January 8, 2018

CLINICAL STUDENTS ONBOARDING PROCESS: 2017

Dear Student,

Welcome to VA Palo Alto Health Care System (VAPAHCS). We are here to work with you and assist you through the necessary steps that will ensure your rotation at this facility will be a successful one.

On this site you will find a list of VA House-Staff Coordinators or Specialty Coordinators with their contact information, access to VAPAHCS campus map, an in-processing requirements checklist, and several forms that need to be completed before you can do your clinical rotation at this hospital.

You will be informed by your School of upcoming onboarding events, in some cases this is where documentation for VAPAHCS will be collected, where you also will be fingerprinted and will be provided with additional instructions to continue with the mandatory security in-processing. However, if this is not the case, please work with the House-Staff Coordinator for your selected Clerkship/Specialty/Clinical rotation. They are knowledgeable and will provide instructions to assist you with in-processing.

You must complete and submit ALL the requirements identified on the webpage as detailed in the “requirements checklist”, and forward to either your School’s Coordinator or to the VAPAHCS’ Clerkship/Specialty/clinical rotation House-Staff Coordinator at least 2-3 weeks prior to your assigned start date, or when instructed during your onboarding event(s). Please note that failure to submit ANY of the required documentation will result in cancellation of your rotation at this hospital. (NEW: You may submit electronically – no google.doc, .Zip, DropBox or similar. You MUST send via email/fax/or postal mail)

Please note, you will be required to go directly to the offices of Human Resources (HR) Personnel Security, for additional processing. They are located off campus at: 1776 Old Middlefield Way, Mountain View, CA 94043 (Bldg. 801). Visits to HR are by appointment. Your Coordinator will send you instructions on how to set up an on-line appointment. Your Coordinator must prepare documentation and authorization requests on your behalf with HR first. If you go to HR before being instructed, you may risk delaying your in-processing. You will also be given instructions to set up an appointment with HR to complete the final step to obtain a VA ID badge and computer access.

PLEASE be aware that VAPAHCS is undergoing major construction and parking is limited.

Take a moment to check into our “PARKING INFORMATION WEBSITE” for updates on parking instructions at the VA campus. There are many construction projects underway and parking changes from day-to-day. Visit this site for current status of parking (changes/flow): http://www.paloalto.va.gov/construction.asp

ALSO, if you are not a U.S. Citizen, YOU MUST include in your packet legible copies of documents that give you authorization to study/work in this country.

NOTE: ALL documents under requirements must be submitted, to include a training certificate. Failure to provide a complete packet will delay/impede your appointment process.

If you are coming from out of State, check with the Department of Motor Vehicles (DMV) website regarding vehicle registration. Go to: www.dmv.ca.com – read here about what you will need to do to register your vehicle in California.

If you have any additional questions, contact your designated VA Coordinator for clarification.

Thank you in advance for your cooperation.