

Student Nurse Orientation Timeline

**2 weeks
before the
start of
clinical
rotation**

- Register in TMS (Talent Management System) and complete the “Mandatory Training for Trainees” course.
- Complete the VISN 7 Computer Access Request form
- Submit TMS Course Certificate of Completion and Computer Access Request form to: Robert .Sizemore @va.gov

**1 week
before the
start of
Clinical
Rotation**

- **Submit Required Documentation:**
 - Application for Health Professions Trainees
 - Finger Printing & PIV badge forms
 - Immunization Records
- Complete the following VA Talent Management System (TMS) training:
 - Health Insurance Portability and Accountability Act (HIPPA)
 - Safe Patient Handling & Movement Video
 - Student Nurse Orientation module

**1st day of
Clinical
Rotation**

- Have two official forms of ID to include: Driver's License plus one of the following:
 - SSN card or passport
 - birth certificate
 - State issued ID
- Also bring: Fingerprinting & PIV form for ID Badge