

2013 MUSOM RESIDENT ORIENTATION CHECKLIST
Huntington Veterans Affairs Medical Center

NAME	POSITION	SERVICE
Completion Certificate of "VHA Mandatory Training For Trainees" Online via VA Talent Management System (TMS) – Step by step instructions included *Please print the completion certificate and bring with this packet to the orientation session. You will not be fingerprinted if this training is not complete.		_____
WOC Form - *U.S. Citizen – Complete Form without Mr. Edward H. Seiler’s signature block *Non U.S Citizen - Complete WOC Form Containing Signature block for Mr. Edward H. Seiler and provide a copy of VISA, Green Card or Naturalization Paperwork.		_____
Fingerprint Record Prep Sheet		_____
VA 10-2850d Application for Health Professions / Trainees		_____
OF-306 Declaration for Federal Employment		_____
SF 61 Appointment Affidavit *This does not need to be notarized as the form states. Just sign/date		_____
PIV Form		_____
Pharmacy Form		_____
IRM Trainee Application & Rules of Behavior		_____
Police Service Parking Registration		_____
Talent Management System (TMS) Form		_____
Trainee Registration – Learner’s Survey Form		_____

*****This check list and all forms must be returned at the Resident orientation session scheduled by MUSOM at which time you will be fingerprinted by the VA. When fingerprinted you must have two forms of identification, i.e., driver’s license, social security card, PASSPORT, birth certificate, student ID. Please call Lisa R. Easterling, (304) 429-6755 ext. 2521 or email lisa.easterling@va.gov if you have questions/concerns regarding any of these documents. Mrs. Easterling’s office hours are 7:00 a.m. – 3:30 p.m., Monday – Friday.**

*****All fingerprints must be cleared before actual start date of internship.**

DOCUMENTATION VERIFIED BY:

_____ VHA SIGNATURE

_____ DATE

February 2013