Dear VA Health Professions Affiliate or Prospective Affiliate,

Our facility is excited to join with you in your student’s educational adventure!

This letter outlines the requirements that must be fulfilled by your institution to process your student(s) through the VA Black Hills Health Care System (VABHHCS) for their clinical experience. Please ensure that your Clinical program coordinators take the time to become very familiar with the Health Professional Trainee/Resident Instructions to apply for practical experience and/or clinical rotation, as students are directed to work through their Clinical program coordinator for questions or concerns.

**Affiliate/Prospective Affiliate Requirements:**

This section outlines the requirements of the institution:

1. We must have a current federal affiliation agreement on file at the VA BHHCS between your institution’s specific program and our facility. Please check the current list of affiliations on this site. If you do not see your program listed, complete the federal affiliation agreement, sign electronically, attach the document to email, and forward to: julie.jones@va.gov for our facility’s signatures. If unable to sign electronically, mail to:
   - VA Black Hill Health Care System
   - Education Department, Bldg. 90
   - 113 Comanche Road
   - Fort Meade, SD 57741

2. The VA Black Hills Health Care System Designated Learning Office (DLO) and Medical Center Director will countersign both originals and will mail one of them back to your institution for your records.

3. Work with the Student Placement Coordinator at the VA Black Hills Health Care System for all placements of students and need for preceptors.

4. Once student placement is determined, send course syllabus/outline and preceptor requirements to the student placement coordinator from the student placement coordinator list.

5. Communicate facility process to your student(s)

6. Communicate any student questions/concerns that cannot be answered by yourself or by our website instructions via e-mail julie.jones@va.gov

7. Direct students to communicate with you, their institution point of contact, and NOT directly with the VA Black Hills Health Care System.

8. Instruct students to contact the TMS Help Desk at vatmshelpdesk@va.gov OR at 1 (866) 496-0463 M-F between 8am and Midnight EST for issues with TMS.

9. Students are able to schedule their own student orientation session in the VA TMS system as outlined in the Instructions to apply for practical experience and/or clinical rotation under #3, entitled, “Enroll in Talent Management System”. However, if you anticipate having over 10 or more students in one or more clinical placements at the same time please e-mail julie.jones@va.gov and we will work to schedule a special orientation.

10. Communicate any special orientation date and times with students.