

Not in Associated Health Care Professions

FAQ

Q. Where do I find the application materials?

A. <http://www.visn20.med.va.gov/portland/MC/Education/WOC/index.asp>

You must fill out all of the required materials.

Q: What forms do I need to fill out?

A:

The 'application packet' must include these documents:

Cover Page (*this page*)
VAF 0711, Request for Personal Identity Verification Card
OF 612, Optional Application for Federal Employment
OF 306, Declaration for Federal Employment
Without Compensation & Instructor/Student Registration
SF 181, Ethnicity and Race Identification
VA National Rules of Behavior
Certificate of Completion of on-line modules

Q. When should I submit my application?

A. You must submit all forms 4 weeks prior to your start date.

Q. How will I know what to do next?

A. You will receive a 'Welcome Student' e-mail from the education department which will detail the next steps you must take.

Computer Access

Q. How do I get computer access?

A. Computer usage is determined by your clinical supervisor. Students should get computer log on information from the help desk * **Before** * their first workday. The Help Desk is open for walk in customers Monday - Friday from 8:00am to 4:00pm, and phone service Monday to Friday from 7:30am to 4:30pm at 503-220-8262

extension **55909**. **Students should not be at a clinical site without computer access.**

If CPRS Training is necessary you can drop in a class, Please have your log in information **PRIOR** to dropping in a class. CPRS is scheduled once a week on Wednesday or Thursday. Call the Education Division at (503) 220 – 8262 Ext 57004 for the schedule of classes.

*Students should log on to VistA once every 30 days to ensure their account stays active.

Parking

Q. Where can I park while working at the Portland VA Medical Center?

A. Priority for parking at the Portland VA Medical Center is given to patients and visitors of the Portland VA Medical Center. There is no parking for students, except in extreme circumstances. Arrangements for parking on station must be coordinated between your school faculty/instructor and the Parking office at (503) 220-8262 ext 58226. Parking on station without authorization will result in a parking violation and/or your vehicle being towed.

Students may park in any unrestricted parking space at other VAMC CBOCs and other satellite facilities:

1. Salem CBOC
2. Portland Metro West CBOC (Hillsboro)
3. Portland Metro East CBOC (East Portland)

in any designated employee parking lot (employee and vendor parking in sign-posted Patient/Visitor parking lots/spaces is prohibited).