

## Associated Health—Without Compensation (WOC) Trainees

The **service point of contact** at the BVAMC will:

- Complete a WOC Appointment Request Form and submit it to Human Resources (HR).
- Contact the trainee and obtain the name, address, phone numbers, e-mail address, Social Security number (SSN), and date of birth and arrange for the service interview.
- Contact Human Resources with this information, and HR staff will e-mail the OF-612 and OF-306 to the trainee.
- E-mail the trainee the following website:  
[http://www.southeast.va.gov/VISN7/Residents/Birmingham\\_Residents.asp](http://www.southeast.va.gov/VISN7/Residents/Birmingham_Residents.asp)

The **trainee** will:

- Go to [http://www.southeast.va.gov/VISN7/Residents/Birmingham\\_Residents.asp](http://www.southeast.va.gov/VISN7/Residents/Birmingham_Residents.asp)
- Click the appropriate 'Associated Health Category'.
  - Complete the following required forms for the application process:
    - [OF 10-2850D](#), Application for Health Professional Trainees.
    - [OF 306](#), Declaration of Federal Employment.
    - [Respirator Questionnaire](#).
  - Complete the training for residents/trainees who are new to the facility and have never completed the mandatory training modules. The course is titled "*VHA Mandatory Training for Trainees.*" Print and follow the [TMS Instructions for Self Registration](#) then log on to the website below, complete the training, and print the certificate. Click here to access the training: [www.tms.va.gov](http://www.tms.va.gov)
  - Be sure to include a copy of your mandatory training certificate of completion in your application packet provided to your service secretary before you rotate at the Birmingham VAMC.
  - Submit the original application documents and a copy of the mandatory training certificate of completion to the service point of contact 50 days before the anticipated start date of your training. Retain a copy of the materials you submit.

**Human Resources** will contact the trainee via e-mail to schedule fingerprinting and TB testing.

The **service** will:

- Maintain a copy of the trainee's certificate of completion within the service.
- Forward a copy of the trainee's completed application packet to Education Service including the Mandatory Training Certificate.
- Type the without compensation (WOC) letter and ensure the trainee signs it.
- Send the WOC letter to Catherine Godwin in HR. A copy of the letter signed by the Chief, HR will be sent to the service.

The **service point of contact** will:

- Ask the trainee to bring documentation of a TB test within the last year to the appointment with the Employee Health Unit (EHU-ext. 6785). The EHU staff can administer the second PPD within 30 days of the time the trainee starts at the BVAMC. If the trainee has not had a TB skin test within the year, then a two-step process will be required prior to the trainee being cleared to start the traineeship. Catherine Godwin, HR, will e-mail a Respirator Questionnaire to the trainee, which the trainee must complete and return to the Employee Health Unit.

The **point of contact** will:

- Provide service level orientation, including Radiation Safety training, if appropriate. The Trainee/ WOC PowerPoint and Checklist from Education Service can be used as a format/guide for your service level orientation.
- Place documentation of service level orientation in the trainee's file within the service.

The **service** will track the number of WOC trainees and their schools during the fiscal year for submission to Education Service in the fall.

**Please advise trainees to keep copies of all documents they submit.**