

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

Observer Name: \_\_\_\_\_  
Sponsoring Faculty: \_\_\_\_\_  
Sponsoring Department: \_\_\_\_\_

All the steps in the following checklist must be completed **PRIOR** to starting an Observership. There are **NO** exceptions. Agreement must be signed off by ACOS/E and COS and the trainee must be cleared with Human Resources. If this is not completed the Observer is here illegally.

Please submit this completed checklist for final review with all necessary documentation attached. This must be done **no less than 15 business** days before the anticipated start date of the applicant. An Education Service line representative will send final approval to the sponsoring department when all requirements have been verified **no less than 5 business days** before the anticipated start date.

- Letter completed by the sponsoring faculty must describe the observership experience (purpose, specific site), the expected participation and role of the applicant (not clinical), and the start date and completion date of the rotation. It must be co-signed by the service line chief.
- Signed Observership Agreement
- Documentation of vaccination and TB screening status
- \_\_\_\_\_ Documentation of completed training courses in the VA TMS:
  - \_\_\_\_\_ VA Privacy and Information Security Awareness and Rules of Behavior
  - \_\_\_\_\_ Privacy and HIPAA Training
- Fingerprinting completed with HR and adjudicated (cleared) prior to observership dates
- Sponsor must provide a copy of communication with HR that indicates the adjudication date.
- VA ID Badge (observers must wear the ID badge at all times)
- Copy of VISA (if applicable)
- Copy of medical school diploma or other qualifying training documentation if applicable, translated into English if necessary
- Educational Commission for Foreign Medical Graduates Certificate (ECFMG certificate) (if applicable)
- Trainee CV
- United States Medical Licensure Exam (USMLE) Scores Part I and II (as appropriate)
- Two professional letters of reference
- Parental consent documents that authorize fingerprinting and the observership agreement if applicant is underage