



## Education – Clinical Placement Program/Faculty Checklist

Make sure the school is accredited and has an active Academic Affiliation Agreement with the VA Roseburg Healthcare System by contacting the Education Department at 541-440-1000 ext. 44279 or ext. 44274.

Listed below are processes to be review. If in-facility student supervision by an academic instructor(s) is provided, all required forms must completed and returned to the VHAROS Education Department no later than **6 weeks prior** to clinical rotation. Forms that are not submitted in a timely manner may jeopardize clinical placement. Please closely follow these directions:

- Step 1 Read and follow the Clinical Access Policy for Unlicensed Students **with** Academic Affiliation Institution In-Facility Instructor Supervision **or** Clinical Access Policy for Unlicensed Students **without** continuous Academic Affiliation Institution Instructor/Faculty Supervision, as applicable.
- Step 2 Read and follow Clinical Procedures for Clinical Students or Clinical Procedures for Student Nurses, as applicable.
- Step 3 Program/instructor completes Student Clinical Rotation Names List. **The students' paperwork will not be processed without the Student Clinical Rotation Names List.**
- Step 4 At least **6 weeks prior** to first day of clinical **submit** a copy of class syllabus with goals/objectives for the clinical rotation along with student paperwork, the Student Clinical Rotation Names List and instructor forms, as applicable,
- Step 5 ***If instructor is providing in-facility student supervision***, the instructor completes all of the bulleted forms below in ink and submits required documentation to the VHAROS Education Department **6 weeks prior** to the first day of clinical rotation:
- Clinical Instructor Profile
  - VAF 10-2850a, Application for Nurses and Nurse Anesthetists, as applicable
  - VAF 10-2850b, Application for Associated Health Occupations, as applicable
  - Optional Form 306, Declaration of Federal Employment
  - Without Compensation & Instructor/Student Registration Form
  - Statement of Commitment and Understanding
  - Copy of CV
  - Copy of BLS Provider card
  - Copy of professional licensure/registration
  - Official academic transcripts for ALL professional degrees, e.g. nursing, dental hygienist, etc.

Continued next page

Please closely follow these directions:

- Step 6           After receipt of all required documents, Human Resources Department will contact you regarding completing the VetPro credentialing process.
- Step 7           Approximately **4 weeks prior** to starting clinical, a letter will be sent to the instructor and students explaining how to:
- Schedule a fingerprinting appointment with the VA Police Dept.
  - Complete on-line orientation modules
- 
- **If you were not U.S. born**, please include a photocopy of a citizenship document to show you are legal to be in the U.S., i.e. naturalization certificate, resident alien card, passport, etc. Photocopy must be clearly readable.
  - Submit completed forms to:  
VA Roseburg Healthcare System  
Education Department: Teresa Miller, Program Support Assistant.  
913 NW Garden Valley Blvd., Roseburg, Oregon 97470  
(541) 440-1000 ext. 44279