

Rocky Mountain Regional VA Medical Center (RMR VAMC)
AY 2021-2022 In-processing Instructions for Program Coordinators

All Residents (new, continuing, and transfers) rotating through the RMR VAMC must be identified on a Trainee Qualifications and Credentials Verification Letter (TQCVL) and obtain or maintain a current Without Compensation (WOC) Appointment Letter. This document provides instructions for onboarding new trainees and making sure returning trainees maintain a current WOC Appointment, VA badge, and necessary computer access.

IMPORTANT DATES

- **April 15:**
 - **TQCVL Letter and TQCVL List of Trainees Due** – Uploaded to OneDrive by PC (see Pg. 5 for OneDrive instructions). Once uploaded, the VA Service Contact is responsible for obtaining VA personnel signatures to complete the document.
 - **WOC Packets Due** – PCs collect packet items from incoming residents and upload them to OneDrive (see Pg. 5 for OneDrive instructions).
- **June 15:**
 - **Swearing-In Ceremony** – Occurs via Zoom immediately following GME Intern Orientation. Available for both Interns, Residents, and Fellows. GME will forward PCs Zoom meeting information and ~start time.
- **June 16-22:**
 - **In-person WOC processing/HR appointments (Interns ONLY)** - Occurs for all interns after GME Orientation. PCs will receive additional information from GME.

IMPORTANT INFORMATION

- All documents will be uploaded to OneDrive (see Pg. 5 for OneDrive instructions). Documents which contain Personally Identifiable Information (PII) such as WOC packets CANNOT be emailed to VA. Please email VHAECHAcademicAffiliations@va.gov to advise that a packet(s) have been uploaded.
- **Who to contact?**
 - The following instructions frequently ask you to reach out to your VA Service Contact. If you do not know who that person is, please contact VHAECHAcademicAffiliations@va.gov to request that information.
 - For VA onboarding questions, please contact the VA directly. A list of all VA contacts and their designated roles can be found in the *GME Onboarding Contact Sheet for Program Coordinators* on the GME Onboarding Website.

NEW TRAINEE INSTRUCTIONS

1. **TQCVL Letter template** (available on GME Onboarding Website) – ***completed and uploaded to OneDrive by PC by April 15th***
 - a. Fill in grey text fills and applicable checkbox items,
 - b. Copy & paste body of template onto your program letterhead,
 - c. Obtain Program Director or Department Chair signature then upload to One Drive. Please make sure to include the Excel copy of the TQCVL List of Trainees.

2. **TQCVL List of Trainees** (see GME Onboarding Website) – **completed and uploaded to OneDrive by PC by April 15th**
 - a. *Date TQCVL Signed* should match the date the letter was signed by your Program Director or Department Chair
 - b. *Sponsoring Institution* should be CU SOM
 - c. List all new, continuing, and transferring Residents and Fellows who will rotate at the RMR VAMC in the upcoming academic year. **All trainees in your program who will be rotating at the VA (new, returning, transferring) must be listed on the TQCVL every single year.**
 - d. All columns should be completed, especially the **Expected Program End Date (MM/YYYY)**. VA HR Office looks to this date to set the maximum appointment period on all newly issued WOC appointment letters for new Residents and returning Residents that will need an extension on their WOC appointment.
NEW UPDATE: VA HR has agreed to make the duration of the WOC appointment match the Expected Program End Date. Please enter the **overall program end date** for each Resident.
 - e. Submit completed list to OneDrive together with the TQCVL Letter template

3. **Without Compensation (WOC) Packet** - All new Residents (Interns and PGY2+) must complete a WOC Packet to establish a WOC appointment, badge and computer access with RMR VAMC.
 - a. **Process:**
 - a. PC sends WOC Packet and important details below to new residents
 - WOC Packets can be sent via:
 - Docusign (Preferred) – GME shares the formatted WOC Packet to the PC via Docusign, PC sends the WOC packet to the Residents via Docusign.
 - PC or designee must have an active SOM Docusign Account
 - Contact [Ashley Wexler-Walter](#) to have the WOC packet shared to you or your designee’s Docusign account
 - Or by email – PC downloads a copy from the GME Website and emails to the Residents
 - b. New residents complete all items and return to PC
 - c. PC uploads signed WOC Packet to OneDrive by **April 15th** (see Pg. 5 for OneDrive instructions)
 - b. **WOC Packet Items- Important Details** (recommend sending to new Residents):
 - i. **Fingerprints** must be completed at a VAMC facility.
 1. **Recommended:** If possible, it is recommended that all applicants (in-state and out-of-state) go to the RMR VAMC Badge Office, M-F from 7:30am to 3:30pm to complete fingerprints. See [RMR map](#) for office location and directions for where to park for this visit.
 2. **Alternate Option:** If necessary, out-of-state applicants may complete fingerprints at their nearest VA badge office. These residents should complete the [Courtesy Fingerprint Request Form](#) and take it with them to give to the VA office that will process their fingerprints. The SON Code is VAK7, and SOI Code is 1821. These codes identify our facility as the Rocky Mountain Regional VA Hospital so that fingerprints can be transmitted

correctly to us.

3. **Application for Health Professions Trainees (VA Form 10-2850D)** – Resident completes everything
 - Electronic (DocuSign or CU badge signatures) are valid signatures. They may print out, sign, and scan if those options aren't available.
4. **Declaration for Federal Employment (OF-306)** –
5. The trainee will complete and sign the OF 306. As the process is virtual now, they will not need to re-sign if they attend the Swear-In Ceremony on June 15th.
6. **VHA Mandatory Training for Trainees Certificate:** Residents should follow instructions provided within the **TMS MTT Guide** (in the WOC packet) to complete the training and save a copy of their training certificates that must be submitted with the rest of their **WOC packet** documents. TMS training can be completed from any computer.
7. **Random Drug Testing Notification and Acknowledgement** – Read document, sign and date electronically.
8. **Local Policy Acknowledgement** – Resident reads **Local policies** file, then signs and **returns this acknowledgement page only.**
9. **Verification of Naturalization** (if applicable)
 - VA Academic Affiliations will create all non-citizen memos

4. **WOC Processing Appointment:**

- a. **Interns:** On June 15, Orientation day, immediately following GME Orientation, Resident will participate in the swearing in ceremony via Zoom. The WOC Appointment Letter is included in your WOC packet. After the swearing in ceremony, it will be valid. Please save an electronic copy or take a picture with your phone. You will need to show an electronic copy to the PIV Office at your badge appointment. Please provide a copy of this letter to your Program Coordinator. If you are unable to attend the swearing in ceremony, please email VHAECHAcademicAffiliations@va.gov and we will connect you to HR for a virtual appointment for a swearing in.).
- b. **PGY2+:**
 - New Process:** On June 15, immediately following GME Orientation, Residents will participate in the swearing in ceremony. GME will forward PC's timeframe and zoom link. The WOC Appointment Letter is included in your WOC packet. After the swearing in ceremony, it will be valid. Please save an electronic copy or take a picture with your phone. You will need to show an electronic copy to the PIV Office at your badge appointment. Please provide a copy of this letter to your Program Coordinator. If you are unable to attend the swearing in ceremony, please email VHAECHAcademicAffiliations@va.gov and we will connect you to HR for a virtual appointment for a swearing in.).

5. **Badging Appointment:**

- a. **Interns:** Badge appointment should occur the following days after Orientation Day. The GME office will provide that schedule. Please remember Residents should bring appropriate identification documents to the appointment where they will get their picture taken for their VA badge (see *PIV Credential Identity Verification Matrix* on GME Onboarding

Website). Residents will need to return to the Badge Office on a few days later to pick-up their VA badge. Residents should pick-up their badge as soon as possible to check computer access. For the residents that are able to pick up their badge on the appointment day, staff will be available for an orientation and to assist the resident to log onto a VA computer, access their VA email to obtain CPRS codes and be given a link to request remote access & given a secure card reader. This will help ensure there are no issues with the badge working properly.

- b. **PGY2+:** Program Coordinators should contact email VHAECHAcademicAffiliations@va.gov and their VA Service Contact to schedule badging appointments. PC and/or Resident should be in contact with VA Service Contact responsible for sponsoring the VA badge and booking the badge appointment time. Residents should bring appropriate identification documents to the appointment where they will get their picture taken for their VA badge. Residents will need to return to the Badge Office on a following day to pick-up their VA badge. Residents should pick-up their badge as soon as possible to check computer access.
6. **Electronic Health Record (EHR) Systems Access:** For all incoming trainees, codes for the VA's electronic health record systems, CPRS and VISTA, will be emailed to Residents via VA email in Outlook.
7. **Trainee Requests Remote Access:** Trainees must access the following URL from a VA computer in order to request remote access: <https://vaww.ramp.vansoc.va.gov/selfservice/>. See below for important details:
- a. Trainees should request “**CAG**” access since they will not be using a VA issued computer, but a badge reader with a non-VA computer.
 - b. Put **Katherine M. Estenson** down as your supervisor FOR THIS PURPOSE ONLY!! Kathy is the Program Analyst for Academic Affiliations and will go into the program daily to approve requests.
 - c. Trainees are **employees**, not contractors.
 - d. Enter both your **VA email address** and your **University email address** so you will get warnings when the remote access is going to be revoked for non-compliance with Annual training.
 - e. Your service contact or Academic Affiliations (VHAECHAcademicAffiliations@va.gov) can help trainees get a badge reader to use off-site.
 - f. If help is needed, email VHAECHAcademicAffiliations@va.gov.

RETURNING TRAINEE INSTRUCTIONS

1. **TQCVL List of Trainees:** Ensure returning trainees are included on the List of Trainees before uploading it to OneDrive by the April 15th deadline.
2. **Badge Renewal** (if necessary): Please contact your VA Service Contact **BEFORE** a returning resident's badge expires. If the badge expires, the trainee must work with their VA Service Contact to recomplete the entire onboarding process.
3. **Submit a WOC Extension Request** (if necessary): A WOC Extension request should be completed for all returning Residents only if they are nearing the expiration date on their WOC appointment letter. It is the trainee's responsibility to know when their WOC letter expires (both the trainee and PC should have a copy of the letter). The PC should work with their VA Service Contact to submit the following WOC Extension Request documents no later than 6 weeks prior to WOC expiration.
 - a. **WOC Extension Request** coversheet – provided by VA Service Contact

- b. **VHA Mandatory Trainee Training (MTT) certificate** – Please request a copy of the Resident’s current training certificate. The certificate completion date should be less than one year old. If the date is greater than one year, the Resident will need to complete the annual refresher course and provide the new certificate. The [TMS MTT Guide](#) may be useful as a reminder to find the TMS website and how to download TMS certificates.

WOC Packet Docusign Instructions

How to Request CU SOM Docusign Access:

- Email support@medschool.zendesk.com to request **Docusign Access with Template Privileges** and wait for email confirmation from SOM IT
- Once confirmation is received, go to docusign.com in a browser and click **Log In** located in the top-right corner of the screen.
- Enter your **@cuanschutz.edu email address** into the box and click **Continue**.
- You will be redirected to a CU Passport login page. **Log in with your credentials**.
- Docusign tutorials are located at the following link <https://medschool.zendesk.com/hc/en-us/articles/360047350433-DocuSign-101>

Once you have access notify Ashley Wexler-Walter or Alyssa Maxfeldt who will share the **VA SOM GME Main Badging Packet 2021-22** template with you.

To access the VA SOM GME Main Badging Packet 2021-22:

- Login to Docusign
- Click **Templates**
- Click **Shared with Me**
- Click the dropdown menu to the right of the **VA SOM GME Main Badging Packet 2021-22_Final Resident & Fellow** and select **Copy**
- Click **Save and Close** (bottom right)
- The **VA SOM GME Main Badging Packet 2021-22_Final Resident & Fellow** will now populate under **My Templates**

******Please do not make any editorial changes to the template that is shared with you******

To Deliver the VA SOM GME Main Badging Packet 2021-22

- Click **Home**
- Click **Start**
- Click **Send an Envelope**
- Click **Use a Template**
- Select the template **VA SOM GME Main Badging Packet 2021-22_Final Resident & Fellow**
- Enter **Name and Email Address**. Send 1 envelope per trainee, don't add recipients to the same envelope
 - Or click link to **Import a Bulk List**
- Click **Send Now** (bottom right)

TMS Training Certificate:

Docusign will require the trainee to upload their TMS training certificate. Please send them the TMS instructions by email indicating they will need to upload the certificate to the appropriate field in Docusign. TMS certificates will be automatically attached to the PDF of the packet.

WOC Letter:

WOC letters are included in the Docusign WOC Packet. Residents and Fellows should save a picture of their signed WOC to their cell phone for their VA badging appointment.

VA OneDrive Instructions

Accessing Documents in OneDrive

- 1) Go to <https://OneDrive.live.com>
- 2) Sign in using your CUAnschutz.edu email and login
- 3) Choose “Shared” to view **Master VA Tracking Document** folder and your **Program Name** folder
 - a. **Master VA Tracking Document Folder:**
 - i. Use the spreadsheet in this folder to view the status of your residents and fellows once documents are submitted. You may only view this document, but cannot edit it.
 - b. **Your Program Folder(s):**
 - i. You will upload completed VA Packets (as you receive the completed packets through DocuSign) and documents into this folder. You will only have access to your specific program(s). See below for instructions on uploading documents.
- 4) All Program Coordinators with trainees that will rotate at the VA should already have access to the above folders in OneDrive. If you do not have access or do not see your program folder listed, please contact Alyssa.maxfeldt@cuanschutz.edu.

Uploading VA Documents to OneDrive

- 1) Go to <https://OneDrive.live.com>
- 2) Sign in using your CUAnschutz.edu email and login
- 3) Choose “Shared” to view your Program folder
- 4) In your program folder, upload completed VA documents using the following naming conventions:

Last Name_First Name_Program Name_VA Packet

Last Name_First Name_Program Name_TMS Certificate

Program Name_TQCVL Letter

Program Name_TQCVL List of Trainees

- 5) Once you have uploaded your documents, email VHAECHAcademicAffiliations@va.gov to notify the VA you have uploaded documents into your Program folder on OneDrive. Make sure to include your program name so the VA will know which folder to access.
- 6) The VA will update the Master Tracking Spreadsheet in OneDrive as documents are received and processed for each Resident and Fellow.
- 7) The VA will upload completed and processed packets into the “Completed-VA Use Only” Folder. They will also upload WOC letters into this folder. **PCs should not move or upload any documents into this folder. However, you can download any documents the VA has saved in this folder.**