

Office of Academic Affiliations

Advanced Fellowships and Professional Development Program Directors Call

March 27, 2019

0930 AM PST

1030 AM MST

1130 AM CST

1230 PM EST

AGENDA

1. Welcome / Introductions (Deborah Ludke)
2. General Updates (Jeff Cully)
 - a. OAA's Transition to 10X (attachment)
 - b. OAA's New Chief Officer
 - i. Marjorie A. Bowman, MD
<https://www.va.gov/oaa/chiefficerbiography.asp>
 - c. Program Advocacy:
 - i. Impact
 - ii. Marketing/Branding
 - iii. Retention of Fellows
3. Advanced Fellowships Web (Kimberly Uhl)
https://www.va.gov/OAA/Advanced_Fellowships/Home.asp
 - a. OAA AF Web Page quick tips
 - i. Explore our Fellowships
 1. Program located – map
 2. How to apply
 - ii. Fellowship Overview
 1. Background
 2. Application Requirements
 - iii. Resources
 1. https://www.va.gov/OAA/Advanced_Fellowships/Resources.asp
 2. Links to a variety of needs for program directors and potential fellows
 - iv. FAQ Section
<http://vaww.oaa.med.va.gov/faqs/Details.aspx?TID=37&CAT=6>
 - b. Contact and program information updates
 - i. - submit requests to Kimberly.uhl@va.gov
 - c. Transition a new Program Director
 - i. You need to send a letter (email) describing the situation.

VANTS: 800-767-1750

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- ii. Highlight the new director's qualifications in leading the program, mentorship, etc.
 - iii. Attach a copy of their CV
 - iv. OAA will then review and get back to you with confirmation and/or any questions we may have.
 - v. Once approved you'll need to work with Kimberly Uhl to make any necessary changes to the contact information on our webpage for your site.
4. Nominations (nomination and appointment instructions attached) (Kimberly Uhl)
- a. Nominations for fellows should be entered at least **45 days prior to the anticipated start date.**
 - i. Polytrauma and Psychiatric Research require OAA review and may take additional time.
 - b. Required Documents
 - i. Advanced Fellowships Nomination Letter
 - ii. Application for Health Professions Trainees – 10-2850D
 - iii. Fellow CV
 - c. Advanced Fellowships Nomination Worksheet
 - i. Formerly the Nomination Checklist
 - ii. No longer required to upload
 - iii. your DEO may still require it before certifying in the database
 - d. Trainee Qualifications and Credentials Verification Letter (TQCVL) Reminder
 - i. Prior to participating in training at a VA facility, each health professions trainee (HPT) must first be listed on a Trainee Qualifications and Credentials Verification Letter (TQCVL).
 - ii. The Program Director (VA or non-VA) provides a TQCVL to complete HPT onboarding.
 - iii. A TQCVL is required for all HPTs: Affiliate program, VA program, VA stipend-paid or Without Compensation (WOC). For multi-year programs, all trainees, new and continuing, will be listed on a TQCVL prior to the start of the academic year.
 - iv. Links to info and additional instruction guides can be found here <https://www.va.gov/OAA/TQCVL.asp>

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- e. REMINDER: Fellows cannot start until you have received the official OAA Nomination approval memo.
- f. Requesting an Additional Slot (form and instructions attached)
- g. Requesting an additional year of support
 - i. Submit extension requests at least 45 days prior to end of initial appointment
 - ii. Please upload the three required documents
 - 1. Updated fellow CV
 - 2. Letter from fellow
 - 3. Letter from Director
 - iii. Remember to highlight
 - 1. accomplishments during fellowship
 - 2. the impact of fellow's work
 - 3. the need for an additional year to pursue opportunities that will continue the fellow's development.
- h. Changes in start date
 - i. Send an email to kimberly.uhl@va.gov with a brief outline of why the start date changed and include the new date
 - ii. After review/acceptance – we will upload a new approval memo and notify you by email.
- i. Less than full time
 - i. VA Advanced Fellows can participate in the VA Advanced Fellowship program less than 100%, but no less than 50%. If you have a fellow wishing to do this we would need you to do the following:
 - 1. Upload to the Advanced Fellowships Nomination Portal a letter signed by the program director describing the situation, the percentage of time (50% or above) the fellow wishes to work, and how the fellow will be successful given the reduced time in the fellowship.
 - 2. Once the letter is uploaded please send Kimberly Uhl an email indicating that the request is in the database. The VA Advanced Fellowships National Office will then review and let you know our thoughts (approved/not approved).

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- ii. Curriculum Sharing Opportunities
- iii. Discussion

7. Program Award Notification (Jeff Cully)

Example from recent VA Quality Scholars Re-competition

The Office of Academic Affiliations (OAA) is pleased to inform you that your facility has been approved as a site for an Advanced Fellowship in {Program}. Approval and information about this program can be cited as follows:

Department of Veterans Affairs (VA)

Office of Academic Affiliations (OAA); Advanced Fellowships and Professional Development

Facility Education Program Grant

OAA Program# AF-3Q-02-2019-C

Program: VA Quality Scholars

Program Director(s): {Names Listed}

Estimated Annual Directs (Fellowship Stipends; 3 first year and 3 second year fellows): \$500,000

Estimated Annual Indirects (VERA Education Allocations - 2018 rate): \$270,000

Estimated Total Annual Funds: \$770,000

Program Approval Date: {Insert Start Date}

Program Status: Active/Approved

8. Open Forum

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