

Manual M-8, Academic Affairs.

Part I, General

RESCINDS: M-3, Part II, Chapter 1

**Chapter 3, Organization of Education and Training Activities in VA Facilities
(Paragraphs 3.01 through 3.06; Appendix 3A through Appendix 3C)**

Rescinds Chapter 3 through Change 16, dated April 13, 1987

Paragraph 3.02 and Appendix 3A through Appendix 3C are rescinded by:

VHA Handbook 1400.3, dated September 24, 2002

This document includes:

Title page and p. ii for M-8, Part I, dated **November 28, 1989**

Foreword for M-8, Part I, dated **November 28, 1989**

Contents page for M-8, Part I, dated **November 28, 1989**

Rescissions page for M-8, Part I, dated **November 28, 1989**

Transmittal sheet for VHA Handbook 1400.3

Contents for Chapter 3, dated **November 28, 1989**

Text for Chapter 3, dated **November 28, 1989**

Paragraph 3.02 has been rescinded

Text for Appendix 3A through 3C (**rescinded**), dated **November 28, 1989**

Transmittal sheet located at the end of the document:

Sheet dated **November 28, 1989**

Transmittal sheets for changes prior to 1989:

Errata to Change 13, dated **March 25, 1987**

Change 13, dated **July 31, 1986**

Change 12, dated **December 13, 1985**

Change 10, dated **February 12, 1985**

Change 8, dated **April 19, 1983**

Change 5, dated **December 22, 1982**

Change 2, dated **May 26, 1981**

Change 1, dated **December 7, 1979**

Interim Issue 10-80-68, dated **December 11, 1980**

Interim Issue 10-80-22, dated **April 24, 1980**

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Department of
Veterans Affairs

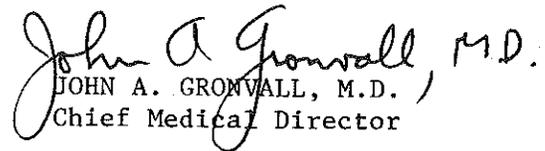
Academic Affairs

M-8, Part I

Department of Veterans Affairs
Veterans Health Services and
Research Administration
Washington, DC 20420

November 28, 1989

The Department of Veterans Affairs, Veterans Health Services and Research Administration Manual M-8, "Academic Affairs," Part I, "General," is published for the compliance of all concerned.


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FOREWORD

The Department of Veterans Affairs, Veterans Health Services and Research Administration Manual M-8, "Academic Affairs," promulgates certain policies and mandatory procedures relating to the education and training activities of VHS&RA. It is for application at all VA facilities.

This manual consists of five parts as follows:

- Part I General
- Part II VHS&RA Education Programs
- Part III Learning Resources for VHS&RA Education Programs
- Part IV Continuing Education for VHS&RA Employees
- Part V Special Programs and Activities

Chapters, as completed, will be issued separately as changes to this manual. Each chapter will have its own rescission page and table of contents.

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CHAPTERS

1. INTRODUCTION
2. AFFILIATIONS WITH ACADEMIC INSTITUTIONS
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4. PROFESSIONAL ACTIVITIES
5. REPORTS OF ACADEMIC AFFAIRS ACTIVITIES IN VA HEALTH CARE FACILITIES

RESCISSIONS

The following material is rescinded.

1. COMPLETE RESCISSIONS

a. Manuals

M-3, part II, chapter 1
M-8, part I, changes 1 through 16

b. Interim Issues

II 10-78-8
II 10-79-20
II 10-80-22
II 10-80-68

c. VHS&RA Circulars

10-83-193
10-84-211 and supplement No. 1
10-85-177

2. Partial Rescission

VHS&RA Circular 10-89-19, paragraph 3.02(d)(2)(a)

AFFILIATION PARTNERSHIP COUNCILS

1. REASON FOR ISSUE: This Veterans Health Administration (VHA) Handbook outlines the procedural requirements pertaining to establishing, administering and maintaining Affiliation Partnership Councils and associated subcommittees or subcouncils (e.g., Medical Education Subcouncil).

2. SUMMARY OF MAJOR CHANGES: The Handbook has been written with specific emphasis on the following areas:

a. Each VA facility having one or more health care professions training affiliations must establish an advisory entity (i.e., Affiliation Partnership Council) to assist in the management and coordination of the relationships between VA and its affiliations partners; and

b. Each Council will have broad representation from the VA's affiliated education and training institutions.

c. The incumbent responsibilities are described.

3. RELATED ISSUES: VHA Directive 1400.

4. RESPONSIBLE OFFICIALS: The Chief Academic Affiliations Officer (14) is responsible for the contents of this Handbook. Questions may be referred to (202) 273-8946.

5. RESCISSIONS: M-8, Part I, Chapter 3, para.3.02, and Appendices 3A, 3B, and 3C are rescinded.

6. RE-CERTIFICATION: This document is scheduled for re-certification on or before the last working day of September 2007.

S/ Nevin M. Weaver for
Robert H. Roswell, M.D.
Under Secretary for Health

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* Rescinded by VHA Handbook 1400.3
09/24/02

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.

*Rescinded
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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.

RECEIVED

FEB 8 - 1990

November 28, 1989

1. Transmitted is a revision to Veterans Health Services and Research Administration Manual M-8, "Academic Affairs," Part I, Chapters 1 through 5. Brackets have not been used to indicate the changes.

2. Principal changes are:

a. **Paragraph 2.03b (4):** Authority to review and approve all standard programmatic Memorandums of Affiliation for all associated health professions affiliated education programs (app. 2C agreements) is delegated to facility directors.

b. **Chapter 6:** Chapter 6, "Agreements with Federal Reserve and State National Guard Military Units," has been deleted.

c. **Chapter 7:** Chapter 7, "Education and Training Agreements with Units of the Department of Defense for Active Duty Military Personnel and Reserve Personnel," has been deleted.

d. Program guidelines relating to education and training agreements between VA and DOD are now contained in M-1, part I, paragraph 1.125.

3. Filing Instructions

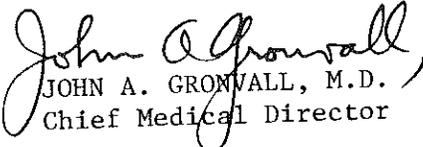
Remove pages

Cover through vi
1-i through 7-3

Insert pages

Cover through v
1-i through 5-2

4. **RESCISSIONS:** M-8, part I, chapter 1, dated August 14, 1978, and changes 1 through 16; Interim issues 10-79-20 and 10-80-22. Partial rescission of VHS&RA Circular 10-89-19, paragraph 3.02 (d)(2)(a).


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Change 13, dated July 31, 1986, to Part I, "General," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is corrected as indicated below:

Page v, chapter 3: Under paragraph 3.05 add the following:

(3.06 VA and Non-VA Instructors and Consultants 3-8)

Page 3-i paragraph 3.06: Delete page number "3-6" and insert page number "3-8".

Pages 3-7 and 3-8: Insert these pages attached. (These pages were inadvertently omitted in printing change 13.)



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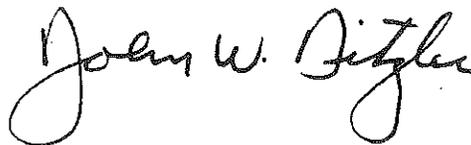
Part I, "General," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: The purpose of this change is to (a) revise paragraph 3.04, chapter 3, by incorporating provisions of expired administrative issues, and (b) update chapter 4.

Pages 3-3 through 3-6: Remove these pages and substitute pages 3-3 through 3-6 attached. (Par. 3.04 revised.)

Page 4-1: Remove this page and substitute page 4-1 attached. (Par. 4.02 revised.)

RESCISSIONS: Circulars 10-83-193, 10-84-211 and Supplement No. 1.



JOHN W. DITZLER, M.D.
Chief Medical Director

Distribution: RPC: 1306
FD

Printing Date: 9/86

Part I, "General," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: The purpose of this change is to revise policies and procedures for appointing members of Deans Committees/Medical Advisory Committee. Appointment of the members of the committee(s) is delegated to the VA facility Director by the Chief Medical Director. Other changes are primarily editorial.

Page v, contents, chapter 2: Under "APPENDIXES" insert:

✓ "2A.1 Policy Memorandum No. 2 . . . 2A.1-1".

Page 2-i, contents: Under "APPENDIXES" insert:

✓ "2A.1 Policy Memorandum No. 2 . . . 2A.1-1".

✓ Page 2-1, paragraph 2.01f, line 3: After "affiliation" insert "or establishing a new affiliation".

✓ Page 2-3, paragraph 2.04

✓ (Subparagraph a, line 2: After "(January 30, 1946)" insert "(see app. 2A.1)".

✓ Subparagraph (1)(a), line 1: Delete "Organize, and nominate to the Chief Medical" and insert "Organize and nominate to the VA facility".

✓ Page 2-4, paragraph 2.05b, line 2: After "made by the" delete "Chief Medical" and insert "VA facility".

✓ Page 2-6, paragraph 2.08e, line 3: After "Title" delete "III" and insert "II".

✓ Pages 2A.1-1 through 2A.1-4: Insert these pages attached. (App. 2A.1 added.)

✓ Page 2A-1, paragraph 1a, line 1: After "to the" delete "Chief . . . concurrence of the".

✓ Page 2A-2, TERMS OF AGREEMENT, paragraph 1, line 2: After "Title" delete "III" and insert "II".

✓ Page 2A-3, TERMS OF AGREEMENT, paragraph 4: After "conducted" insert "as necessary".

Page 2B-1:

✓ Heading, between lines 3 and 4, in center of page: Insert "AND".

✓ Heading, line 5: Delete "and".

✓ Fifth paragraph, line 2: Delete "Title III" and insert "Title II".

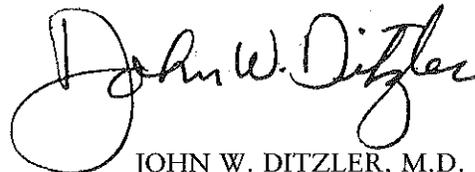
✓ Eighth paragraph: After "conducted" insert "as necessary".

Page 2C-1:

✓ Paragraph 5, line 2: Delete "III" and insert "II".

✓ Paragraph 8: After "conducted" insert "as necessary".

✓ Pages 3-i and 3-1 through 3-6: Remove these pages and substitute pages 3-i and 3-1 through 3C-1 attached. (Par. 3.02 revised.)



JOHN W. DITZLER, M.D.
Chief Medical Director

February 12, 1985

Part I, "General," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

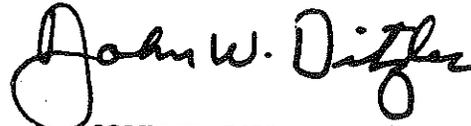
NOTE: The purpose of this change is to issue completely revised chapters 1, 2, and 3. The changes consolidate and bring up-to-date all interim changes and modifications in conformity with opinions of General Counsel. The revised chapters clarify the relationships between VA medical centers and affiliating educational institutions and specify mechanisms to achieve operational and legal goals.

Page iv, paragraph 1a: Add "Chapter 2 dated August 14, 1978, to M-8, part I and changes 3, 5, 7 and 8".

Pages v and vi: Remove these pages and substitute pages v and vi attached.

Pages 1-1 through 3-5: Remove these pages and substitute pages 1-i through 3-6 attached. (Chs. 1, 2, and 3 revised.)

RESCISSIONS: Chapter 2 dated August 14, 1978, to M-8, part I and changes 3, 5, 7, and 8.



JOHN W. DITZLER, M.D.
Chief Medical Director

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Printing Date: 4/85

(A) Chp. I revised by chg. # 16, dttd 4-13-87.

6-16-83

Department of Medicine and Surgery
Veterans Administration
Washington, D.C. 20420

M-8, Part I
Change 8

April 19, 1983

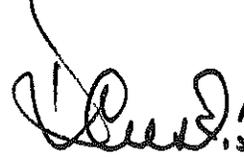
Part I, "General," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: The purpose of this change is to (a) delete references to specific legislated programs and (b) to clarify use of gifts or donations to the General Post Fund for education purposes.

Page v, contents, chapter 1: Under paragraph 1.06 add "1.07 Gifts or Donations for Education Purposes 1-2".

Pages 1-1 and 1-2: Remove these pages and substitute pages 1-1 and 1-2 attached. (Pars. 1.05a revised, 1.05c deleted, and 1.07 added.)

Pages 3-3 and 3-4: Remove these pages and substitute pages 3-3 and 3-4 attached. (Par. 3.05b revised.)



DONALD L. CUSTIS, M.D.
Chief Medical Director

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by chg. 15

1-2583

Department of Medicine and Surgery
Veterans Administration
Washington, D.C. 20420

M-8, Part I
Change 5

December 22, 1982

Part I, "General," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: The purpose of this change is to authorize VA staff other than the Director and Chief of Staff to be designated as ex officio members of the Deans Committee.

Page 3-1, paragraph 3.02e

Line 1: After "facility" insert "and others they may designate".

Line 5: After "discretion" insert ",".

Line 6: After "may" delete "be . . . occasion to".

Line 8: After "members" delete "and . . . minutes".



DONALD L. CUSTIS, M.D.
Chief Medical Director

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by [Signature] 10

May 26, 1981

Part I, "General," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: The purpose of this change is to add reference to recent legislation, reflect new procedures regarding facility requests for ACOS for Education positions, and update reports required by the Office of Academic Affairs. Other changes are primarily editorial.

- ✓ Page iv, paragraph 1b: Add "II 10-80-68."
- ✓ Pages v and vi: Remove these pages and substitute pages v and vi attached. (Pars. 5.07 and 5.11 changed; par. 5.12 added.)
- ✓ Pages 1-1 and 1-2: Remove these pages and substitute pages 1-1 and 1-2 attached. (Par. 1.02b changed.)
- ✓ Pages 3-1 through 3-4: Remove these pages and substitute pages 3-1 through 3-4 attached. (Par. 3.02 e and h; and pars. 3.04 and 3.05 changed.)
- ✓ Page 5-1 and 5-2: Remove these pages and substitute pages 5-1 and 5-2 attached. (Pars. 5.07 and 5.11 changed; par. 5.12 added.)
- ✓ RESCISSION: Interim Issue 10-80-68.



DONALD L. CUSTIS, M.D.
Chief Medical Director

Distribution: RPC: 1306
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December 7, 1979

Part I, "General," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: The principal purpose of this change is to correct typographical and editorial errors. Other corrections are required because of the DM&S reorganization, the numbering of the VA Organization Manual, and the passage of the Age Discrimination Act of 1975, 42 U.S.C. 6101 through 6107. The last affects the text of the memorandum of affiliation.

✓ Page vi: Add:

- ✓ 5.09 Allocation of Residency Positions: Academic Year (RCS 14-12)..... 5-2
- ✓ 5.10 Submission of Information Relating to the Management of Audio-visual Activities (IRCN's 0151-GSA-AN and 0152-GSA-AN)..... 5-2
- ✓ 5.11 Unfilled Designated Positions for Medical and Dental House Staff (RCS 14-11)..... 5-2"

✓ Page 1-1

✓ Paragraph 1.03b

✓ Line 1: After "care" insert "education and".

✓ Subparagraph (1): Delete "best medical care." and insert "highest quality of health care and services."

✓ Subparagraph (3)

✓ Line 1: Delete "community" and insert "communities".

✓ Line 2: Delete "medical education" and insert "health care education and training".

✓ Paragraph 1.04

✓ Subparagraph a

✓ Line 1: Delete "a. *At the Agency Level.*".

✓ Line 2: After "Manual" delete ", paragraphs 205.1 through 205.6" and insert "M-00-1".

✓ Subparagraph b: Delete this subparagraph.

Page 1-2

Paragraph 1.05a

Line 3: Delete "direct" and insert "directly".

Line 5: After "DM&S" delete the comma.

Paragraph 1.06b

✓ Lines 2 and 3: Delete "extra-VA review . . . care professions." and insert "accrediting bodies."

✓ Line 4: Delete "will" and insert "may".

Line 5: Delete "will" and insert "may".

✓ Line 6: Delete "These" and insert "Where developed, these".

✓ **Page 1A-1:** Remove this page.

✓ **Page 2-2, paragraph 2.03b**

✓ Subparagraph (2) (b), line 2: Delete "will" and insert "shall".

✓ Subparagraph (4) (b), line 2: Delete "with" and insert "within".

✓ **Page 2-3, paragraph 2.04a, line 2:** Delete "relation" and insert "relations".

✓ **Page 2-4, paragraph 2.07**

✓ **Subparagraph b**

✓ Line 3: After "memorandum" insert "(in duplicate)".

✓ Line 4: Delete "(144)" and insert "(141)".

✓ Subparagraph d(4), line 3: Delete "(144)" and insert "(141)".

✓ **Page 2A-2, under "TERMS OF AGREEMENT," paragraph 1, lines 3 and 4:** Delete "employee or applicant . . . or handicap." and insert "person on the basis of race, color, sex, creed, national origin, age or handicap under any program or activity receiving Federal financial assistance from the VA."

✓ **Page 2A-3, signature line for the School:** After "for the School" insert "(Name and Title)".

Page 2B-1

✓ Fifth paragraph, lines 3 and 4: Delete "employee or applicant . . . or handicap." and insert "person on the basis of race, color, sex, creed, national origin, age, or handicap under any program or activity receiving Federal financial assistance from the VA."

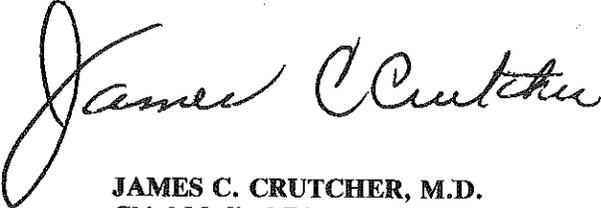
✓ Signature line for the Sponsoring Institution: After "Institution" insert "(Name and Title)".

✓ **Page 3-1, paragraph 3.02h:** Delete "(141B)" and insert "(141)".

December 7, 1979

M-8, Part I
Change 1

- ✓ Page 3-2, paragraph 3.021(7), line 1: Delete "to" and insert "for consideration by".
- ✓ Page 3-3, paragraph 3.04a, line 8: Delete "MD-5," and insert "MP-5,".
- ✓ Page 3-4, paragraph 3.05b(5), line 1: Delete "Equitably allocating" and insert "Allocating".
- ✓ Page 4-1, paragraph 4.01b
- ✓ Subparagraph (2), line 6: Delete "ACADEMIC AFFAIRS (141)" and insert "~~PROFESSIONAL SERVICES (11)~~". *PROFESSIONAL CLINICAL AFFAIRS*
- ✓ Subparagraph (3): Delete this subparagraph.
- ✓ Page 5-1: Remove this page and substitute pages 5-1 and 5-2 attached. (Pars. 5.09, 5.10 and 5.11 added.)


JAMES C. CRUTCHER, M.D.
Chief Medical Director

Distribution: RPC: 1306
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VETERANS ADMINISTRATION
Department of Medicine and Surgery
Washington, D.C. 20420

December 11, 1980

INTERIM ISSUE 10-80- 68 ✓

- A. BASIC ADMINISTRATIVE ISSUE AFFECTED: DM&S Manual M-8, Part I, paragraph 3.02e.
- B. OTHER ISSUES AFFECTED: None.
- C. REASON FOR ISSUE: To change the VA membership on Deans Committees to be in compliance with the amendments to 38 U.S.C. 4112(b) contained in Section 115, Public Law 96-330, viz:

Section 4112(b) is amended by inserting "(including appropriate representation from the full-time staff)" after "Veterans Administration".

- D. TEXT OF INTERIM ISSUE: M-8, Part I, Chapter 3 is changed as follows:

Page 3-1, Paragraph 3.02e, lines 3 through 5: Delete "At the...members." and insert:

"The Deans Committee chairperson will nominate, with the concurrence of the Director, one or more members of the full-time staff appointed at the VA facility as voting members. Their name and title/position will be included as part of the report of Deans Committee members (RCS 10-172). At the chairperson's discretion other employees of the VA, including representatives of VA house staff, may be invited on occasion to attend as participant/observers in order that their expert opinions may be fully utilized. These participant/observers may regularly attend at the chairperson's discretion but they may not be voting members and should be identified as participant/observers in Deans Committee minutes."

- E. RESCISSION: This issue is rescinded December 10, 1981.



DONALD L. CUSTIS, M.D.
Chief Medical Director ✓

Distribution: RPC: 1306
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TELEGRAPHIC MESSAGE

II 10-80-22
April 24, 1980

NAME OF AGENCY VACO WASH DC	PRECEDENCE ACTION: P INFO:	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED 2/28/80	TYPE OF MESSAGE <input type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input checked="" type="checkbox"/> MULTIPLE-ADDRESS
FOR INFORMATION CALL		
NAME M. A. BECKLEY	PHONE NUMBER 389-2501	

THIS SPACE FOR USE OF COMMUNICATION UNIT PLEASE RESTRICT THE TEXT OF THIS MESSAGE TO A MAXIMUM OF 69 CHARACTERS PER LINE.

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO:

DIRECTORS, ALVAMC AND REGIONAL OFFICES WITH OUTPATIENT CLINICS

00/05 THIS IS INTERIM ISSUE 10-80-22

A. BASIC ADMINISTRATIVE ISSUE AFFECTED: DM&S SUPPLEMENT, MP-5, PART II, CHAPTER 2.

B. OTHER ISSUES AFFECTED: M-8, PART I

C. REASON FOR ISSUE: TO EXTEND THE PROVISIONS OF II 10-79-20 CONCERNING THE ROLE OF THE DEANS COMMITTEE IN THE SELECTION OF PHYSICIANS AND DENTISTS.

D. TEXT OF ISSUE: THE RESCISSION DATE OF II 10-79-20 IS EXTENDED UNTIL APRIL 30, 1981.

E. THIS INTERIM ISSUE WILL NOT BE CONFIRMED WITH A PRINTED COPY AND IS RESCINDED APRIL 30, 1981. 054D/10

[Handwritten Signature]
for CO

DISTRIBUTION: RPC: 1226(CO AND NONVA ONLY)
NS

APR 24 1980

MABeckley:see (054D) (054) (10)		PAGE NO. 1	NO. OF PGS. 1	SECURITY CLASSIFICATION
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VETERANS ADMINISTRATION
Department of Medicine and Surgery
Washington, D.C. 20420

May 3, 1979

INTERIM ISSUE 10-79- 20

A. BASIC ADMINISTRATIVE ISSUE AFFECTED: DM&S Supplement, MP-5, Part II, Chapter 2.

B. OTHER ISSUES AFFECTED: M-8, Part I

C. REASON FOR ISSUE: To clarify the role of the Deans Committee in the selection of physicians and dentists.

D. TEXT OF ISSUE: DM&S Supplement, MP-5, Part II, Chapter 2, is changed as follows:

1. Page 2-6, paragraph 2.07b(1)(b), line 10, insert:

"At health care facilities having teaching programs, the Deans Committee nominates for consideration by the Director physicians and dentists of the professional staff of the facility, including chiefs of services. (See M-8, Part I, par. 3.021(7).) The Director should assure that such nominations have been made or should assure that there is justifiable documentation to explain their absence."

2. Page 2-9:

a. Paragraph 2.08d, line 10, insert:

"At health care facilities having teaching programs, the Deans Committee nominates for consideration by the Director temporary full-time physicians and dentists of the professional staff of the facility, including chiefs of services. (See M-8, Part I, par. 3.021(7).) The Director should assure that such nominations have been made or should assure that there is justifiable documentation to explain their absence."

b. Paragraph 2.09c(1), line 7, insert:

"At health care facilities having teaching programs, the Deans Committee nominates for consideration by the Director part-time physicians and dentists of the professional staff of the facility, including chiefs of services. (See M-8, Part I, par. 3.021(7).) The Director should assure that such nominations have been made or should assure that there is justifiable documentation to explain their absence."

II 10-79-20
May 3, 1979

3. Page 2-12:

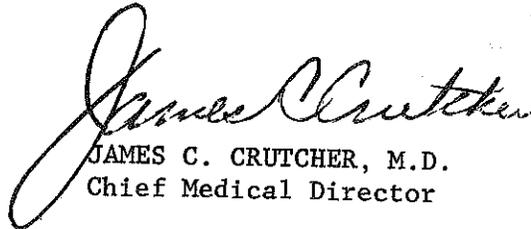
a. Paragraph 2.11e(1), lines 7 through 9, delete: "At affiliated stations ... consultants or attendings."

b. Paragraph 2.11f(1), line 1, following the subtitle "Recommendations for Approval," insert:

"At health care facilities having teaching programs, the Deans Committee nominates for consideration by the Director physicians and dentists as consultants and attendings. (See M-8, Part I.) The Director should assure that such nominations have been made or should assure that there is justifiable documentation to explain their absence."

4. Page 2-18, paragraph 2.19b(1), lines 5-7, delete: "In affiliated hospitals ... by the Director," and insert: "At health care facilities having teaching programs, the Deans Committee nominates for consideration by the Director physicians and dentists of the professional staff of the facility. (See M-8, Part I.) The Director should assure that such nominations have been made or should assure that there is justifiable documentation to explain their absence."

E. RESCISSION: This issue is rescinded April 30, 1980.



JAMES C. CRUTCHER, M.D.
Chief Medical Director

Distribution: RPC; 1226
FD