

**OBSERVERSHIP AGREEMENT CHECKLIST:
STUDENTS AND OTHER NON-FACULTY OBSERVERS**

Observer Name: _____

All the following steps must be completed PRIOR to starting an Observership. There are NO exceptions. If this is not completed the Observer is here illegally.

- _____ Signed Observership Agreement
- _____ Documentation of vaccination status
- _____ VA Medical Center picture ID
- _____ Documentation of completed Mandatory Training for Trainees Certificate
- _____ <http://www.va.gov/oa/mandatory.asp> (signed Rules of Behavior needed)
- _____ Completed SF 52 for Without Compensation (WOC) appointment
- _____ Fingerprinting completed with HR and adjudicated (cleared)
- _____ Letter completed by the sponsoring faculty must describe the specific rotation, the function of the applicant on the rotation, and the start date and completion date of the rotation
- _____ Copy of VISA (if applicable)
- _____ Copy of your medical school diploma translated into English if necessary (if applicable)
- _____ ECFMG certificate (if applicable)
- _____ Enter observer in Trainee Tracking Database
<http://vaww.visn23.med.va.gov/hrthires/hrthires.cfm>