



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 Affiliation Agreement, sign electronically, attach the document to email, and forward to: kendra.swaney@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. Complete the Trainee Qualifications and Credentials Verification Letter(TQCVL) and submit as instructed above.
4. Work with the Student Placement Coordinator at the VA Black Hills Health Care System for all placements of students and need for preceptors.
5. Once student placement is determined, send course syllabus/outline and preceptor requirements to the student placement coordinator from the student placement coordinator list.
6. Communicate facility process to your student(s)
7. Communicate any student questions/concerns that cannot be answered by yourself or by our website instructions via e-mail kendra.swaney@va.gov
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. Please e-mail kendra.swaney@va.gov to schedule a student orientation prior to clinical experience.