

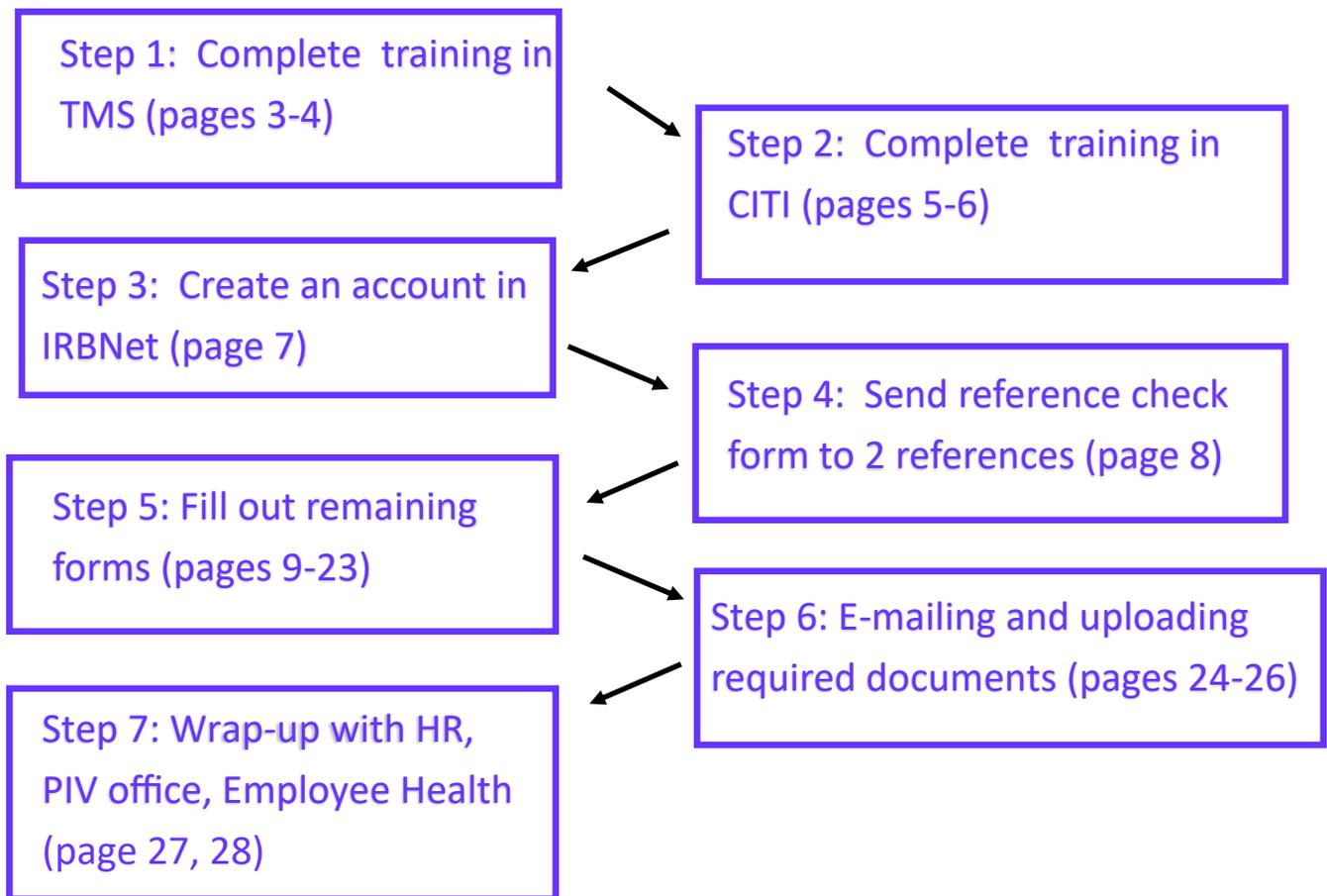


VA Ann Arbor Healthcare System

Application for
Without Compensation (WOC)
Appointments

Updated 1/18/2024

Welcome to the Veterans Affairs Ann Arbor Healthcare System (VAAHS) Research Service!



Need help? Contact Zhoie.Bigham@va.gov

Step 1: Complete Training in Talent Management System (TMS) 2.0

VA TMS 2.0

Please enter your username below:

Enter Username here

Submit

Password Login for New Staff Forgot Username Create New Non-Employee User

Updated Single Sign-On (SSO) Logon Option (PIV Card)

VA has chosen to use VA's Internal SSO solution (SSO) to improve the TMS 2.0 login experience. For those wishing to log on using SSO, you will need to be logged on to the VA network so you can access this URL -

- <https://logon.siam.va.gov/aff/ebservices/public/sami2sso?SPID=https://www.successfactors.com/VAHCM03>
- A link to the TMS 2.0-SSO page has been pushed to GFE IE Favorites, VA Shortcuts/National folder for easier future access.
- Click [here](#) to access the job aid.

Take a Tour of TMS 2.0.

Click on this link to the video tutorial, [Navigating TMS 2.0](#), to take a quick tour.

Need TMS Assistance?

[Locate Your Local Administrator](#)

If you need assistance with the VA Talent Management System (TMS 2.0) contact the Enterprise Service Desk by going to the yourIT Services website or via phone at 1(855) 673-4357. Minimum screen resolution for optimal use is 1024 x 768. Access information on the new Help Desk phone tree [here](#)

Before beginning work as a WOC employee, you must complete the modules listed below. You will be required to complete them annually to stay in compliance.

- VA Privacy and Information Security Awareness Training and Rules of Behavior (VA 10176)
- Infection Control: Bloodborne Pathogens and Tuberculosis (VA 12434)
- Government Ethics—The Essentials (VA 3812493)
- Technology Transfer Program Training (VA 131008977)
- VHA Privacy and HIPAA (VA 10203) - only required if you conduct human subjects research

Follow the instructions on the next page to register for an account and add training.

Need help? Contact Zhoie.Bigham@va.gov

Step 1 continued: Complete Training in Talent Management System (TMS) 2.0

1. From any computer, go to <https://www.tms.va.gov/secureauth35/>
2. Click “Create New Non-Employee User”
3. Select “Veterans Health Administration (VHA)”
4. Select “WOC (those working for VA without VA compensation)”
5. Complete the entries for “My Account Information”
6. Under “My Job Information”, enter the following:
 - A. VA Location: Click on the blue funnel and search for “ANN”
 - B. VA Point of Contact First Name: Zhoie
 - C. VA Point of Contact Last Name: Bigham
 - D. VA Point of Contact Email Address: Zhoie.Bigham @va.gov
 - E. Point of contact phone number: 734-845-5600
 - F. Check “HIPAA Training Required” if you work with human subjects/data
7. Click “Submit”. Your profile will be created
8. Click on the “Continue” button to load your to-do list of required training
9. Complete the content
10. To access certificates, click on the “Learning History” section
11. Click on the printer icon for the course you are interested in
12. Once the certificate appears, you can save it to your computer
13. Certain certificates will need to be provided to the WOC coordinator or up-loaded to your IRBNet account (see page 24)

Need help? Contact Zhoie.Bigham@va.gov

Step 2: Complete Training in CITI

Additional training in the CITI program will be assigned depending on your job duties. Follow the steps below to set up an account:



1. From any computer, go to <https://about.citiprogram.org>
2. Click “Register” (Note: If you already have a CITI account, you do not need to create a new one. After logging in, select "add affiliation". See step 4)
3. Click “Select Your Organization Affiliation”
4. Search for “VA Ann Arbor, MI-506”
5. Check the boxes and select “Create a CITI Program Account”
6. Enter your information and click “Continue to Step 3”
7. Create your username, password, and security question then go to step 4
8. Fill in the required information for Country of Residence, etc, and go to step 5
9. Answer the questions for continuing education until then go to step 6
10. Fill in the information then go to step 7
11. You will be asked a series of questions. You should select answers that correspond with your role in VA research. See the next page for suggestions and helpful hints.
12. After you have answered the questions, select “complete registration”
13. Click “Finalize Registration”
14. Complete the required coursework and save the completion certificates
15. Certain certificates will need to be provided to the WOC coordinator or uploaded to your IRBNet account (see page 24)

Need help? Contact Zhoie.Bigham@va.gov

Step 2 continued: Complete CITI Training

- **Question 1:** Check yes if you work with human subjects or human data. You will need to complete “VA Human Subjects Training”
- **Question 2:** If you answered “yes” to question 1, you may need to select an additional box if you work with investigational drugs or devices or industry-sponsored studies. Check with your PI or supervisor if you are not sure.
- **Question 3:** Answer “no” to this question as only members of the IACUC need to take this course.
- **Question 4:** Answer “yes” if you will be working with laboratory animals. You will be assigned “Working with the VA IACUC”
- **Question 5:** If you answered “yes” to question 4, you must select the species. You will be assigned “Working with {lab animal} in research settings”.
- **Question 6:** This course is optional for lab staff, but highly recommended if you conduct animal research. If you answer “yes”, you will be assigned “Post-approval monitoring”
- **Question 7:** If you answered “yes” to question 4, you must answer question 7. If you are conducting rodent survival surgery, check “yes” and you will be assigned “Post Procedure Care of Mice and Rats”. Check with your PI/supervisor if you aren’t sure.
- **Question 8:** If you work in a VA laboratory, you must select one of the first two answer to have “Introduction to VA Biosecurity Concepts” added.
- **Question 9:** No answer required. Only applies to members of the R&D committee.
- **Question 10 and 11:** If you work in a VA laboratory, select “yes” to both questions. You will be assigned “Lab Chemical Safety” and “Formaldehyde Safety Awareness”

Need help? Contact Zhoie.Bigham@va.gov

Step 3: Create an Account in IRBNet



Welcome to IRBNet

Not registered yet? [Register Now](#) to get started!

If you have already registered on IRBNet GovCloud you can log in here.

Prefer to log in with your PIV card? (You must be logged in to your Agency network.)

Forgot your Username or Password? [Click here](#) for help.

A login form with two input fields: 'Username:' and 'Password:'. Below the fields is a 'Continue' button.

IRBNet (sometimes referred to as VAIRRS) is the system we use to provide regulatory oversight of VA research projects and the staff conducting the research.

Create your IRBNet account:

1. Go to <https://gov.irbnet.org>
2. Select “Register Now”
3. Fill out your first and last name. Use the drop-down box to select your research institution as “VA Ann Arbor Healthcare System”. Choose a username and password and select “Continue”
4. Enter remaining information. Click “Register”
5. An automated activation email will be sent to you. You will need to click the link within the email to activate your account.

Link your CITI account to IRBNet

1. From within IRBNet, select “User Profile” on the upper right side
2. Scroll down to External Accounts. Click “Add External Account”
3. Enter your associated CITI Member ID from your CITI account. This number can be found at the top of your CITI homepage upon login.
4. A verification link will be sent to the email associated with your CITI account.
5. After verifying, coursework will be pulled into IRBNet over the next 24 hours and will continue to update automatically.

Need help? [Contact Zhoie.Bigham@va.gov](mailto:Zhoie.Bigham@va.gov)

Step 4: Send Reference Check Form to 2 References

- VA Form FLS-127 must be sent to two references.
- The form can be accessed by clicking [HERE](#) or cutting and pasting the following address:
<https://omb.report/icr/201603-2900-001/doc/62827401>
- References that have acted in a supervisory capacity are preferred.
- After completing and signing the form, references can return the form to the WOC applicant or email it directly to Zhoie Bigham (Zhoie.Bigham@va.gov)
-

Step 5: Fill out Remaining Forms

Complete the following forms:

- ⇒ Research Service New Employee Information Sheet (Page 10)
- ⇒ Scope of Practice (Pages 11—14; Requires Applicant and PI signature; WOC coordinator will obtain remaining signature)
- ⇒ VA Form 10-0539—Assignment of Functional Categories (Page 15-18; Requires Applicant and PI signature)

-If you require access to patient medical records, including research records, select, “Department of Veterans Affairs (VA) Researchers” on page 15. If you do not need access to health information, select “Operations Support” on page 16.

- ⇒ Intellectual Property Agreement (Page 19; Requires Applicant signature; WOC coordinator will obtain remaining signature)
- ⇒ Laboratory Employee Safety Training Checklist (Page 20; Requires Applicant and PI signature; There is an opt-out box to check if you do not conduct any activities in a research laboratory setting)
- ⇒ Occupational Health and Safety Program - Explanation and Acknowledgement (Page 21-23; Requires Applicant signature; There is an opt-out box to check on page 21 if you do not conduct research involving animals)
- ⇒ Provide a recent version of your resume to the WOC coordinator (no specific format required)

Research Service New WOC Information Sheet

Employee Name:

Other Names Used (Maiden Name, Aliases, etc):

Date of Birth:

Place of Birth (city, state, province, country):

Social Security Number:

Current Residential Address:

Cell Phone Number:

Home Phone Number:

U.S. Citizen NO YES

Gender (as indicated on government issued ID): Male Female

Degree: University/Program Attended:

Completion Date:

VA Job Title:

Start Date:

VA Supervisor:

Work Address:

Work Phone Number:

E-mail address:

Do you need access to Bldg 22 or 31? NO YES

Do you need a VA computer network account? NO YES

If yes, what applications will you need?

Electronic Health Record Remote Access/VPN Other

Need help? [Contact Zhoie.Bigham@va.gov](mailto:Zhoie.Bigham@va.gov)



Scope of Practice for Research Personnel

NAME OF RESEARCH PERSONNEL	EMAIL ADDRESS
PRIMARY PRINCIPAL INVESTIGATOR OR SUPERVISOR	ROLE IN RESEARCH <i>(Investigator, Research Staff, Statistician, Consultant, Etc...)</i>
Please indicate type of Employee:	
<input type="checkbox"/> Study Team Member – VA Employee	
<input type="checkbox"/> Study Team Member – IPA or WOC Employee	

1. RESEARCH TEAM MEMBERS: The Scope of Practice is specific to the duties and responsibilities of Research Personnel (Employee or WOC or IPA) as an agent of the listed Principal Investigator. As such he/she is specifically authorized to conduct research with the responsibilities outlined below. Only one Research Scope of Practice is required for each Research Staff Member. When Research personnel are involved in multiple studies, this scope of practice should encompass all of the duties that the individual is authorized to perform. All Principal Investigators for whom the staff member will be working (who are not the supervisor), should also review the Scope of Practice Statement to ensure that the duties authorized match those that will be performed as part of the research. Local training may be required to perform some of the duties authorized to conduct a study.

2. PRINCIPAL INVESTIGATORS: A Scope of Practice must be completed for Principal Investigators to delineate their Research duties outside of the Credentialing and Clinical Privileges granted by the Medical Center. This includes all duties performed in addition to the PI oversight responsibility.

3. PROCEDURES: The principal investigator(s) must complete this Scope of Practice granting duties/procedures the personnel may be authorized to perform on a regular and ongoing basis. Please check and complete the applicable Sections I and II. Section III is required for all Scopes of Practice.

- SECTION I** is completed for Human Subject research activities.
- SECTION II** is completed for Bench and/or Animal research activities.

SECTION III requires signatures of the Research Personnel and PI/VA Supervisor and date. If the individual works for more than one PI, that PI should also review this document.

SECTION I HUMAN SUBJECT RESEARCH

Routine Duties	YES	NO
1. Screens patients to determine study eligibility criteria by reviewing patient medical information or interviewing subjects.	<input type="checkbox"/>	<input type="checkbox"/>
2. Develops recruitment methods to be utilized in the study.	<input type="checkbox"/>	<input type="checkbox"/>
3. Performs venipuncture to obtain specific specimens required by study protocol (requires demonstrated and documented competencies).	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiates submission of regulatory documents to VAAHS VA IRB, VA R&D committee, sponsor and other regulatory agencies.	<input type="checkbox"/>	<input type="checkbox"/>
5. Involved in study medication use, administration, storage, side effects and notification of adverse drug reactions to study site.	<input type="checkbox"/>	<input type="checkbox"/>
6. Provides education to patient, relatives and Medical Center staff regarding study activities.	<input type="checkbox"/>	<input type="checkbox"/>
7. Maintains complete and accurate data collection in case report forms and source documents.	<input type="checkbox"/>	<input type="checkbox"/>
8. Initiates and/or expedites requests for consultation, special tests or studies following the Investigator's approval.	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrates proficiency with VISTA/CPRS computer system by scheduling subjects research visits, documenting progress notes, initiating orders, consults, etc.	<input type="checkbox"/>	<input type="checkbox"/>
10. Accesses patient medical information while maintaining patient confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>
11. Is authorized to obtain informed consent from research subject and is knowledgeable to perform the informed consent "process".	<input type="checkbox"/>	<input type="checkbox"/>
12. Collects and handles various types of human specimens (serum, sputum, urine, tissue, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
13. Process and ship specimens, chemicals, reagents, etc. (<i>Requires Shipping of Hazardous Materials training, U.S. Department of Transportation, available through the Safety Office – Joe Jurasek</i>)	<input type="checkbox"/>	<input type="checkbox"/>
14. Enters data into databases.	<input type="checkbox"/>	<input type="checkbox"/>
15. Initiates intravenous (IV) therapy and administers IV solutions and medications.	<input type="checkbox"/>	<input type="checkbox"/>
16. Other (i.e. project consulting, please detail below in "Miscellaneous Duties")	<input type="checkbox"/>	<input type="checkbox"/>
Principal Investigator Duties	YES	NO
Serves as the Principal Investigator/Co-Principal Investigator on human subjects Research; thereby, providing oversight of the study and all study staff.	<input type="checkbox"/>	<input type="checkbox"/>

MISCELLANEOUS DUTIES (if applicable):

The above individual is authorized to perform in the following miscellaneous duties not otherwise specified in this Scope of Practice.

1.
2.
3.

If Section II Bench and/or Animal research is not applicable, skip to the Signature page (Section III).

SECTION II BENCH and/or ANIMAL SUBJECT RESEARCH

Bench Routine Duties	YES	NO
1. Use and store chemicals (e.g., toxic, carcinogenic, flammable, teratogenic)	<input type="checkbox"/>	<input type="checkbox"/>
2. Operate routine laboratory equipment including centrifuges, safety cabinets, exhaust hoods, etc.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use containment equipment (e.g., protective clothing, safety cabinets, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
4. Use biomaterials, microbial or viral agents, pathogens and/or toxins.	<input type="checkbox"/>	<input type="checkbox"/>
5. Use molecular biology techniques (e.g., cloning, etc.) and vectors.	<input type="checkbox"/>	<input type="checkbox"/>
6. Use radioactive materials and/or radiation generating equipment. (<i>Radiation Safety approval required to order/use radioactive materials.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
7. Collects, records, or analyzes animal/laboratory research data.	<input type="checkbox"/>	<input type="checkbox"/>
8. Process and ship specimens, chemicals, reagents, etc. (<i>Requires Shipping of Hazardous Materials training, U.S. Department of Transportation, available through the Safety Office – Joe Jurasek</i>)	<input type="checkbox"/>	<input type="checkbox"/>
9. Other (please detail in “Miscellaneous Duties” below).	<input type="checkbox"/>	<input type="checkbox"/>
Principal Investigator Duties	YES	NO
Serves as the Principal Investigator/Co-Principal Investigator on bench science research; thereby, providing oversight of the study and all study staff.	<input type="checkbox"/>	<input type="checkbox"/>

Animal Subject Routine Duties	YES	NO
1. Is knowledgeable about the ethical and safe handling of animals and performs procedures involving animals (e.g. tailing, surgery, and/or behavioral interventions). <i>Requires completion of the CITI Species Specific training.</i>	<input type="checkbox"/>	<input type="checkbox"/>
a. Performs special husbandry and/or practices as required.	<input type="checkbox"/>	<input type="checkbox"/>
b. Performs surgical procedures on small animals.	<input type="checkbox"/>	<input type="checkbox"/>
c. Performs surgical procedures on large animals.	<input type="checkbox"/>	<input type="checkbox"/>
d. Administers euthanasia for animals in approved ACORPs.	<input type="checkbox"/>	<input type="checkbox"/>
e. Obtains blood specimens from animals.	<input type="checkbox"/>	<input type="checkbox"/>
f. Administers parenteral injections (IP-intraperitoneal, SQ-subcutaneous, IM-intramuscular, IV-intravenous) I	<input type="checkbox"/>	<input type="checkbox"/>
g. Administers substances PO (orally).	<input type="checkbox"/>	<input type="checkbox"/>
h. Works with breeding colony protocols	<input type="checkbox"/>	<input type="checkbox"/>
2. Uses safe procedures involving animals and uses protective equipment appropriately (e.g. gloves, mask, eye protection, protective clothing).	<input type="checkbox"/>	<input type="checkbox"/>
3. Orders laboratory animals.	<input type="checkbox"/>	<input type="checkbox"/>
4. Other (please detail in “Miscellaneous Duties” below).	<input type="checkbox"/>	<input type="checkbox"/>
Principal Investigator Duties	YES	NO
Serves as the Principal Investigator/Co-Principal Investigator on animal subject research; thereby, providing oversight of the study and all study staff.	<input type="checkbox"/>	<input type="checkbox"/>

MISCELLANEOUS DUTIES (if applicable):

The above individual is authorized to perform in the following miscellaneous duties not otherwise specified in this Scope of Practice.

1.
2.
3.

Complete the Signature Page in Section III.

SECTION III SIGNATURE PAGE (Submit along with the Section(s) applicable to the individual's Scope of Practice)

Principal Investigator/Supervisor's Statement:

The Scope of Practice was reviewed and discussed with the personnel on the date shown below. After reviewing his/her education, competency, qualifications, peer reviews, and individual skills, I certify that he/she possesses the skills to safely perform the aforementioned duties/procedures.

Both the personnel and I are familiar with all duties/procedures granted in this Scope of Practice. We agree to abide by the parameters of this Scope of Practice, all applicable facility policies and regulations.

This Scope of Practice will be reviewed annually and amended as necessary to reflect changes in the individual's duties/ responsibilities. A new Scope of Practice will be completed if the employee is assigned a new supervisor.

_____	<input type="text"/>
Research Personnel	Date
_____	<input type="text"/>
Principal Investigator or Supervisor	Date

The original signed Scope of Practice will be maintained electronically by the Research Business Office. Research personnel should upload a copy to their IRBNet account. The Supervisor and/or Principal Investigator should also maintain a copy of the Scope of Practice for their records and/or for any regulatory binders.

OFFICE USE ONLY:

_____	<input type="text"/>
ACOS/Research & Development Service	Date



Employee's Name:

Job Title:

Department/Service Assigned:

An Assignment of Functional Category is a classification of an employee by their supervisor indicating their level of access to Individually Identifiable Health Information (IIHI) and/or Protected Health Information (PHI). This form must be completed 1) upon hiring and in-processing; 2) annually thereafter; and 3) as needed due to job changes between annual reviews. Supervisor and employees should have a discussion which clearly communicates the level of access to IIHI/PHI as well as when, and what, employees may access in the performance of their assigned duties. Functional category for medical residents or other health professional trainees is assigned within their MTT training (TMS 3185966 or 3192008). If an employee's duties are covered by more than one functional category listed below, access should be granted based on the less restrictive category to meet the need of an intended purpose.

Immediate Supervisor: Check off functional category, review with employee, obtain signatures, and maintain copy in the *Supervisor's Personnel Files* (RCS10-1,3000.18) for the individual employee.

	Functional Categories (Class of Persons)	Type of Protected Health Information Accessible	Allowable Systems of Records Notice (SORN) for Limited Access	Primary Conditions for Access to Information
<input type="checkbox"/>	Direct Care Providers (e.g., Licensed Independent Practitioners, Nurse, Chaplain, Psychologist, Pharmacist, Social Worker, Therapists, Dietitian and Health Care Professional Trainees)	Entire Health Record		Treatment of Individuals
<input type="checkbox"/>	Department of Veterans Affairs (VA) Researchers	Entire Health Record (including research records)		Activities as approved by an Institutional Review Board or Privacy Board; Preparatory to Research
<input type="checkbox"/>	Indirect Care Providers (e.g., Pharmacy/Lab/X-ray Technicians and Health Care Professional Trainees)	Entire Health Record		In support of treatment of individuals
<input type="checkbox"/>	Community Care Office Purchased Care Office Administrative Staff	Entire Health Record		In support of Purchased Care Office oversight functions such as payment, reimbursement, income verification and eligibility benefits
<input type="checkbox"/>	Health Information Support Services Staff (e.g., Medical Support Assistants, Health Unit Coordinators, Medical Record Administrators/ Technicians, Release of Information Specialists, Transcriptionists, Billing and Coding Specialists, Tumor Registrars, Enrollment and Eligibility Staff)	Entire Health Record		Assigning diagnostic codes, billing, transcription, filing, scanning, release of information, patient look-up, providing or inputting registry data, insurance and eligibility verification, patient complaints and resolution
<input type="checkbox"/>	Quality, Oversight and Investigations (e.g., Quality Management, Risk Management, Infection Control, Utilization Review, Radiation and Environmental Safety Officers, Peer Reviewers, Narcotic Inspections)	Entire Health Record		Address medical inspections, investigations, complaint review and resolution, quality reviews, patient safety reviews, compliance reviews, and provide congressional responses

	Functional Categories (Class of Persons)	Type of Protected Health Information Accessible	Allowable Systems of Records Notice (SORN) for Limited Access	Primary Conditions for Access to Information
<input type="checkbox"/>	Chief of Police, Assistant Chief of Police Officer	Limited Health Record (when necessary to complete the task)	Any Privacy Act SORN related to the task	Performing security related functions that require access to patient contact information. (i.e. parking infractions, warrants, security actions-validating presence on VA grounds, correspondence)
<input type="checkbox"/>	Police Dispatchers	Limited Health Record (when necessary to complete the task)	Any Privacy Act SORN related to the task	Performing security related functions that require access to patient contact information. (i.e. parking infractions, warrants, security actions-validating presence on VA grounds, correspondence)
<input type="checkbox"/>	Police and Security Service	Police and Security Service		Law enforcement function
<input type="checkbox"/>	Care-Related Committee Members (Committees such as; Disruptive Behavior, Ethics, Medical Record, Narcotics Review, etc.)	Entire Health Record		Treatment of individuals and health care operations with compliance and charter responsibilities
<input type="checkbox"/>	Occupational Health	Limited Health Record (when necessary to complete the task)	Any Privacy Act SORN related to the task	Treatment of employees
<input type="checkbox"/>	Patient Support Positions (e.g., Patient Advocate)	Entire Health Record		Performing Patient Support Operations
<input type="checkbox"/>	Regulatory Support Positions (e.g., Facility Information Systems Security Officers (ISSO), Privacy Officers (POs), Compliance Officers, VISN ISSO, POs and Compliance Officers, Records Managers, Research Compliance Officers, FOIA Officers)	Entire Health Record (including research records)		Monitoring and tracking of security, privacy, patient care and compliance issues
<input type="checkbox"/>	Operations Support (Contracting, Acquisitions, Human Resources, Employee Education, Library, Engineering, Telecommunications)	No need for access to PHI		Internal operations
<input type="checkbox"/>	Facility and VISN Leadership and Management	Limited Health Record (when necessary to complete the task)	Any Privacy Act SORN related to the task	Overseeing of operation and management, executive decisions for health care operations

	Functional Categories (Class of Persons)	Type of Protected Health Information Accessible	Allowable Systems of Records Notice (SORN) for Limited Access	Primary Conditions for Access to Information
<input type="checkbox"/>	Administrative Support (MHV Coordinator, Bio-Medical, Administrator Officer of the Day (AOD), Equal Employment Opportunity (EEO), Public Affairs, Call Center Support, Program Support Staff, Mail Room Staff, Food Prep Staff, Union Steward	Limited Health Record (when necessary to complete the task)	Any Privacy Act SORN related to the task	Administrative, public, and employee support
<input type="checkbox"/>	Environmental Support Staff (e.g. Groundskeepers, Building Management)	No need for access to PHI		Maintenance of grounds, buildings, and housekeeping
<input type="checkbox"/>	Information Technology (e.g. Clinical Application Coordinators, Automated Data Processing Application Coordinators (ADPACS) OI&T Staff, Decision Support Staff, Area Managers, Chief Medical Information Officers, Chief Health Informatics Officers)	Limited Health Record (when necessary to complete the task)	Any Privacy Act SORN related to the task	Maintenance and support of computer systems, as well as, employee computer support
<input type="checkbox"/>	Veterans Canteen Service, Cafeteria, Retail Store	No need for access to PHI		Retail and food services for employees and Veterans
<input type="checkbox"/>	Volunteer Services (e.g., Reception Desk, Facility Escorts, Transportation Drivers)	Limited Health Record (when necessary to complete the task)	Any Privacy Act SORN related to the task	Transportation of patients with vehicles, information desk support and escorting patients to appointments
<input type="checkbox"/>	VHA Program Office, VACO Leadership	Limited Health Record (when necessary to the complete task)	Any Privacy Act SORN related to the task	Overseeing of health care operations, budget and management, executive decisions for VHA Central Office, health care oversight, complaint/inquiry resolution



Employee's Name:

Job Title:

Department/Service Assigned:

SIGNATURES

Employee: By signing this document, I acknowledge my supervisor has explained to me and understand that I have been assigned the functional categories listed above and given computer access and VistA menu options; if applicable, to access and use Protected Health Information only in the performance of my official job duties and assigned tasks. I will not access, use, or disclose Protected Health Information in any way that does not comply with the Minimum Necessary Standard for Use and Disclosure of Protected Health Information.

Supervisor: By signing this document, I attest that I have explained the assigned functional categories and Minimum Necessary Standards for privacy to this employee.

Employee's Signature:

Date:

Supervisor's Signature:

Date:

ANNUAL REVIEWS

Note: A new VA Form 10-0539 must be completed if any changes have been made to the functional category assignments or if there has been a change in duties. If no changes have been made, complete the bottom portion during the employee's annual performance appraisal review.

Employee's Signature:

Date:

Supervisor's Signature:

Date:

VA – WOC APPOINTEE INTELLECTUAL PROPERTY AGREEMENT

This agreement is made between _____ and the Department of Veterans Affairs (VA) in consideration of my Without Compensation (WOC) appointment by the VA Ann Arbor Healthcare System (VAAAHS) at Ann Arbor, Michigan, and performing VA-approved research (as defined below) utilizing VA resources. This agreement is not intended to be executed by WOC appointees exclusively performing clinical services, attending services, or educational activities at the VAMC.

1. I hold a WOC appointment at the Ann Arbor VA for the purpose of performing research projects, evaluated and approved by the VA Research and Development Committee (VA-approved research), at this location.
2. By signing this agreement, I understand that, except as provided herein, I am adding no employment obligations to the VA beyond those created when I executed the WOC appointment.
3. I have read and understand the VHA Intellectual Property Handbook 1200.18. Available at https://www.research.va.gov/programs/tech_transfer/policies.cfm, which provides guidance and instruction regarding invention disclosures, patenting and the transfer of new scientific discoveries.
4. Notwithstanding that I am an employee or appointee at _____, I will disclose to VA any invention that I make while acting within my VA-WOC appointment in the performance of VA-approved research utilizing VA resources at the VAMC or in VA-approved space.
5. I understand that the VA Office of General Counsel (OGC) will review the invention disclosure and will decide whether VA can and will assert an ownership interest. Every effort will be made to issue a decision within 40 days of receipt of a complete file. OGC will base its decision on whether VA has made a significant contribution to the invention, to include my use of VA facilities, VA equipment, VA materials, VA supplies, and VA personnel, as well as assessment of the potential of the invention.
6. If VA asserts an ownership interest based on my inventive contribution, then, subject to Paragraph 7 below, I agree to assign certain ownership rights I may have in such invention to the VA. I agree to cooperate with VA, when requested, in drafting the patent applications(s) for such invention and will thereafter sign any documents, recognizing VA's ownership, as required by the U.S. Patent and Trademark Office at the time the patent application is filed.
7. VA recognizes that I am employed or appointed at the entity named in paragraph 4 and have obligations to disclose and assign certain invention rights to it. If that entity asserts an ownership interest, VA will cooperate with it to manage the development of the invention as appropriate.
8. If an Invention Management Agreement (IMA) exists between the VA and the mentioned entity in paragraph 4, this Agreement will be implemented in accordance with the provisions of that IMA.

Date

WOC Signature

Date

ACOS/R&D Signature

VAAHS Research Service (151)

LABORATORY EMPLOYEE SAFETY TRAINING CHECKLIST

Employee Name	Supervisor	WOC VA Employee	Start Date
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If you do not conduct any research activities in a laboratory, you can check this box and skip this form.

	1. Location and use of Life Safety Equipment		5. SDS Sheets (Safety Data Sheets - location and use)
	a. Fire Safety 1. Fire Emergency Plan - RACE 2. Pull Stations - location & fire codes 3. Fire Extinguishers - location & use		6. Review the Hazardous Materials Management Plan (S-2)
	b. Minimum Accessibility Requirements 1. Maintain a 48" corridor width 2. Storage at least 18" from sprinkler heads 3. Maintain 36" semi-circle of access to electrical panels		7. Safety Management Program (S-3)
	Showers, Eye Washes (location, use, c. functionality check & monthly update of inspection tags for eye washes)		8. Exposure Control Plan For Bloodborne Pathogens (S-4) a. To work with human blood/body fluids b. Post Exposure Evaluation and Follow-up.
	d. Spill Kits for Acid, Caustic, Flammable, Blood & Body fluids (how to use, fully stocked kits) 1. Replacement supplies		9. Emergency of Operations Plan (EOP) & Continuity of Operations Plan (COOP)
	e. Safety equipment specific to your lab, including personal protection equipment (PPE) 1. Lab coats 2. Eye, Face, Hand, Foot, Head		10. Operation of equipment (such as sterilizers and centrifuges) a. Location of operation Manual b. Documented User Training
	2. Medical Center Safety Policies Manual (review location & check documentation that each person who works in the lab has reviewed manual)		11. Safety of Personnel Engaged In Research VHA Directive 1200.08
	3. VA Research Safety Policies On-Line http://www.annarbor.research.va.gov/ANNARBORRESEARCH/policies.asp		12. Specific job related hazards a. Gas cylinder storage and handling b. Moving chemicals to storage c. Glass d. Chemical inventory e. Biohazard
	4. Radiation Safety and ALARA Program (S-1)		<u>NO FOOD OR DRINKS IN LABS</u> No beverage containers of any kind on benches No food in laboratory refrigerators VIOLATORS WILL FACE DISCIPLINARY ACTION

Employee Signature	Date	Supervisor Signature	Date
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Occupational Health and Safety Program (OHSP) for Personnel with Laboratory Animal Contact

Each VA facility with an animal research program must establish an OHSP to protect the personnel who are involved in animal research, or who are otherwise at risk of exposure to animals or their (unfixed) tissues or fluids. The purpose of this brochure is to explain the components of the OHSP, and provide information on how you can minimize the chance of any adverse health effects from working with laboratory animals.

Who should participate? All personnel who work with animals or unfixed tissues in VA research must be given the opportunity to enroll in the OHSP at the VA facility at no charge. Furthermore, individuals who may have intermittent animal exposure must also be given the opportunity to enroll (e.g. IACUC members, housekeeping staff, physical plant, VA police officers) You may choose to decline to receive OHSP services that aren't required to protect the health of personnel and animals. To enroll, contact your VA research administrators or Occupational Health.

What is included? The services you receive will depend on the type and frequency of exposure, and your medical history. A medical surveillance questionnaire is often used to assess your individual risk factors. A health professional will review your responses and determine the frequency and type of interaction (tuberculin testing, immunizations, etc.) with the OHSP.

ANIMAL EXPOSURE RISKS

The hazards associated with handling animals can be divided into three categories:

1) Physical Hazards. Examples of such hazards include animal bites and scratches, sharps injuries, injuries associated with moving cages or equipment, and adverse consequences from excessive noise or accidental exposure to workplace. The key to preventing these injuries is proper training and meticulous attention to proper work practices.

- Use appropriate techniques for animal handling and restraint.
- Do not recap needles and dispose of sharps in approved containers.
- Employ good ergonomic practices to avoid muscle sprains and repetitive motion injuries.
- Wear recommended personal protective equipment (PPE) such as a lab coat, gloves, eye and hearing protection.

2) Allergies. Allergic reactions to animals are among the most common conditions that affect the health of workers exposed to laboratory animals. Sneezing, itchy eyes, and skin rashes are typical clinical signs, but in serious cases, asthma or anaphylaxis may occur. Allergens include urine, dander, and saliva, especially from rodents. You can limit exposure to allergens by using appropriate PPE and using safe work practices.



Protect Yourself from Allergies!

- Work in a clean, well-ventilated environment.

- Wear appropriate PPE such as a lab coat and disposable gloves, and **never rub your face or eyes** until you have removed your gloves and washed your hands thoroughly.
- It may be helpful to wear a surgical-type mask to reduce airborne exposure in animal rooms. If you need a respirator, you must be medically cleared, fit tested and trained annually.

3) Zoonotic diseases. Zoonotic diseases are those that can be transmitted from animals (or animal tissues) to humans. Although a substantial number of animal pathogens may cause disease in humans, zoonotic diseases are not common in modern animal facilities, largely because of prevention, detection, and eradication programs.

Unfortunately some infections of animals may produce serious disease in humans *even when the animals themselves show few (if any) signs of illness*. Therefore, you must be aware of possible consequences when working with each species of animal and take precautions to minimize the risk of infection. **If you experience flu-like symptoms or other signs of illness, be sure to tell your doctor that you work with animals, just in case your illness is related to your work with animals.**

Prevention. Common sense steps that can be taken to lessen zoonotic disease risk include:

- Do not eat, drink, or apply cosmetics or contact lenses around animals.
- Wear gloves when handling animals or their tissues.
- Use proper manual and/or anesthetic restraint when working with fractious animals and/or administering hazardous agents.

- Work in pairs whenever possible.



Do not recap used needles! Whenever possible, use safety devices, activate the safety feature as soon as possible and dispose them promptly in a biohazard “sharps”

container.

- When performing procedures such as bedding changes, blood or urine collections, or necropsies, work in biological safety cabinets or wear specialized PPE as directed.
- **Consult your supervisor, the Safety Officer, or Occupational Health if you need additional training at any time.**

WHAT YOU SHOULD KNOW

About Bites, Scratches, and other Injuries...

Contact your Supervisor and Occupational Health immediately if you are bitten or scratched, if you injure yourself while performing your job, or if you experience unusual disease symptoms.

If you are Pregnant...

Working with hazardous agents and toxic chemicals is discouraged during pregnancy. Consult Employee Health and your personal physician for advice about working safely during pregnancy. Toxoplasma is an infectious agent sometimes shed in cat feces, and it can infect the fetus of pregnant women that do not have acquired immunity. Pregnant women should generally avoid any contact with cat feces or litter boxes.



If you work with Nonhuman Primates...



Diseases of nonhuman primates (NHPs) are often transmissible to humans. Although, several NHP viruses may cause disease in humans, *Herpesvirus simiae* (B-virus) is of greatest concern. This virus occurs naturally in macaques such as rhesus and cynomolgus monkeys. Infected monkeys usually show no clinical signs, but the virus may cause fatal brain infections in humans. Transmission to humans occurs via exposure to contaminated saliva, secretions, or tissues. This typically occurs as a result of a bite or scratch; transmission may also occur via splashes that come in contact with mucous membranes or via injuries caused by contaminated equipment. Proper work practices are essential to preventing exposure.

- Wear PPE, (i.e. protective outer garments, gloves, face mask, and eye protection).
- Anesthetize monkeys whenever possible before handling.
- In the event of possible exposure, obtain medical attention immediately. Instructions for treating wounds and obtaining medical attention must be posted in each nonhuman primate area.

Tuberculosis may be transmitted both from humans to animals and from animals to humans. NHPs and individuals in contact with them must be screened for tuberculosis annually. *Shigella*, *Campylobacter*, *Salmonella*, and *Entamoeba histolytica* cause diarrhea in NHP species and may cause similar problems in humans exposed to NHP feces. Infection is best

prevented by protection from aerosols, the use of gloves, and careful hand washing.

Simian immunodeficiency virus (SIV) is closely related to HIV, the human AIDS virus, and can, on rare occasions, affect macaques. Some evidence suggests it may infect humans as well, so measures should be taken to prevent contact with monkey blood or blood products.

If you work with Dogs or Cats...



The main risks associated with working with dogs and cats are bites and scratches. Sometimes scratches or bites can result in infections. Cat bites can result in particularly severe infections. Cat scratch fever (Bartonellosis) is caused by a rickettsial organism and is characterized by flu-like symptoms and swollen lymph nodes.

Rabies

The likelihood of contracting rabies as a result of a bite is now very low because research dogs and cats are typically vaccinated for rabies. Nevertheless, it is recommended that persons in contact with dogs or cats be vaccinated against rabies.

If you work with Farm Animals...

Q fever, a potentially serious disease caused by *Coxiella burnetii*, is carried by ruminants and shed abundantly from the placental membranes of sheep.



Human exposure can result in pneumonia and other symptoms. Sheep used in research should be assumed to be infected, and careful measures taken to prevent transmission to humans. All individuals working with pregnant laboratory sheep should wear gloves, respiratory protection, and protective outerwear.

If you work with Rodents or Rabbits...

Allergies are common among personnel who work with rodents (e.g., mice, rats, guinea pigs, hamsters) and rabbits. If you have pre-existing allergies or if you experience a runny nose, itchy eyes, or skin rashes when working around these species you should report these symptoms immediately to Occupational Health. Measures can be taken to limit your exposure to allergens, thereby reducing the severity of symptoms and decreasing the likelihood that symptoms will worsen.



Rodents and rabbits obtained from commercial sources have a low risk of transmitting zoonotic diseases. However, animals caught in the wild can harbor a variety of bacterial, viral, fungal, and parasitic infections that can constitute a significant hazard to personnel.



If you work with Hazardous Agents...

The proper use of hazardous biological, chemical, and physical agents in animals depends on careful planning, proper training, and careful attention to prescribed work practices. Signs should be posted indicating the

nature of the hazard, necessary precautions, and emergency contact information. The PPE needed depends on the agent in use, but in all cases gloves should be worn and hands should be washed after handling potentially contaminated materials. A biological safety cabinet should be used when handling infectious materials, especially if there is a potential for generation of aerosols, and a fume hood should be used when handling toxic chemicals or radioactive materials. The measures must be appropriate for the specific hazard, as determined by the Safety/Biosafety Officer in consultation with the investigator, the Subcommittee on Research Safety, and the veterinarian.



FOR FURTHER INFORMATION

The services offered in your program may differ somewhat from those described in this pamphlet. For further information, contact your research administrators or Occupational Health. More guidance in this area can be found in VHA Handbook 1200.07, "Use of Animals in Research."



Occupational Health and Safety Program (OHSP) Explanation and Acknowledgement of Program

1. What does the VA require for an OHSP in an animal research program?

The VA requires each VA facility with an animal research program to develop a written policy establishing an OHSP to protect the personnel who are involved in animal research or who are otherwise at risk of exposure to animals or their (unfixed tissues or fluids. This includes protection from risks related to the use of hazardous agents specifically used in research animals. The program should be tailored to individuals according to the risks they will encounter and their medical history (VHA Handbook 1200.07, *Use of Animals in Research*, paragraph 10 and Appendix C, 23 November 2011, and *Occupational Health and Safety in the Care and Use of Research Animals*, The National Academies Press, 1997).

2. Who must be allowed to participate in the VA OHSP?

All Federal paid employees, without compensation (WOC) employees and other non-Federal personnel who work with animals or unfixed tissues used in VA research **MUST** be given the opportunity to participate equally in the OHSP at the VA facility at no charge, unless the IACUC determines that such personnel are enrolled in an alternate program (e.g., an affiliate's program) that complies with Public Health Service (PHS) policy. In addition, the following individuals who have intermittent contact with animals or the animal facility must also have the opportunity to enroll at no charge:

- a. IACUC voting members (including the non-affiliated and non-scientist member) and non-voting participants who enter the animal facility as part of the IACUC semi-annual evaluation of the animal care and use program and facilities.
- b. Maintenance, engineering, and housekeeping perosnnel who enter the VMU intermittently.
- c. Other personnel, such as the VA Police or security personnel, who could have need to enter the VMU in an emergency. Such personnel should be identified in consultation with occupational health medical professionals.
- d. Employees whose duties require significant contact with dogs, cats, bats, or wild carnivores must be provided the opportunity of receiving pre-exposure rabies immunization in accordance with current CDC recommendations. The medical facility must procure and administer the vaccine at no cost to employees requesting immunization.

3. Who may decline participation?

Personnel working in VA animal research facilities MUST participate in the VAMC medical surveillance program or an approved affiliated program (e.g., University of Michigan), but may decline optional services. Personnel may decline to receive services not required by the VA facility to protect the health of the animals or other personnel (e.g., TB testing or chest radiography). Personnel who decline optional services are considered to be enrolled in the OHSP as long as the VA facility documents that they were given the opportunity to receive these services.

I have read and understand the 'Occupational Health and Safety Program (OHSP) for Personnel with Laboratory Animal Contact' brochure and the VA's OHSP information. I understand that I am automatically enrolled in the OHSP. In the unlikely event that I should require any medical services, I reserve the right to decline or 'Opt out' of on-site medical care and see my own medical provider. I understand that I will be required to annually complete an OHSP Medical Questionnaire distributed by VAAHS Employee Health personnel.

I participate in the University of Michigan Occupational Health and Safety Program for Personnel Working with Animals.

Name _____

Date _____

Signature _____

Name of Principal Investigator _____

Step 6: Emailing and Uploading Required Documents



Congratulations on completing the training and paperwork! Follow the flow chart below to ensure the documents are shared and/or uploaded appropriately.

BLUE = EVERYONE

GREEN = HUMAN SUBJECTS

ORANGE—ANIMAL/LABORATORY

	E-mail: Zhoie.Bigham@va.gov	Upload to IRBNet account
TMS Certificate: VA Privacy and Information Security Awareness Training & Rules of Behavior	X	X*
TMS Certificate: Infection Control: Bloodborne Pathogens and Tuberculosis	X	X*
TMS Certificate: Technology Transfer Program	X	
TMS Certificate: VHA Privacy and HIPAA	X	X*
CITI Certificate: VA Human Subjects	X	X**
CITI Certificate: Working with the VA IACUC	X	X**
CITI Certificate: Working with {lab animal} in research settings	X	X**
CITI Certificate: Introduction to VA Biosecurity	X	X**
CITI Certificate: Lab Chemical Safety and Formaldehyde Safety Awareness		X**

*See page 26 for instructions on uploading documents to IRBNet

**If you link your CITI account to IRBNet, training will automatically be added and you will not need to upload to IRBNet.

Need help? Contact Zhoie.Bigham@va.gov

Step 6 Continued: Emailing and Uploading Required Documents

	E-mail: Zhoie.Bigham@va.gov	Upload to IRBNet account
FLS-127 Reference Check Form (x 2)	X	
Research Service New Employee Information Sheet	X*	
Scope of Practice	X*	X**
VA Form 10-0539; Assignment of Functional Categories	X*	
Intellectual Property Agreement	X*	X**
Laboratory Employee Safety Training Checklist	X*	
Occupational Health and Safety Acknowledgement	X*	
Resume	X	

*These forms are already part of a single PDF. You can email the entire booklet to Zhoie. Since there is sensitive, personal information, be sure to encrypt the email. Contact Zhoie if you would like to discuss alternate methods.

**The forms require Associate Chief of Staff signature. The research office will obtain the signature and upload to your IRBNet account and also return signed forms to you.

Need help? [Contact Zhoie.Bigham@va.gov](mailto:Zhoie.Bigham@va.gov)

Step 6 Continued: Emailing and Uploading Required Documents



wcg™ IRBNet

Welcome to IRBNet

Not registered yet? [Register Now](#) to get started!

If you have already registered on IRBNet GovCloud you can log in here.

Prefer to log in with your PIV card?
(You must be logged in to your Agency network.)

Forgot your Username or Password?
[Click here](#) for help.

Username:

Password:

Adding training to your IRBNet account:

1. Go to <https://gov.irbnet.org>
2. Select “User Profile” on the upper right side of the screen
3. Scroll down until you get to the “Training and Credentials” section
4. Select “Add a New Training & Credentials Record”
5. Select a choice from the drop down menu
6. Attach the training certificate or document
7. Enter the date the training was completed and the expiration date. TMS training is only good for one year.

Need help? Contact Zhoie.Bigham@va.gov

Step 7: Wrap-Up with HR, PIV Office, Employee Health



- Check your email (and spam folders) for an email from [USAJobs.gov](https://www.usajobs.gov) offering you a tentative offer for employment. Follow the instructions in USAJobs to create an account and accept the offer.
- A **background check** may be emailed to you through **eQIP** which will need to be completed. Instructions will be provided in the email.
- Depending on your job duties, you may need health clearance from **employee health**. You will receive an email from HR with instructions to make an appointment. You will also need to fill out an **Animal Contact Questionnaire** (if applicable) and an **Immunization Record**. These forms can be found [HERE](#). Fill them out, print them, and take them to your appointment.
- Follow instructions to set up an appointment with the **PIV office** for fingerprinting. You will need to take **two forms of identification** to this appointment (see the next page for acceptable documents)
- Once those items are complete, a firm offer will be sent via HR and you will be asked to sign the **SF-61 Affidavit**
- For **research building access** (bldg 31 or 22), email Zhoie.Bigham@va.gov. Zhoie will send you a memo by email. Take your PIV card and the memo to CB08 (main hospital basement) to have your access turned on.
- Please remember that even though you may be cleared to start through HR, you may not begin work on VA research until your PI/Supervisor has received an approved staff change request through IRBNet.

Need help? Contact Zhoie.Bigham@va.gov

PIV Credential Identity Verification Matrix

All identity source documents shall be bound to the applicant and shall be neither expired or cancelled. **PIV and Non-PIV credentials require two forms of identification, one primary and one secondary. The secondary identity source document may be from the primary or secondary list, but if from the primary list it cannot be of the same type as the primary identity source document example.**

Flash Badges may be issued following review of a single primary or secondary identity document including applicant photograph. [FIPS 201-2](#)

Primary Identity Source Document	Secondary Identity Source Document
<ul style="list-style-type: none"> • A U.S. Passport or U.S. Passport Card • A Permanent Resident Card or Alien Registration Receipt Card (Form I-551) • A foreign passport • An Employment Authorization Document that contains a photograph (Form I-766) • A Driver's license or ID card issued by a State or possession of the United States provided it contains a photograph • A U.S. Military card • A U.S. Military dependent's ID card • A PIV Card 	<ul style="list-style-type: none"> • A U.S. Social Security Card issued by the Social Security Administration • An original or certified copy of a birth certificate issued by a state, county, municipality authority, possession or outlying possession of the U.S. bearing an official seal • An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph • A voter's registration card • A U.S. Coast Guard Merchant Mariner Card • A Certificate of U.S. Citizenship (Form N-560 or N-561) • A Certificate of Naturalization (Form N-550 or N-570) • A U.S. Citizen ID Card (Form I-197) • An Identification Card for Use of Resident Citizen in the United States (Form I-179) • A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350) • A Temporary Resident Card (Form I-688) • An Employment Authorization Card (Form I-688A) • A Reentry Permit (Form I-327) • A Refugee Travel Document (Form I-571) • An Employment authorization document issued by Department of Homeland Security (DHS) • An Employment Authorization Document issued by DHS with photograph (Form I-688B) • A driver's license issued by a Canadian government entity • A Native American tribal document

Leaving the VA?



WOC appointments need to be renewed every 4 years. If you leave prior to the end of your 4 year term, please be sure to do the following:

- Have your PI/supervisor submit a staff change form to remove you from their projects
- Turn in your PIV badge to the PIV office
- Send an email to Zhoie.Bigham@va.gov informing her of your last day.

Need help? Contact Zhoie.Bigham@va.gov