VA INSTRUCTIONS TO GRADUATE STUDENTS
Please read thoroughly and complete all requirements

1. VA PRIVACY TRAINING: *Every* graduate student must complete the VA HIPAA and CyberSecurity training. To complete the required training, register on the website prior to attempting to access the material. You must read the material and take the associated online test. Upon successful completion of the online test, print the certificate and bring a copy with you for the scheduled orientation appointment.

The link for the Privacy Policy Training (HIPAA) and VA Cyber Security Training can be found at: https://www.ees-learning.net

You are considered an ARNP Nursing Student at facility #663 at VHA.

NOTE: Please remember to print the Certificate of Completion **for each course** and bring it with the rest of your documentation at your appointment time.

2. ESTABLISH YOUR COMPUTER TRAINING APPOINTMENT: To establish/confirm computer training time, send an e-mail message to pugnisteam@va.gov. Request training for a **Graduate Student NP access**.

3. All graduate students must attend a scheduled Orientation.

a) To do this, call Patience Jones at 206-768-5390 or e-mail her at patience.jones@va.gov**. This MUST be completed a minimum of 2 weeks prior to your first clinical day.**

b) Complete the following paperwork. Download the following forms from the UW School of Nursing web site, complete them, and bring with you to the orientation appointment you set up with Patience:

- Application For Nurses and Nurse Anesthetists (Please complete all questions)
- Declaration For Federal Employment
- Privacy Training (HIPPA) Certificate of Completion
- Cyber Security Training Certificate of Completion
- Information Form for Fingerprinting
- Clinical Trainee Registration Form
- Bring your current RN License (NOT a copy)
- Bring your current Basic Life Support Card
- Bring two forms of identification as suggested

c) To get an ID badge from Human Resources, you will need a signed sponsorship (PIV form) from Charmayne Anderson. You can obtain this when you make an appointment with Patience Jones. **Do not go to HR to get a badge without completing this step.**

4. Students and Faculty who are not citizens must bring the unexpired original (not a copy) of their residency card or visa paperwork or Passport. Those individuals who are naturalized citizens must bring their original citizenship documentation OR a current United States Passport.

Male students and faculty ages 18 to 27 with permanent resident status must show proof of registration for military duty.

5. Fax the **Clinical Trainee Registration** form to 206-277-4539 **a minimum of 2 weeks prior to your first day of clinical.** This form serves to set up your access to our Computerized Medical Record System. If we do not receive this form you will not be ready for your clinical rotation due to lack of access to patient records.

For questions contact: Charmayne Anderson, MN, RN, CNL
Charmayne.anderson@va.gov
206-277-3546

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