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CHAPTER 6. REPORT OF VHS&RA HEALTH SERVICES TRAINING, RCS 10-0161

6.01 PURPOSE

The purpose of this chapter is to provide guidelines and instructions for the preparation and submission of the Report of VHS&RA Health Services Training, RCS 10-0161.

6.02 REPORTING REQUIREMENTS

a. This report will include all persons who received health services training during the fiscal year and whose cumulative training was of at least 1 week's duration (40 hours), whether or not the training had been completed as of September 30, and who were:

(1) Appointed on a WOC (without compensation) basis, or

(2) Paid with earmarked Central Office Education and Training funds under the Medical Care appropriation.

b. Facilities responsible for the funding and primary training of students will report them in the normal manner. Facilities providing supplementary training to the same individuals will not report them to avoid duplicate counting.

c. Training conducted under the VHS&RA Postgraduate and Inservice Training (CORE PIT) Program for VA employees, or under the auspices and support of non-VHS&RA agencies such as those related to Veterans Benefits Work-Study and Economic Opportunity Enrollee Programs, will not be included in this report.

6.03 RESPONSIBILITY AND COORDINATION

a. The Personnel Officer is usually delegated primary responsibility for the preparation and submission of this report. Where a properly staffed Education Office exists, under the direction of an ACOS/E (Associate Chief of Staff for Education), that office should be assigned as the primary point of responsibility.

b. VA medical centers having 2 divisions, and those with subclinics or outpatient clinics physically separated from the parent facility, will assure that the report includes data on training programs for all divisions and clinics under the center's jurisdiction.

6.04 REPORT PERIOD AND DUE DATE

a. The annual report will cover all health services training conducted for students whose period of training in the facility was of 1 week (40 hours) or more duration during the fiscal year.

b. The report will be forwarded through proper channels to reach the ACMD for Academic Affairs (144F) no later than the 14th workday following the end of the fiscal year.

6.05 REPORT TRANSMITTAL AND ASSEMBLY

A completed VHS&RA Health Services Training Report will consist of the following:

a. Letter of transmittal signed by the facility Director

(1) Name, title, and telephone number of the responsible facility contact who can answer questions about the report submission.

(2) A single line summary for each major program being reported, showing major program code, total trainees in the category, and of the total, the number PAID and the number WOC. At the end of the listing, provide overall facility totals: TOTAL, PAID, WOC.

(3) In consultation with all VA facility teaching services, your best estimate of the combined maximum total number of trainees at the facility at any one time.

b. VA Form(s) 10-7970, Basic Code Sheet for Health Services Training

VA Form(s) 10-5534a, VHS&RA Health Services Trainees by Race, Sex and National Origin--Summary of Trainees Who Joined the VA Workforce. RESPONSE REQUIRED EVEN IF NEGATIVE.

6.06 GENERAL INSTRUCTIONS

a. VA Form 10-7970, Basic Code Sheet for Health Services Training.

(1) Typing of entries is preferred; however, ink or pencil is acceptable, if clearly legible.

(2) THIS REPORT IS TO BE A "HEAD COUNT." TRAINEES, WHETHER APPOINTED WOC OR PAID, ARE TO BE COUNTED AND REPORTED ONLY ONCE FOR THE ENTIRE FISCAL YEAR. DO NOT REPORT THE NUMBER OF APPROVED POSITIONS, CLASS SIZE, OR NUMBER OF TRAINEES PER ROTATION AS "NUMBER OF TRAINEES." NOR SHOULD AN INDIVIDUAL TRAINEE BE COUNTED AND REPORTED EACH TIME THE TRAINEE STARTS A NEW ROTATION.

(3) Complete the facility identification section at the top of each form submitted. Enter the Medical Region and the three-digit facility number in the fields provided.

(4) Entries on all code sheets should follow, insofar as possible, the sequencing found in Appendix A, Index of Major and Minor Program Codes.

(5) Reporting medical house staff (residents).

(a) Residents will be reported in their parent program and not the specialty/subspecialty that happens to be the assignment when data is collected. Residents participating in a flexible internship or other preparatory training in a specialty other than that in which they plan to obtain boards should be counted only in the specialty they are pursuing for board certification. It is recognized that a considered judgment will have to be made in some cases.

(b) Care should be taken in reporting general internal medicine residents and those in subspecialty programs. There is a tendency for those in subspecialty training to be reported as general internal medicine, and/or those from general internal medicine, on an elective in a subspecialty, to be reported in the subspecialty. In those cases, the program expected to provide board certification should be reported, as noted (2).

(c) Facilities with House Staff Disbursement Agreements should pay special attention to column D, VA Form 10-7970, WOC OR PAID. All residents paid under

the Agreement assigned to the VA should be reported as PAID (2). Residents in specialty/subspecialty programs specifically excluded by terms of the Agreement and residents from other than the affiliated medical school; i.e., active duty military personnel, should be coded WOC (1) or PAID (2) depending on their status.

b. VA Form 10-5534a, VHS&RA Health Services Trainees by Race, Sex and National Origin-Summary of Trainees Who Joined the VA Workforce.

(1) Enter the required data for students who completed their training within the current year or previous 2 years and who were appointed (hired) by the VA facility as regular VA employees for the first time during this reporting period.

(2) This form, when completed properly, provides the only source of information on the number of students who received all or part of their clinical or administrative training in a VA facility and subsequently joined the VA workforce.

c. Further detailed instructions are printed on each VA form.

6.07

APPENDIXES-DISTRIBUTED SEPARATELY BY THE OFFICE OF ACADEMIC AFFAIRS

a. Appendix A, Index of Major and Minor Program Codes, provides information required to complete columns A, B, and D on VA Form 10-7970 and column A, VA Form 10-5534a. The list will be updated periodically by Central Office staff to reflect changes in occupational titles and/or status of centrally directed funding.

b. Appendix B, Index of Cooperating Institutions Codes, is a comprehensive list of educational institutions and/or other agencies. The seven digits preceding the institution name will be used to complete column F, VA Form 10-7970.

NOTE: *For institutions not listed in Appendix B, and only for those not listed, complete column G. Codes will be assigned and the institutions will be included in the next issue of Appendix B.*

6.08 SUMMARY OF VHS&RA TRAINEES BY MAJOR PROGRAMS

Approximately 120 days after the end of the report due date, copies of a Summary of VHS&RA Trainees by Major Programs will be forwarded to each facility for information.