ABC’s of Agreements
Dr. Chris Pelic & Christy Clary
Medical and Dental Education
Clinical Education Documents

- Academic Affiliation Agreements
- Disbursement Agreements
- Program Letters of Support
Clinical Education Documents

- Identify required documents
- Know how to complete each document
- Know the purpose of each document
Legal Documents

• Agreements are Legal Documents
• Website agreements are approved for use by the Office of General Counsel
• Proposed changes MUST be communicated to OAA for approval
• OGC may need to be involved to approve any addendums or changes to the agreement.
Academic Affiliations Documents

- Medical Education
- Dental Education
- Associated Health Education

WHICH IS USED MOST OFTEN??
• Associated Health AA are used most often
  • Pharmacy
  • Nursing
  • Social Work
  • Optometry
  • Chaplain
  • NPs
  • Audiology
  • Speech Pathology
  • ETC!

• There are more than 40 AHE disciplines partnering with VA for clinical training experiences.
Medical Affiliations Agreements

Medical Education

• Three Options:

1. Between the VA and School of Medicine (SOM)
2. Between the VA and the School of Osteopathic Medicine
3. Between the VA and Institutions sponsoring Graduate Medical Education
Medical Affiliation Agreements

- Must be e-signed; wet signature not accepted
- Signed by Chief Academic Affiliations Officer
- Tracked by OAA
- Must be in place BEFORE completing the disbursement agreement
- Must be signed by VA leadership; “Acting's” cannot sign for permanent staff
- Facilities sole source contracting with affiliate for other medical services
- Medical AA opens the door to allow trainees in the medical center
Medical Affiliation Agreements

- WHO signs the agreement?
- WHAT does the agreement look like?
- WHEN does the agreement expire?
- WHERE are the templates located?
- HOW does the agreement get signed by OAA?
WHAT does it look like?
WHERE are the agreements located?
Office of Academic Affiliations

Medical and Dental Education Program

- Residencies
- Policies & Agreements
- Contact OAA

Our History

VA's medical education program began in the post-war years of World War II. The authority for establishing VA's affiliations derives from Memorandum Number 2, an historic document that was signed January 30, 1946. By forming affiliations with medical schools and universities, VA has become the largest provider of healthcare training in the United States.

Today's Graduate Medical Education Program

The Veterans Health Administration (VHA) conducts education and training programs to enhance the quality of care provided to Veterans within the VA health care system. Building on the long-standing, close relationships among VA and the nation's academic institutions, VA...
Office of Academic Affiliations

Medical and Dental Education Program: Policies and Agreements

Residencies | Policies & Agreements | Contact OAA

Handbooks

Education Affiliation Agreements

VHA Affiliations Partnership Councils
VHA Handbook 1400.3 outlines procedural requirements for establishing, administering and maintaining Affiliation Partnership Councils and associated subcommittees or sub-councils (e.g., Medical Education Sub-council).

Between VA and another VA Healthcare Facility (10-0094i) (fillable)
Use to establish an affiliation between a VA healthcare facility sponsoring an educational program and its Veterans Integrated Service Network, and another VA healthcare facility for the academic purpose of enhancing patient care, education, and research.

Between VA Central Office and an Educational Institution (10-0094m) (fillable)
Use when trainees enrolled in academic programs accredited by the appropriate nationally recognized accrediting organization obtain educational experiences at VA Central Office.

Medical Education Agreements

Between the VA and a School of Medicine and its Affiliated Participating Institutions.
For programs accredited by the Liaison Committee for Medical Education (LCME) or the Accreditation Council for Graduate Medical Education (ACGME).

VA Form 10-0094A (fillable) Revised July, 2017

Between the VA and a School of Osteopathic Medicine and its Affiliated Participating Institutions.
WHEN do the agreements expire?

• Originally there was no termination or expiration date on prior version of OAA Affiliation Agreements

HOWEVER

• Current templates have a 10-Year termination date per OGC
• Accrediting bodies, such as ACGME require “recently signed” agreements be on file, meaning less than five years since final signature.
• An affiliate may request to resign an agreement because of an upcoming accreditation survey.
WHO signs the agreements?

Affiliate

- DIO – Designated Institutional Official
- Legal Signer (may be DIO)
- Dean of the School of Medicine

VA

- Designated Education Officer (DEO)
- Medical Center Director
- Network Director
- Chief Medical Officer
- Chief of Academic Affiliations
HOW are the agreements completed?

1. Make sure you have the correct template.
2. Fill in all the information on page ONE.
3. Fill in names and titles on pages FOUR – SIX.
4. Secure all signatures
5. Email to Yolanda Seward at yolanda.seward@va.gov
6. She will have the Chief Officer sign.
7. She will email you a copy of the completed agreement and upload your agreement to the OAA site.

ELECTRONICALLY!
Disbursement Agreements

- Payment mechanism for medical residents
- Affiliation agreement MUST be in place prior to disbursement agreement
- Located on the OAA Support Center Website
  - Databases
  - GME Disbursement Uploads
  - Select agreement by payment format (in advance or arrears)
  - Rate schedule attached to agreement
- Common Errors in completing the form
  - Disbursing Agent is entity paying the residents (if is not a person or your Fiscal Service)
  - Sick Leave is governed by AFFILIATE, not the VA
  - The Effective Date cannot be BEFORE the document is signed
The affiliation agreement gets the trainees in the door....

The disbursement agreement allows them to get paid!
Dental Affiliation Agreements

- Three Options
  - Between the VA and the School of Dentistry
  - Between the VA as the Sponsoring Institution & SOD
  - Between the VA and Institution Sponsoring Dental Education
Program Letters of Agreement

MOU = Memorandum of Understanding

PLA = Program Letter of Agreement

EPLA = Education Program Letter of Agreement
PLA’s

- Program Specific
- Outlines the details of the educational rotation
- Usually generated by the affiliate
- Not required by every program
- Usually Valid for one year
- No “official” template
- PLA’s are NOT signed by OAA
- Used for both Medical and Associated Health Programs
Questions?