

April 2008

Dear ACCE and Academic Field Work Coordinators,

I am completing assignments for OT and PT students in 2009. I realize that I need to update you regarding the paperwork trail here at VMMC, including the process and time line of when we need the information returned.

Included are 4 necessary papers that need to be completed either by the student or the heads of the academic department. Because of the complication in organizing the necessary documents at various times, it has been decided that all 4 documents need to be submitted to the VMMC PMR Education Coordinator 8 weeks prior to the start date of the student. This paperwork includes the following:

1. Background Authorization, (completed by the student and includes all residing addresses of the student within the last 7 years).
2. Fitness for Duty, (completed by heads of the academic institution). This form must be completed in lieu of any immunization paperwork that the schools have on record. Please do not send specific immunization paperwork. The official start and end date of "flu season" is determined by VMMC employee health. There is no deviation from this strict policy.
3. Disclosure statement, (completed and signed by the student).
4. Confidentiality statement, (read and signed by the student).

If you need original copies of the above paperwork please contact me. Additionally, if you have any questions or concerns regarding other student information, you can contact me either by phone, (206) 625-7373, ext. 63323 or e-mail, pmdlhw@vmmc.org

Thank you and I look forward to another year of therapy students within the PMR Department at VMMC.

Regards,

Lesley Weinberg, PT/CCCE
Education Coordinator