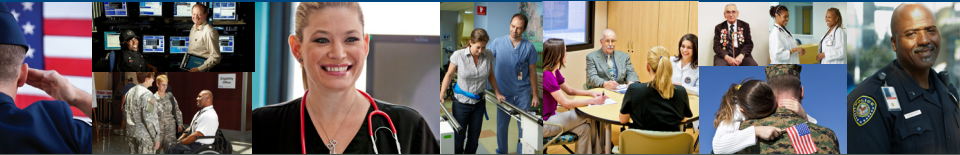


Technical Career Field Program:
Exceptional opportunities.
Exceptional on-the-job training.



Monica, VA IT Administrator



Explore Technical Career Internships at VA.



Veterans Health
Administration

Why VA?

The **best care** starts with the **best opportunities.**

More than a century ago, President Lincoln made a promise to America's servicemen and women, pledging the care and concern of a grateful Nation for the sacrifices they made to preserve freedom. Since 1930, the mission of the Department of Veterans Affairs (VA) has been to keep that promise.

Today, Department of Veterans Affairs has grown into one of the largest, most technologically advanced health care systems in the United States. We have employees who work at more than 153 medical centers, 909 ambulatory and community-based outpatient clinics, 135 nursing homes, and a number of other facilities across the country.

At VA we strive to provide a professional, supportive environment where our patients, *and you*, can thrive.



VA and Technical Career Fields.

We understand that it takes more than the dedication of a talented medical staff to ensure that VA operates effectively. That's why we created the Technical Career Field (TCF) Program, one of the most comprehensive — and respected — training programs in the Nation.

In fact, every position in our health care environment plays a critical role in delivering the best care possible for our Veterans. Our intensive, two-year program offers participants pay and is designed to equip burgeoning professionals with the specialized knowledge they need to deliver quality health care to our country's servicemen and women.

Become a part of the Nation's largest, most technologically advanced health care system. Explore technical careers at VA through our TCF Program.

As career fields may change annually, visit

<http://www.vacareers.va.gov/students-trainees/technical-field.asp>

for a complete list of intern opportunities.



The best careers.

VA features a number of professions that require specialized training that can only be obtained through our two-year TCF Program. When you choose a TCF internship, you'll be making a strategic first step toward a rewarding and lasting career.

Upon successful completion of the training program, you are eligible to be non-competitively placed within the VA system. VA has facilities in all 50 states, the District of Columbia, Puerto Rico, and the Philippines. TCF Program opportunities are available in a variety of career fields including:

- Chief Business Office
- Compliance and Business Integrity
- Engineering
- Environmental Management
- Equal Employment Opportunity
- Finance
- Health Information Management
- Human Resources
- Information Technology
- Inventory Management
- Office of Health Information
- Prosthetics
- Public Affairs
- Voluntary Service



MINIMUM REQUIREMENTS:

In order to be selected as a participant in the TCF Program, the following minimum requirements must be met:

- U.S. citizenship (non-citizens may be appointed on a temporary basis when qualified citizens are not available)
- Personal interview
- English language proficiency (spoken and written)
- Satisfactory physical examination; may include drug screening

The best **training.**

As part of the TCF Program, you'll work closely with preceptors — VA professionals who have been carefully selected for their expertise within their fields and their commitment to training — to gain specialized knowledge and training in your chosen field.

Each career field has its own basic training plan, which is used as the foundation for every intern's technical program requirements. And as a TCF Program participant, you'll have access to one-on-one time with your preceptors, as well as adequate space, equipment, and flexibility to train.

Throughout the program, your specific developmental needs are assessed and used to create an Individual Development Plan (IDP). Each IDP is developed by you and your TCF Career Field Program Manager and/or preceptor and is reviewed at least quarterly to ensure proper training and advancement through the program.

All VA preceptors are mentor certified, and they work with you to develop the skills necessary to excel during your internship — and once you complete the program.



The best **networking.**

The first year of training in the TCF Program consists of acclimating yourself to the program and working closely with your managers/preceptors to learn new skills in your selected field.

But during your second year of training, your VA preceptor/Program Manager will begin working with you to determine your location for permanent placement and to find a position that best fits your skills, needs, and circumstances.

With more than 1,400 medical centers, clinics, and other facilities Nationwide, VA easily matches interns with available job openings. It's also possible that you'll need to relocate for a position in a facility with a high need for your new skills. All interns are asked to sign a mobility statement and training/service agreement before entering the TCF Program.

So, if placement is not available at your training site, and relocation is necessary for final placement, VA pays for your moving expenses — if the relocation meets permanent change of station requirements.



Specialized **training** for specialized **career paths.**

TCF internships are more of an apprenticeship in your chosen field rather than a “traditional” internship, and our program allows you to be an active member of the VA team. You’ll have the ability to apply the knowledge you have to the tasks at hand and the opportunity to learn new skills through working closely with your preceptor and other members of the VA staff.

In short, our intensive two-year program offers a number of career opportunities designed to introduce, educate and place successful applicants within the VA network in the following positions:

CHIEF BUSINESS OFFICE

Learn the discipline areas of revenue, eligibility, revenue cycle billing and coding collection process, utilization review, purchased care, fee and member services.

COMPLIANCE AND BUSINESS INTEGRITY

Administer the Compliance and Business Integrity (CBI) program at the facility, network, and national levels.

ENGINEERING

Master management and engineering skills needed in planning, designing, and executing projects, programs, and studies associated with health care delivery.

ENVIRONMENTAL MANAGEMENT

Provide care of a medical facility’s environment so that it remains safe and sanitary for patients and colleagues.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Become an Equal Employment Opportunity Specialist through practical and didactic training.

FINANCE

Experience a wide range of hands-on fiscal activities in addition to the main subjects of accounting or budget analysis.

HEALTH INFORMATION MANAGEMENT (HIM)

Develop the knowledge, skills, and abilities to administer HIM programs in accordance with policies, laws, science, technology, and Federal Government rules and regulations.

HUMAN RESOURCES MANAGEMENT

Learn the full range of human resources management and consulting skills in a complex and intellectually challenging health care system.

INFORMATION TECHNOLOGY

Learn and work in all aspects of the information technology world, from database construction to managing large computer infrastructures.

INVENTORY MANAGEMENT

Develop the professional competencies necessary to administer VA supply and management functions.

OFFICE OF HEALTH INFORMATION

The TCF Program/Office of Health Information (OHI) Program Analyst internship offers a unique opportunity to learn and expand your knowledge and skills in many aspects of health information. A well-qualified preceptor who is established in his/her own professional field will guide you. This program will also provide an opportunity to learn and gain knowledge while establishing work experience. During this two-year program, you can gain additional specialized training and visit other sites in the VA health care system, and work in one or more of the following or related areas:

PROSTHETICS

Provide quality patient care by furnishing properly prescribed prosthetic equipment, sensory aids, and devices in accordance with authorizing laws, regulations, and policies.

PUBLIC AFFAIRS

Develop communications strategies, positive media relations, effectively communicate to staff and the public, utilize the power of the Internet to reach Veterans, and positively promote medical centers are key functions of a public affairs officer.

VOLUNTARY MANAGEMENT

Learn how to manage and coordinate volunteers, gifts, and donations at VA facilities.

Did you know **that VA:**

- Outscored the private sector in patient satisfaction for six consecutive years
- Has a Computerized Patient Record System that earned Harvard University's prestigious Innovations in American Government Award
- Scores for quality exceed the national average according to three independent quality assessment organizations
- Serves a population of more than 8 million Veterans
- Provides in-patient care to over 750,000 Veterans annually
- Manages more than 75 million outpatient visits each year
- Has facilities in all 50 states, U.S. territories, and the District of Columbia
- Provides medical care backup to military hospitals, active service members and their families during national emergencies
- Operates command centers to coordinate services through the National Disaster Medical Service during major disasters such as hurricanes
- Has achieved industry-leading accreditations from the Commission on Accreditation of Rehabilitation Facilities (CARF) and the Joint Commission on Accreditation of Health Care Organizations (JCAHCO)
- Is committed to improving patient care through the use of technology, including a computerized patient record system, wireless handheld connectivity, and more
- Works with the Department of Defense to provide special care programs to active duty military personnel with spinal cord injuries, traumatic head injuries, and amputations

Mobility is just one of the advantages of working for VA. We offer employment opportunities from coast to coast and beyond. So, whether you enjoy living beachside, in a bustling metropolis or in the serene countryside, there's likely a VA facility nearby.

The education to **fit in.** The opportunity to **stand out.**

Department of Veterans Affairs recognizes the importance of ongoing education and the benefit it provides to both our patients and employees.

After successful completion of the TCF Program, you'll have access to the same benefits, educational opportunities and enrichment programs available to all VA employees.

In fact, we encourage career development through the following programs (all of which are subject to the availability of funding at each facility):



EDUCATION DEBT REDUCTION PROGRAM (EDRP)

Reduce your qualifying school loan debt with a VHA loan reimbursement program. To qualify, EDRP must be offered within the recruiting VHA Medical Center's vacancy announcement for a qualifying position that provides patient care services.

IN-SERVICE EDUCATION PROGRAMS

These programs are offered locally and through the VA Employee Education System (EES).

TUITION SUPPORT PROGRAM

Employees in health care disciplines identified as VA shortage categories are eligible for funding to enroll in job-related courses, continuing education courses, and conferences. Travel funding for outside continuing medical education conferences is often available.

TUITION REIMBURSEMENT PROGRAM

Tuition reimbursement may be available to full-time VA employees who are enrolled in any accredited nursing degree program, from associate to doctoral degrees. Prerequisite courses needed for acceptance into a degree program are also funded.

UPWARD MOBILITY TRAINING PROGRAMS

These programs offer, on a competitive basis, opportunities to advance to higher-level positions.

EMPLOYEE INCENTIVE SCHOLARSHIP PROGRAM (EISP)

This scholarship program allows VHA employees to further their education and obtain degrees qualifying them for health care positions for which recruitment and retention is difficult.



Better benefits. The best care.

TCF internships are more of an apprenticeship in your chosen field, rather than a traditional internship. You will be expected to be an active member of the VA team, and apply your knowledge and skills to the tasks at hand. As such, you will be entitled to many of the same benefits as other VA employees.

- Full-time, paid position in your career field
- Health, life, and retirement benefits
- Generous paid leave package
- A minimum of 12 vacation days, 12 sick days, and 10 Federal holidays
- Eligibility for promotion/advancement during the internship
- Personalized training program designed specifically for your career field
- Training provided by expert preceptors who have the support of their facility Directors
- Access to hundreds of free online courses
- Travel and training allotment to attend required training sessions
- Nationwide employment opportunities following successful completion of the internship if placement is not available at your training site

ADDITIONAL BENEFITS

- Smoke-free and drug-free workplace
- Credit unions
- Government discounts



Call the Human Resources Management Office at your local VA health care facility or visit VAcareers.va.gov to learn more. For more information, call **1-800-949-0002**.

How to Apply:

VAcareers.va.gov

VA can take you anywhere you want to live and work. We have facilities in all 50 states, the District of Columbia, and U.S. Territories. So, whether you're a confirmed urbanite, fond of the beach, or in search of peaceful Midwestern landscapes, you can explore career and internship opportunities within our Technical Career Field Program.

Because hiring decisions are made locally, you should apply directly to the Human Resources Management Office at the VA health care facility where you desire employment consideration. For questions regarding the TCF Program, please contact the TCF National Program Manager at **VHATCFProgramManager@va.gov**.

Veteran employment information can also be obtained by contacting

VAplacementservice@va.gov

The toll-free number is **1-800-949-0002**

Employment information and job applications can also be found on the Internet at

VAcareers.va.gov



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