

Manual M-1, Operations. Part VIII, Management Analyst Program

Rescinds M-1, Part VIII, dated February 7, 1972

Chapter 3, Evaluation and Submission of Studies (Paragraphs 3.01 through 3.03)

This document includes:

Title page and verso for M-1, Part VIII, dated **March 10, 1975**

Contents page for M-1, Part VIII, dated **March 10, 1975**

Rescissions page for M-1, Part VIII, dated **March 10, 1975**

Text for Chapter 3, dated **March 10, 1975**

VETERANS ADMINISTRATION
DEPARTMENT OF MEDICINE AND SURGERY

M-1

PART VIII

OPERATIONS



PART EIGHT

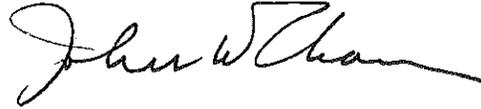
MANAGEMENT ANALYST PROGRAM

WASHINGTON, D.C. 20420

MARCH 10, 1975

March 10, 1975

Part VIII, "Management Analyst Program," VA Department of Medicine and Surgery Manual M-1, "Operations," is published for the compliance of all concerned.



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Chief Medical Director

Distribution: RPC: 1139
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RESCISSIONS

The following material is rescinded.

1. COMPLETE RESCISSIONS

a. DM&S Circulars

Cir. 10-71-25

b. Program Guides

G-10, dated November 12, 1963, M-1, part I

[c. Manuals

Part VIII, dated February 7, 1972, M-1]

CHAPTER 3. EVALUATION AND SUBMISSION OF STUDIES**3.01 EVALUATION OF A MANAGEMENT ANALYSIS PROGRAM**

- a. Satisfactory guidelines for evaluating management analysis program effectiveness at hospitals were not established in the past because the responsibilities assigned to a management analyst were not clearly and precisely stated. By describing management analysts' place in the organization and by identifying the programs for which they are responsible makes possible the development of evaluation criteria.
- b. Reports received as a result of audits or surveys, Central Office evaluation visits, and evaluations received through the management personnel inventory will provide the necessary information to determine management analysis program effectiveness at those hospitals having management analysts assigned.

3.02 STUDIES PERFORMED BY MANAGEMENT ANALYSTS

Many of the studies performed by the management analysts are applicable to other VA hospitals or can be used as a reference by other management analysts who are beginning studies of a similar nature. To assist this activity, a reference library has been established in Central Office and will be expanded continually to include copies of studies submitted by management analysts. Criteria for submitting studies are contained in paragraph 3.03.

- a. For those studies involving savings which meet the criteria of the DM&S Management Improvement Program, VA Form 10-1192 a or b, Report of Cost Reduction and Management Improvement, will be submitted concurrently, at the time the study is forwarded, in accordance with current management improvement reporting instructions in DM&S Supplement, MP-1, part II, chapter 18.
- b. Studies submitted to Central Office under the criteria established in paragraph 3.03 will be reviewed and forwarded to the concerned Central Office program official by the Director, Management Analyst Program, for comments and possible application to other VA hospitals.
- c. Annually, a listing of these studies will be made in Central Office and distributed to all hospitals so that they may benefit from results obtained.
- d. Management analysts who are contemplating studies and want to utilize the reference library may do so by a letter of request to the appropriate DIRECTOR, FIELD OPERATIONS, REGION ____ (10CA).

3.03 CRITERIA FOR SUBMITTING STUDIES TO CENTRAL OFFICE

Studies that meet the criteria established in subparagraphs a through d below will be submitted, when completed, to the appropriate DIRECTOR, FIELD OPERATIONS, REGION ____ (10CA), in an original only.

- a. Studies that have possible application to other VA hospitals.
- b. Studies that the management analysts feel will be useful to other management analysts in terms of techniques used.
- c. Studies that meet the requirements for reporting under the DM&S Management Improvement Program contained in DM&S Supplement, MP-1, part II, chapter 18.
- d. Studies completed as a result of a management analyst or trainee being detailed to another hospital at the request of the Hospital Director.
- e. Studies that are applicable to local conditions, have limited value for the reference library, or have been Central Office directed will not be reported under this authority.