



DEPARTMENT OF VETERANS AFFAIRS

Medical Center
700 South 19th Street
Birmingham, AL 35233

Directions for Appointment to VA House Staff

NAME: _____ SERVICE _____ DATE _____

All appointment paperwork must be completed and returned seven (7) weeks prior to the start of the academic year, July 1st, to allow processing. *Appointment to this medical center cannot begin until this process is completed. Initial and return all forms as one packet in the same order as outlined below.*

___ **VA 10-2850D - Application for Health Professions Trainees**
(Some of the items most often missed are listed below. Please double-check these areas.)

- ___ Complete sections V, VI and VII on page 2 including questions 18 and 19.
- ___ Complete items 23-25 and sign on Page 3.
- ___ Complete "Authorization" items and sign on Page 4.

NOTE: *Your application will not be accepted until all items on the application have been completed, including your signature on Page 3 and Page 4.*

___ **OF 306 Declaration for Federal Employment** – Complete, sign, and return with packet.

___ **DEA Signature Card** – Sign, initial, and return with packet.
(If you do not have your own DEA number, the VA will assign one to be used at the VA.)

___ **VA Malpractice Statement** – Read, sign agreement, and return with your application packet.

___ **Mandatory Training** – A mandatory training module containing 14 courses is accessible on the TMS website (www.tms.va.gov) and must be completed before you can be appointed to rotate at the BVAMC. *Print the certification of completion for the mandatory training module and include it in the application packet you send to your BVAMC service secretary.*

___ **Fingerprinting/Photo ID Process Instructions**– Must be completed before rotation begins.

___ **PLEASE RETURN ALL THE ABOVE FORMS TO YOUR SERVICE SECRETARY AT THE BIRMINGHAM VAMC A MINIMUM OF SEVEN(7) WEEKS PRIOR TO JULY 1ST OF EACH ACADEMIC YEAR (see the address at the top of this form).**

Questions? Please call (205) 933-8101 and give the operator the name of your clinical service. The service secretary will assist you. Thank you.