete Bar Code Medication Administration (BCMA) training:

BCMA Web Based Training Available in[Talent Management System](https://www.tms.va.gov/learning/user/login.jsp) (TMS): Type the following topic *BCMA Web-Based Training for Clinical Staff*or enter TMS Item ID #**19028** into the TMS Search field for access.

There are three (3) Modules associated with this training:

1. It is mandatory for **all** **students** to complete **Modules 1 & 2**.
2. Students that will pass **IV Push Meds, IV Piggyback Meds, and Large Volume IV Fluids** must complete **Modules 1-3.**