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IN VA FACILITIES**

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CHAPTER 3. ORGANIZATION OF EDUCATION AND TRAINING ACTIVITIES IN VA FACILITIES

3.01 GENERAL

a. The education and training activities of VHS&RA are broadly integrated with programs in academic institutions throughout the country. The Chief of Staff acts on behalf of the facility Director in directing and coordinating the educational activities of the facility. To obtain optimal guidance in the conduct of these programs, Deans Committees, Medical Advisory and other committees are organized to provide the best available medical, scientific, and educational advice.

b. Deans Committees serve VA facilities affiliated with medical and dental schools. In facilities not affiliated with medical and dental schools, a Medical Advisory Committee may be established to serve in a manner similar to a Deans Committee. In addition, the Director of VA facility is required to establish an Education Committee for the purpose of providing advice in matters related to the facility's educational activities.

3.02 COMMITTEE OF DEANS (DEANS COMMITTEE)

a. **Purpose.** The primary purpose of the Committee of Deans (Deans Committee) is to advise the facility Director and the Chief Medical Director on the development, management, and evaluation of all education and research programs conducted in VA facilities affiliated with medical schools, dental schools and other schools/colleges offering programs in various disciplines of the health related professions and occupations, and to recommend measures to assure that the highest quality medical care is delivered to the veteran patients.

b. **Establishment and Composition.** Deans Committees are established by a formal memorandum of affiliation (see ch. 2) between VA facility and medical or dental school, and approved by the Chief Medical Director on behalf of the Secretary. Appointment of the members of the Committee has been delegated to VA facility Director by the Chief Medical Director (see MP-5 pt. II, ch. 2). It is comprised of deans and senior faculty members of the affiliated medical and dental schools and other academic institutions as appropriate, representative(s) of the full-time medical/dental staffs of VA facility, and such other faculty of the affiliated schools and staff of VA facility as are appropriate to consider and advise on the full range of the committee's responsibilities. Veterans service organization representation is strongly recommended. Affiliations between VA facilities and educational institutions offering programs in associated health professions other than medicine and dentistry have been highly productive. In view of the growing importance of these professional groups in modern health care, the Deans Committee is encouraged to include representatives of these schools among its membership. The selection of appropriate representatives from among the nonmedical/dental schools will be based on the nature and extent of their educational activities in VA facility. The committee membership should include representatives of those health care professions in which major training programs are conducted at VA facility.

c. **Committee Leadership.** The Dean of the affiliated medical school(s) or the Vice President of Health Affairs of the University will be the chairperson of the Deans Committee.

d. **Committee Membership**

(1) **Voting Members**

(a) Representatives of the affiliated academic institutions and the VA facility are nominated by letter from the chairperson of the Deans Committee to the VA facility Director. Nominees acceptable to the VA facility Director will be appointed.

(b) Representatives of the full-time (8/8ths) VA physician/dentist staff are nominated by a letter from the chairperson of the Deans Committee to the VA facility Director. Nominees acceptable to the VA facility Director will be appointed.

(c) Temporary appointments to Deans Committees for acting department chairperson at affiliated medical schools and acting chiefs of services at the VA facilities are made by a letter from the chairperson of the committee to the individual. All temporary appointments will terminate automatically when temporary appointees are replaced by permanent appointees.

(2) Nonvoting, Ex Officio Members

(a) The Director, Associate Director, Chief of Staff, and Chief of the Nursing Service of the affiliated the VA facility and others they may designate are ex officio members without vote and will be in regular attendance at Deans Committee meetings. The Committee should also include personnel involved in the administration of education and research, such as Associate Chief of Staff for Education and Associate Chief of Staff for Research and Development, and the Chiefs of the four major medical services (medicine, surgery, neurology, and psychiatry). Others may also be designated by the facility Director. Appointment is made by a letter from the Committee chairperson to the individual.

(b) Veterans service organizations representation is very strongly recommended. It is important that communications be maintained between affiliated academic institutions and the veterans service organizations. The facility Director is in a key position to establish such communication at the local level, and is encouraged to find effective ways of accomplishing this goal. A representative of the veterans service organizations should be appointed as an ex officio, nonvoting member of the Deans Committee by a letter from the chairperson to the individual. Representation of the consumers of VA health services should provide an important contribution to the overall understanding of VA's goals for patient care, education and research.

(3) **Other Participants.** At the chairperson's discretion other employees of VA, and representative members of VA house staff, may be invited to attend as participant/observers in order that their opinions may be considered. These participant/observers may attend regularly but they may not be voting members.

e. Appointment Procedures and Certificates of Appreciation

(1) Appointment Procedures

(a) **Chairperson.** The VA facility Director will acknowledge, by letter, the newly appointed Dean or Vice President of Health Affairs as chairperson of the Deans Committee (see app. 3A).

(b) **Members.** Nominees acceptable to the VA facility Director will be appointed by letter (see app. 3B). A copy of each appointment letter will be sent to the chairperson.

(2) **Certificates of Appreciation.** Retiring members of the Deans Committee may be presented VA Form 10-1075, Certificate of Appreciation. (see app. 3C). Because VA Forms and Publications Depot is unable to stock these Certificates in the limited number required, copy(s) may be requested from the Office of Academic Affairs (144F), FTS 373-3986.

f. Deans Committee Meetings

(1) **Site.** Deans Committee meetings should be held at the VA facility.

(2) **Frequency.** Meetings will be held regularly, and at least once each quarter.

(3) **Quorum.** All Deans Committee meetings must have a quorum in excess of 50 percent of the voting members including at least one full-time VA voting member.

(4) **Schedule.** The schedule for Deans Committee meetings to be held during the academic year must be published in the minutes of the first Deans Committee meeting of the academic year so that members can arrange to attend and thereby ensure a quorum.

(5) **Minutes.** The minutes of each Deans Committee meeting must include a list of the members present and absent. The title of each member shall be indicated. The names and titles of all persons substituting for regular members and the names of participant/observers must be included. The minutes shall report all matters discussed and all recommendations proposed, especially those related to the functions of Deans Committees as outlined below in subparagraph g. Two copies of minutes of each meeting of the Deans Committee will be forwarded promptly to the ACMD FOR ACADEMIC AFFAIRS (141). Minutes of the Deans Committee meetings are carefully reviewed to obtain information which will help support the educational interests of the VA facility. These minutes are distributed to Central Office services according to their potential interest in the matters discussed.

g. Subcommittees

(1) A Deans Committee associated with more than one VA facility may choose to designate a subcommittee to represent it in the conduct of affairs at a single facility. Members of a subcommittee will be nominated by a letter from the chairperson of the parent Deans Committee to the VA facility Director. Nominees acceptable to the VA facility Director will be appointed. The subcommittee is responsible to the parent Deans Committee in all its activities. The chairperson of a subcommittee will be a member of the parent Deans Committee; other members of a subcommittee may include other members of the Deans Committee and additional appropriate individuals. Reports of all subcommittee meetings will be appended to the parent Deans Committee minutes and forwarded to the ACMD for Academic Affairs (141).

(2) The Deans Committee may appoint ad hoc committees for the accomplishment of specific tasks or duties for which the Deans Committee is responsible. Such committees serve in an advisory capacity to the Deans Committee. The creation of these committees and the appointment of members do not require approval by the Chief Medical Director, but such activities will be reflected in the minutes of the Deans Committee's meetings which are sent to the ACMD for Academic Affairs (141).

(3) Members of the Deans Committee are not entitled to consultant or attending fees for participating in a meeting of the Deans Committee or for discharging any other Deans Committee duty. This does not preclude service by members as Consultants or Attendings within the facility at appropriate fee rates.

h. Functions. The Deans Committee:

(1) Cooperates with VA personnel in implementing medical and dental postgraduate training and student clinical clerkship programs in the VA facility and in determining their scope, organization, standards of performance, and the adequacy of facilities. It will advise and assist the VA facility in its effort to meet all accreditation requirements, make recommendations for correcting any deficiencies and resolving any problems, and cooperate in maintaining VA's participation in programs of medical education at a level at least equal in quality to those in the affiliated medical school(s).

(2) Takes a major role in helping VA to participate as an equal partner with the affiliated institutions.

(3) Nominates candidates for consideration by the Director for appointment as full-time and regular part-time physicians and dentists of the professional staff of the hospital, including the chiefs of services.

(4) Nominates candidates to the Director for appointment as the medical and dental attending and consulting staff and, in collaboration with the Director and Chief of Staff, formulates their schedule of attendance at the facility.

(5) With advice and concurrence of appropriate medical or dental school department chairpersons and VA chiefs of service, nominates to the Director candidates for graduate education and training in *various* medical and dental specialties in integrated educational programs.

(6) Collaborates with the Director, Chief of Staff, Associate Chief of Staff for Education and chiefs of clinical services in the supervision of training programs and the activities of the attending and consultant staff at the VA health care facility. Close cooperation with the VA facility's Education Committee is expected.

(7) Advises the Director and Chief of Staff on the appropriate use of house staff positions and other educational and research resources to meet the combined needs of the VA medical center and the affiliate(s) within the limits of each institution's laws and regulations.

(8) Advises the Director on research activities and the integration of research programs with other facility activities through interaction with the VA facility's Research and Development Committee.

(9) Advice and guidance on educational programs of the nonphysician/dentist health related professions are within the purview of the Deans Committee. However, when such educational programs are considered by the committee, voting representation from the concerned affiliated school(s) and the VA facility's educational program staff is required.

3.03 MEDICAL ADVISORY COMMITTEE

a. **Purpose.** In facilities not affiliated with medical or dental schools, a Medical Advisory Committee may be established to serve in a manner similar to the Deans Committee. Such a committee should promote effective and mutually advantageous education and training relationships between the facility and the health professions and institutions of the community.

b. Establishment and Composition

(1) On approval by the Chief Medical Director of the establishment of a Medical Advisory Committee, the VA facility Director will appoint members.

(2) Insofar as practicable, policies governing the VA medical school relations (ch. 2) and Deans Committee activities (par. 3.02) will be observed.

(3) Members of the Medical Advisory Committee are encouraged to serve as consultants and attending physicians within the VA facility. However, members of the Medical Advisory Committee are not entitled to consultant or attending fees for attending a meeting of the Medical Advisory Committee or for discharging any other duty of the committee.

(4) Physician membership on this committee is required. In addition, representatives may be selected from among nonphysician health professional schools which conduct training programs in the VA health care facility. In such situations, the committee will deal comprehensively with the educational programs conducted under VA auspices in these areas.

3.04 ASSOCIATE CHIEF OF STAFF FOR EDUCATION

a. Policy and Scope

(1) The Chief of Staff has specific responsibilities to education and training programs (see M-00-1, pt. X, par. 1012.1). In selected circumstances, the size and complexity of these programs may require assignment to a specifically qualified physician, dentist, or other professional, such as, an ACOS (Associate Chief of Staff) for Education.

(2) The person assigned as ACOS for Education will be responsible for overall cognizance, guidance, coordination and evaluation of appropriate facility education activities. At a minimum, the ACOS for Education will be responsible for identifying training needs and opportunities; coordinating the preparation, local approval and submission of educational proposals and requests to Central Office; and managing and utilizing facility educational resources. The ACOS for Education will be directly responsible to the Chief of Staff. The ACOS for Education will be a member of the Hospital Education Committee and will serve as the VA facility RMEC (Regional Medical Education Center) liaison. The relationship to Central Office will be that of field representative of, and advisor to the ACMD for Academic Affairs.

(3) No commitment to establish or fill a vacant, previously approved, ACOS for Education position (Title 38 or Title 5) will be made without obtaining written approval from the Associate Deputy Chief Medical Director (10B/14), VA Central Office.

b. Establishment of the Position. Proposals to establish an ACOS for Education position or to retain a vacant, previously approved position, may be submitted at any time to the Associate Deputy Chief Medical Director (10B/14) through the appropriate Regional Director (IOBA__) and will include the following:

A summary of the facility's present education and training activities. At a minimum, the summary should address:

- (1) Postgraduate and inservice training funds
- (2) Assignment of education space
- (3) Centrally supported instructors
- (4) Learning resources---library, medical media, and CCTV
- (5) Affiliation agreements:
 - (a) New
 - (b) Evaluation of existing
- (6) Medical/Dental education programs:
 - (a) Student
 - (b) Resident

(7) Nursing education programs:

(a) Inservice

(b) Affiliated

(8) Associated health professions education programs:

(a) Inservice

(b) Affiliated

(9) Continuing education programs

(10) Patient education programs

(11) Initiation, review, and monitoring of education proposals

(12) Committee functions relating to education

(13) Coordination with the personnel officer on training matters (see MP-5, pt. 1, ch. 410, par. 4d)

(14) Orientation of new students and staff

(15) Relationships with Regional Medical Education Centers and other Academic Affairs Continuing Education Field Units

(16) Relationships with VA Central Office Education Programs

(a) Specify which of the above activities currently exist or are anticipated, and which are to be delegated to the ACOS for Education

(b) Where the activity is not delegated to the ACOS for Education, describe the local circumstances which militate against such delegation

(c) A statement of how the Chief of Staff intends to carry out direction and coordination functions for activities not delegated to the ACOS for Education

c. Position Approval Procedures

(1) The Associate Deputy Chief Medical Director will coordinate with the ACMD for Academic Affairs (14D). A decision will be based on the proposal and other pertinent data obtained from regular facility reports to VA Central Office on clinical, research, and educational activities having a bearing on the suitability of the facility as a locus for the placement of an ACOS for Education position.

(2) The decision will be one of the following:

(a) Complexity of the facility's education and training program, current or proposed, does not warrant the position of ACOS for Education at the present time.

(b) An ACOS for Education position may be established if the facility will provide the funds and FTEE for the position, including secretarial and space needs.

(c) An ACOS for Education position may be established with funds and FTEE provided by Academic Affairs with secretarial support and space needs provided by the facility.

(d) An ACOS for Education and secretarial position may be established with funds and FTEE provided by the ACMD for Academic Affairs, and auxiliary support by the facility.

d. Position Management. Academic Affairs resources (FTEE and funds) to support ACOS for Education positions are limited. Consequently, when a previously approved and funded position is vacant, the ACMD for Academic Affairs may withdraw salary funds and/or FTEE on a nonrecurring basis until the position is filled or, if circumstances warrant, the ACMD for Academic Affairs may withdraw the position funding and FTEE from the facility.

e. Nomination Procedures. The following procedures apply both to newly approved and previously approved vacant positions:

(1) The person recommended for appointment must be a highly qualified professional, well regarded by academic peers, a member of an academic department and consequently knowledgeable in current practice and policies of education and training of health professionals, and familiar with contemporary patterns of health manpower utilization. To demonstrate these qualifications, the candidate must be qualified for and receive or retain a suitable faculty appointment in the appropriate affiliated institution.

(2) Requests for approval to appoint a specific individual to fill the approved ACOS for Education position will be addressed to the ACMD for Academic Affairs (10BA_/14D) and will contain the candidate's curriculum vitae, including Social Security Number and birth date, a statement of the proposed responsibilities, a statement of acceptance of the candidate by the Deans Committee, or similar body if appropriate, and the title of the faculty appointment, the proposed grade, date, and type (full-time, 7/8 time, etc.) of appointment, and for physicians, a copy of the Board action plus a copy of the completed licensure certification form. If the facility has received approval of an ACOS for Education with Academic Affairs support, the request for approval of the specific candidate should include a request for the funding and FTEE.

(3) In all requests for approval of a candidate, Academic Affairs (14D) will make arrangements as required for interviewing candidates. If the candidate is approved, all provisions of the VHS&RA Manual M-8, Academic Affairs, as it pertains to the ACOS for Education will apply.

f. Position Centralization

(1) The position of ACOS for Education, when filled by a Title 38 appointee, is centralized to the Chief Medical Director.

(2) When filled by a Title 5 appointee at the GS-14 level, the position is centralized for classification purposes and may be titled ACOS for Education or Coordinator of Allied Health Training as specified by the ACMD for Academic Affairs.

(3) All personnel actions will be in accordance with VHS&RA Supplement, MP-5, part I, chapter 250, and VA medical center is responsible for following current employment practices regarding physician licensure verification and pre-employment screening with Federation of State Medical Boards.

3.05 HOSPITAL EDUCATION COMMITTEE

a. General. Directors of VA health care facilities are responsible for oversight of the education and training programs at their facilities.

b. **Functions.** The following functions are associated with this responsibility:

(1) Assuring that educational activities are conducted under the highest possible educational standards and in a coordinated manner.

(2) Obtaining advice from facility staff in all matters concerning the education and training programs at the facility.

(3) Determining the need for and involvement of staff elements in the education and training programs of the facility.

(4) Maintaining and improving VA relations with affiliated medical and dental schools and with other educational institutions and organizations.

(5) Allocating and utilizing available resources, and assessing the appropriate utilization of all Postgraduate and Inservice Training Program funds and other continuing education support.

(6) Reviewing and recommending approval/disapproval of (a) acceptance of gifts or donations offered for education purposes to the General Post Fund, and (b) trips using earmarked General Post Funds for education (see par. 1.07).

(7) Reviewing and evaluating the effect of the education and training programs on the quality of patient care.

(8) Maintaining close liaison between relevant intra-VA education and training activities and the Deans Committee or Medical Advisory Committee.

c. **Structure**

(1) A Hospital Education Committee for advising the Director, through the Chief of Staff who acts as full assistant to the facility Director in the direction and coordination of education activities (VA Organization Manual M-00-1, pt. X, par. 1033.1), is the appropriate way to carry out the functions listed in paragraph 3.05(b) above. However, if circumstances dictate, an existing committee may serve the functions of a Hospital Education Committee. The use of such a committee may be approved by submitting a request to the ACMD for Academic Affairs. An approval document will serve as authority against audit exceptions based on manual requirements.

(2) When the functions of the Hospital Education Committee are carried out through some other approved committee, the deliberations of that committee as regards the education and training functions (subpar. b above) will be maintained completely separate and distinct from other committee responsibilities as to timing of discussions within the overall agenda and minutes of the meeting. These education and training items and actions will be filed and maintained separately for ease of review.

(3) In any circumstance, appropriate involvement and coordination is necessary with other existing facility resources, such as the Training and Development Committee. (See MP-5, pt. I, ch. 410.) The Chief of Staff will be responsible for providing close VA health facility liaison with the Deans Committee or Medical Advisory Committee.

d. **Organization and Membership.** The facility Director will appoint and select the membership based on their individual experience and knowledge of education and training, and understanding of the relationship between education and training and the provision of patient care. The Hospital Education Committee will include a chairperson, customarily the ACOS for Education, and executive secretary, and a sufficient number of members to assure appropriate representation to reflect the facility patient care and education mission.

e. **Duration of Appointment.** Appointment periods will be determined with careful consideration for adequate rotational opportunities and continuity.

f. **Meetings.** The Hospital Education Committee (or other approved committee) will meet no less frequently than once each quarter. Minutes of all meetings, including recommendations, will be prepared by the executive secretary for the approval of the committee and be retained for record and reference purposes and disposed of in accordance with VHS&RA Records Control Schedule 10-1. Recommendations will be forwarded through the Chief of Staff to the Director for consideration.

g. **Subcommittee Structure.** The Hospital Education Committee (or the facility Director if another committee has the functional responsibility for advising the Director and Chief of Staff on education and training activities) shall establish subcommittees as warranted by the size and complexity of program activities. Examples of areas which may be considered include "continuing education" and "learning resources." Where subcommittees are established, they will be advisory to the parent committee, and each subcommittee will include at least one member of the parent committee.

h. **Combined Hospital Education Committee and Research and Development Committee (Research and Education Committee).** There may be a limited number of facilities in which levels and scope of education and research and development activities may not justify the establishment of separate Hospital Education and Research and Development Committees. When these conditions exist, the Director may establish a combined Research and Education Committee to carry out both sets of functions. Membership on the combined committee will adequately represent activities existing at the facility normally under the jurisdiction of each of the separate committees. Whenever such a decision is reached, the Director will submit a justification and committee composition to the ACMD for Academic Affairs and the ACMD for Research and Development.

3.06 VA AND NON-VA INSTRUCTORS AND CONSULTANTS

a. VA staff who are competent in the practice of specific health disciplines and in the principles of education will instruct trainees accepted from affiliated institutions or agencies. Faculty members of the affiliated institutions or agency may be accepted by the VA facility as field instructors in the interest of improving the quality and scope of the clinical experience. In the latter instance, appointments of faculty members who are fully compensated as defined by the affiliated institution will be on a without compensation basis for VA purposes when engaged in education and training in the field of the associated health professions and occupations. (See VHS&RA Supplement, MP-5, pt. II, par. 2.19.) This restriction will not apply to the health profession fields of medicine and dentistry.

b. The development and establishment of the overall objectives of training programs are the primary responsibility of the affiliating institution. VA staff will be involved in this process to the maximum extent.

SAMPLE LETTER ACKNOWLEDGING NEW CHAIRPERSON

VA SEAL

DEPARTMENT OF VETERANS AFFAIRS

City, State, Zip

NAME, M.D.

Dean

University of

City, State, ZIP

Dear Dr. _____:

Congratulations on your appointment as (Dean/Vice president for Health Affairs) at the (University/College of _____).

Since 1946, partnerships between VA medical centers and academic institutions have been a benefit to students and veteran patients alike. The Deans Committee is of great importance in maintaining the highest quality of care in our affiliated medical centers. The Committee is organized to provide me with the best available medical, scientific, and educational advice and guidance.

Responsibilities of the Committee include cooperation between the two organizations to establish high quality programs of medical treatment and hospital care to guarantee the best training of students and the best care of patients. The Committee nominates physicians to serve as attending and consulting staff, part-time staff, full-time staff, and residents to rotate through VA services.

In this partnership, the VA medical center will be responsible for patient care and the (University/College) for the education of its students and residents. However, in practice we share these responsibilities and must remain vigilant in maintaining a balance between our respective missions to ensure that both are served.

We are honored to have you serve as Chairperson of the Deans Committee of this medical center and look forward to your participation in the partnership.

On behalf of myself and the Chief Medical Director, we extend to you warmest wishes in this new role.

Sincerely,

Director

NOTE: *Letter to new chairperson will include the language of the pattern paragraphs presented above. The letter may be further "personalized" as local circumstances warrant.*

SAMPLE LETTER TO APPOINT MEMBERS OF DEANS/MEDICAL ADVISORY COMMITTEE

VA SEAL

DEPARTMENT OF VETERANS AFFAIRS

City, State, Zip

NAME, M.D.
Chairman, Department of
University of
City, State, ZIP

Dear Dr. _____:

On behalf of the Chief Medical Director, it is my pleasure to appoint you (to membership/to represent the Veterans Organizations, American Legion, etc./as (a/the) full-time clinical staff member) on the (Name of University/College)/VA Medical Center, (City, State) (Deans/Medical Advisory) Committee.

Since 1946, partnerships between VA medical centers and academic institutions have been a benefit to students and veteran patients alike. The (Deans/Medical Advisory) Committee is of great importance in maintaining the highest quality of care in our affiliated medical centers. The Committee is organized to provide me with the best available medical, scientific, and educational advice and guidance.

Responsibilities of the Committee include cooperation between the two organizations to establish high quality programs of medical treatment and hospital care to guarantee the best training of students and the best care of patients. The Committee nominates physicians to serve as attending and consulting staff, part-time staff, full-time staff, and residents to rotate through VA services.

In this partnership, the VA medical center will be responsible for patient care and the (University/College) for the education of its students and residents. However, in practice we share these responsibilities and must remain vigilant in maintaining a balance between our respective missions to ensure that both are served.

We are honored to have you serve on the (Deans/Medical Advisory) Committee of this medical center and look forward to your participation in the partnership.

Sincerely,

Director

cc: Chairperson

NOTE: *Letter(s) to new members will include the language of the pattern paragraphs presented above, completed to meet the nature of the appointment. The letter(s) may be further "personalized" as local circumstances warrant.*

CERTIFICATE FOR PRINTING PURPOSES!