



## NURSES

Nursing Service reviews credentials and processes any WOC paperwork for all the nurses at VAPSHCS, Seattle and American Lake campuses.

Please complete the Application for Nurses and Nurse Anesthetists, the Declaration for Federal Employment and the Questionnaire for Non-Sensitive Positions (in your New Hire Packet.). Please fill out these forms carefully and completely, they will be thoroughly checked.

Turn in the rest of the New Hire Paperwork to SIBCR, however, only give SIBCR a copy of the applications and keep the originals of the applications to take to Nursing.

Call Nursing Education (206-768-5390 or extension 65390) for an appointment to review your credentials and turn in your applications and fill out any additional paperwork. They can be difficult to reach: you can also try dropping in Seattle campus, Bldg 1 room 331.

Please let them know you are a new SIBCR employee and whether or not you already work for the VA.

They will let you know what documents (such as your license) you will need to bring with you to the appointment. If you are not told what you need to bring, ask them while you are setting up the appointment.

You may not work with research subjects until you have been credentialed by Nursing and completed the Human Subjects training, so this step is very important to your employment with SIBCR.