Rocky Mountain Regional VA Medical Center (RMR VAMC)  
AY 2023-24 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

• Fingerprinting may be completed any time between March 6th and May 12th but MUST be completed by FRIDAY MAY 12, 2023 to badge on the scheduled dates. Fingerprinting DOES NOT need to wait until the TQCVL or WOC packets are completed.

• April 14:
  • TQCVL Letter and TQCVL List of Trainees Due – Uploaded to MS TEAMS by PC (see last page for MS TEAMS 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 MS TEAMS (see last page for MS TEAMS instructions).

• June 16:
  • Swearing-In Ceremony (Interns ONLY) – Occurs immediately following GME Intern Orientation.

• 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.

• June 27:
  • Swearing-In Ceremony for PGY2s and above (Virtual) – GME will send out the details and zoom link to programs for the virtual swearing-in ceremony that will be held on June 27, 2023 at 4:30pm.

IMPORTANT INFORMATION

• All documents will be uploaded to MS TEAMS (see last page for MS TEAMS instructions). Documents which contain Personally Identifiable Information (PII) such as WOC packets CANNOT be emailed to VA. Please email VHAECFAcademicAffiliations@va.gov to advise that a packet(s) have been uploaded.

• Who to contact?
  o 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 VHAECFAcademicAffiliations@va.gov to request that information.
  o 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

NOTE: Programs were given access to a MS Teams folder to upload the required documents. This folder is available in the program coordinator’s OneDrive. Program coordinators are able to upload the documents to the folder while still in their OneDrive.
1. **TQCVL Letter template** (available on GME Onboarding Website) – *completed and uploaded to OneDrive folder by PC by April 14th*
   
   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 the One Drive folder. Please use the line list attached to the Word document for the TQCVL List of Trainees.

2. **TQCVL List of Trainees** (see GME Onboarding Website) – *completed and uploaded to OneDrive folder by PC by April 14th*
   
   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.
   
   WOC appointment letters will match the Expected Program End Date. Please enter the overall *program end date* for each Resident.
   
   e. Submit completed list to OneDrive folder 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:**
      
      1) 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 Alexandria Rauf 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

      2) New residents complete all items and return to PC

      3) PC uploads signed WOC Packet to the OneDrive folder by *April 14th* (see Pg. 6 for MS TEAMS/OneDrive instructions)

   * When to use the Abridged WOC Packet: For any trainee who has completed the full VA onboarding in the current year program, is still actively onboarded, and is transferring to a new program during 2023-24. Example: Any Trainee completing a CU Internal Medicine Residency during 22-23 going into a CU Internal Medicine Fellowship during 23-24
   
      - Must complete the Abridged WOC Packet
• Must have current TMS training certificate. If the certificate expires within the following 2 months of onboarding, they will need to take the TMS training course for a new certificate.

b. **WOC Packet Items- Important Details** (recommend sending to new Residents):

1) **Fingerprints** must be completed at a VAMC facility.
   a) All Residents schedule their own fingerprint appointments at the following website: [https://www.fedidcard.gov/](https://www.fedidcard.gov/). The resident will need to bring 2 forms of ID - see [PIV Acceptable Forms of ID](#). Please send an email with your name, CU Program, and date they were completed to VHAECHAcademicAffiliations@va.gov. In the subject line, please note Fingerprint Complete. See the full instructions for scheduling VA Fingerprint or Badge Appointments [here](#).
   b) **Out-of-State**: 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 SOI Code is VAK7, and SON Code is 1821. These codes identify our facility as the Rocky Mountain Regional VA Hospital so that fingerprints can be transmitted correctly to us.

2) **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.

3) **Declaration for Federal Employment (OF-306)** –
   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 16th.

4) **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. If you have previously created a TMS account, as a student or at another VA location and try to create a new account, you’ll receive a message that your SSN already exists in TMS. Please email VHAECHTMSHelpDesk@va.gov – the TMS Help Desk will assist you in accessing your account and transferring it to Denver. If you don’t receive a response within 48 business hours, please forward your original request to VHAECHAcademicAffiliations@va.gov.

5) **Random Drug Testing Notification and Acknowledgement** – Read document, sign, and date electronically.

6) **Local Policy Acknowledgement** – Resident reads Local policies file, then signs the acknowledgement form included in the packet.

7) **Non-citizen memo** (if applicable)
   a) Non-US citizens, please provide VA Academic Affiliations a copy of your Visa and your passport for their records; a non-citizen memo is not currently required.
4. WOC Processing Appointment:
   a. Interns: On June 16, immediately following GME Orientation, Resident will participate in the swearing in ceremony. 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+: On June 27 at 4:30pm, GME and the VA will hold a virtual swearing in ceremony for Residents and Fellows. 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 days following 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 will be 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. If a resident is not able to pick up their badge, AA staff will be on site to address and provide follow up instructions.
   
b. PGY2+: PGY2+ residents should email their VA Service Contact after being fingerprinted so the sponsorship can be entered. The VA Service Contact will let the resident know when they have been sponsored for their badge, then the resident will schedule their own badging appointment: [https://www.fedidcard.gov](https://www.fedidcard.gov). Residents should bring appropriate identification documents to the appointment.

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/](https://vaww.ramp.vansoc.va.gov/selfservice/). See below for important details:
   a. 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.
   b. For Justification, enter 'attend to patient care after hours'. Fill in the state and select VA Eastern Colorado Health Care System. For Account type - trainees are EMPLOYEES.
   c. Put Katherine M. Estenson down as your supervisor FOR THIS PURPOSE ONLY!! Kathy is the Program Manager for Academic Affiliations and will approve requests daily.
d. Select non-VA device, and select “CAG” access - WVD will automatically select as well. You will not be using a VA issued computer, but a badge reader with a non-VA computer.
e. Your service contact or Academic Affiliations (VHAECH_AcademicAffiliations@va.gov) can help trainees get a badge reader to use off-site.
f. If help is needed, email VHAECH_AcademicAffiliations@va.gov. Note in subject line Help with Remote Access

RETURNING TRAINEE INSTRUCTIONS

1. **TQCVL List of Trainees**: Ensure returning trainees are included on the List of Trainees before uploading it to the OneDrive folder by the April 14th 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 within one month of the badging date, 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 Alexandria Rauf who will share the 2023-24 VA SOM GME Main Badging Packet_ Resident & Fellow template with you.

To access the 2023-24 VA SOM GME Main Badging Packet:

- Login to DocuSign
- Click Templates
- Click Shared with Me
- Click the dropdown menu to the right of the 2022-23 VA SOM GME Main Badging Packet Resident & Fellow and select Copy
- Click Save and Close (bottom right)
- The 2023-24 VA SOM GME Main Badging Packet_ Resident & Fellow will now populate under My Templates

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

**Abbreviated WOC Packet:**

If you have internal CU Students or CU GME Trainees transferring into your program who currently have an ACTIVE VA badge, you may use the abbreviated WOC packet shared with you by Elle Contreras titled “Template for Internal CU Students and Trainees_2023-24 VA SOM GME Main Badging Packet.” Everyone else should use the main DocuSign WOC Packet described above.

To Deliver the 2023-24 VA SOM GME Main Badging Packet:

- 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 MS Teams/OneDrive Instructions

Accessing Documents in OneDrive

1) Go to https://onedrive.live.com/about/en-us/signin/
2) Sign in using your CUAnschutz.edu email and login
3) Choose “My Files” on the left side to view the shared Master VA Tracking Document folder and the folder shared with you.
   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 Alexandria Rauf.

Uploading VA Documents to MS TEAMS

1) Go to https://onedrive.live.com/about/en-us/signin/
2) Sign in using your CUAnschutz.edu email and login
3) Choose “My Files” on the left side and locate the folder shared with you. The folder will be titled [Department]–[Program] with this icon: 📛
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

***Upload all documents into your main program folder, do no create subfolders***

5) Once you have uploaded your documents, email VHAECHAcademicAffiliations@va.gov with Documents Uploaded in subject line to notify the VA you have uploaded documents into your Program folder in 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 MS TEAMS 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.