PROGRAM ANNOUNCEMENT
Physical Therapy Educational Enhancement:
Physical Therapy Residency Programs for Academic Year 2020 (Summer/Fall 2019 - Summer/Fall 2020)

1. REQUEST FOR PROPOSALS (RPF)

This announcement solicits applications for enhancements to the Department of Veterans Affairs (VA) National Physical Therapy (PT) Residency training program for Academic Year (AY) 2020 and provides information and procedures for those applications. This is an expansion of the current residency program and is seeking up to an additional seven residency positions across three to seven new residency programs. Accreditation of programs by the American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) will be required, with each awarded program to follow all accreditation process stages. Initially the facility must submit an application for candidacy by August 15, 2018 (formally an application for recognition status) and the appropriate application fee. Once the application for candidacy is accepted, the facility must submit a self-evaluation report, due October 15, 2018, to ABPTRFE and the appropriate additional fee. The self-evaluation report should be worked on simultaneously with the application for candidacy to prevent delay in obtaining accreditation. It is expected that approval of the Self-Evaluation Report will be in February 2019 and it is further expected that PT residents will start by July 1, 2019 or thereabouts.

Within two years of the initiation of funding the facility must obtain full accreditation by ABPTRFE. Ideally, this accreditation would be within the first year, as the resident candidate will not be able to sit for the board certification examination until the program is accredited. If positions are awarded, initial funding for AY20 will be authorized, but additional funding will be contingent on accreditation, availability of funding, and demonstrated success of the program.

Any of the following types of applications will be considered only for facilities requesting new PT residency programs:
   a. New facilities requesting PT residency training programs
   b. Facilities with existing PT residency programs that are requesting a residency program in a new specialty area
   c. The following specialty areas will be considered:
      1) Neurologic Clinical Specialist in Physical Therapy
      2) Orthopedic Clinical Specialist in Physical Therapy
      3) Cardiovascular and Pulmonary Clinical Specialist in Physical Therapy
      4) Geriatric Clinical Specialist in Physical Therapy
      5) Women’s Health Specialist in Physical Therapy

The residency site must:
   a. Ensure the nature of the PT residency program, populations served, training experiences provided, and qualifications and skills of faculty and staff must be appropriate to the VA mission and to the standards of the ABPTRFE. Clinical settings must provide a range of experiences in the application of PT principles, provide exposure to patients of varying backgrounds and cultures, and foster substantial responsibility in carrying out professional functions.
b. Provide evidence of committed leadership, appropriate clinical and educational programming, and sufficient workload to support a culture of excellence in PT training. The site must demonstrate:

1) VISN, facility, and clinical leadership commitment to build and sustain an outstanding learning environment.
2) Strong leadership by the facility’s Designated Education Officer (DEO).
3) Evidence-based clinical activities and workload to support proposed training programs.
4) Experience providing overall excellence in health professions education.
5) Experience with or commitment to interprofessional training and care models.
6) Administrative infrastructure to support the proposed PT residency program.
7) Evidence of sound strategies for programmatic and learner evaluation.
8) An identified PT leader to serve as the PT residency director.
9) An identified PT residency director who has sufficient release time to manage training program-related activities. Support for this administrative time should come from the identified PT leader, from the training director’s service line supervisor (if applicable), and from the medical center director. PT residency directors generally spend 30% or more of their time in training-related activities, depending on the size and complexity of the training program. Proposals that do not specify a release time of 30% or greater will not be considered.
10) A minimum of two licensed PT VA employees boarded and hired in the PT occupational series for provision of supervisory support, professional role modeling, and administrative functions.
11) Release time for the PT staff who will supervise trainee(s) so they may engage in training-related and mentoring activities. Support for this administrative time must come from the identified PT leader, from the PT staff’s service line supervisor (if applicable), and from facility top management.
12) Stated commitment to fund accreditation and annual fees required by the ABPTRFE.
13) Funded facilities will be required to submit an annual report of activities and outcomes for the resident program to OAA through the PM&R Program Office. This should include at a minimum, number of individuals that applied, lessons learned, changes proposed for the next year, analysis of feedback from residents, analysis of feedback from academic or other partners (if any), results of accreditation efforts, overall satisfaction with the program by resident and faculty, and job placement for graduating residents.

The RFP protocol will require both an internal (VA) and external (ABPTRFE) application process.

a. Step 1: Internal process (within VA):
   1) Letter of Intent (LOI) to the Veterans Health Administration (VHA) Office of Academic Affiliations (OAA) is due no later than March 2, 2018.
   2) Formal application (one program-eight pages, two programs-12 pages, three programs-6 pages only for health care systems with multiple campuses proposing programs). that aligns with the ABPTRFE application due to OAA no later than April 23, 2018.
   Note: Sites will be notified of the award decision on or before June 15, 2018.

b. Step 2: External process (ABPTRFE) Refer to the ABPTRFE website for details: http://www.abptrfe.org/home.aspx - These deadlines are critical in order to have the initial PT resident on board on or about July 1, 2019.
1) First application to ABPTRFE – application for Candidacy must be filed by August 15, 2018
2) The application (Self Evaluation report) must be filed with ABPTRFE by October 15, 2018. It is expected that the Self Evaluation Report will be started as soon as the notification of approval comes from OAA.
3) These will include ABPTRFE initial $500 application fee, and the accreditation fee of ~$3145.75 (fees based on 2016 which are the most recent posted on the ABPTRFE website and this includes the site visit fee and travel support for surveyors) and annual fee thereafter ($922.88 in 2016).
4) **All fees are the responsibility of the facility**: Facility purchase card may be used for professional services, under $3,500.

**Additional information:** Each facility is limited to one comprehensive proposal (details of length requirements adjusted relative to the number of programs requested are included in Section 5 application instructions), with a maximum of two specialty clinical areas included in the proposal. Although we recognize that a health care system may have multiple divisions, proposals must be coordinated through the facility Designated Education Officer (DEO), who liaises with VHA’s OAA. Health care systems with multiple divisions that have different DEOs at each campus may submit no more than one application per DEO. If a health care system has one DEO for multiple campuses and both are interested in applying for a new residency program, a maximum of three specialty clinical areas may be requested. Funding decisions will be based primarily on the quality of the proposals submitted and on their congruence with VA strategic initiatives. Selected sites will be provided with funding and positions effective AY 20: (Summer/Fall 2019 through Summer/Fall 2020).

Because there are only up to seven residency positions to be allocated, we anticipate intense competition; only those programs that demonstrate the ability to offer high quality and innovative clinical education are encouraged to apply.

**2. BACKGROUND**

OAA leads VHA’s statutory education mission to train clinicians for VA and the nation enabling VA to enhance the learning environment, provide excellent care to Veterans, and develop, recruit, and retain high quality professional staff. The *VHA Workforce Succession Strategic Plan* annually has identified PT as one of VHA’s top ten mission-critical priority professions for recruitment and retention. PT residency programs are effective mechanisms for the development of a recruitment pool of skilled PTs who practice with advanced skills to work with Veterans and Service members to assist them in managing their clinical needs.

VHA has funded PT training programs since the early 1990s, providing a significant number of pre-professional positions nationally. Since 2009, OAA has funded advanced PT residency programs, with 34 positions currently funded in 20 residency programs across 16 VA medical centers. As of December 2017, 15 residency programs have received ABPTRFE accreditation and the additional five have their accreditation site visits scheduled. The PT residency programs are designed to further enhance PT practice in VA.

**3. POLICY**

a. OAA’s Associated Health Education (AHE) Section (OAA/10A2D) maintains overall responsibility for administration of VA’s PT residency programs.
b. Each applying facility must specify the category of program being proposed (maximum of two specialty clinical programs or three programs for healthcare systems with multiple campuses applying) and provide justification for the request. If a facility submits a proposal with more than one specialty, the application must prioritize each program. Priority rankings will be used in situations where review committee rankings are similar and available funding is insufficient to fund all residency requests.

c. All positions requested must be for one-year full-time appointments. Residents are expected to complete training within the one-year training program (2080 hours). Start times may be negotiated between July 2019 and October 2019 (early start dates may be considered on a case-by-case basis). Future start times must be consistent at the agreed upon time in subsequent years in order to remain budget neutral.

d. Facilities requesting new residency programs must demonstrate the ability to provide quality training consistent with the VHA Manual M-2, Clinical Programs, Part VIII, Rehabilitation Medicine Service Chapter 7 Education in Rehabilitation Medicine.

e. VA PT residency programs must submit an application for Candidacy to the ABPTRFE and then must submit a Self-Evaluation Report ABPTRFE. In order to be considered for funding the proposal must include a realistic timetable and plan to obtain ABPTRFE accreditation aligned with expectations highlighted in Section 1-External Process. Sites that fail to obtain ABPTRFE accreditation within two years of the start of the training program will not be funded for subsequent years except in unusual circumstances. NOTE: Graduates of a residency program are not eligible to sit for the specialist certification exam unless they are graduates of an accredited program.

f. It is expected that PT residents will begin the program on or about July 1, 2019.


g. PT residents recruited by VA facilities must:
   1) Be graduates of Commission on the Accreditation of Physical Therapy Education (CAPTE) accredited programs in PT. Any licensed PT, including Bachelors prepared, Masters prepared or Doctoral prepared, would be eligible to apply for a residency position.
   2) Have a current, full, active, and unrestricted license to practice PT in a State, Territory of Commonwealth of the United States, or in the District of Columbia. Note: Non-licensed graduate PT’s who otherwise meet basic requirements for VA employment are eligible for the residency program per VHA Handbook 2005/24 dated February 18, 2009. However, failure to obtain a full, unrestricted license during the residency program will forfeit the ability of the program to receive accreditation, cause the resident to not receive a certificate of completion, and will jeopardize future funding for the program.
   3) Be citizens of the United States.
   4) Have registered for the draft by age 26 (male applicants born after 12/31/1959) to be eligible for any US government employment, including selection as a paid VA trainee.
   5) Document that vaccinations are up to date and that screening for active tuberculosis is complete prior to starting the residency

h. OAA will provide approved VA facilities with stipends, VA’s share of Federal Insurance Contribution Act (FICA) contributions, and VA’s share of health and life insurance premiums. Continuation of funding will depend on availability of funds as well as successful implementation and accreditation of the proposed program.

i. Facilities collaborating with another academic institution must follow the guidelines in VA Handbook 1400.03, VHA Educational Relationships.
4. **CRITERIA FOR VA FACILITY ELIGIBILITY**

   a. The nature of the PT residency program, populations served, training experiences provided, and qualifications and skills of faculty and staff must be appropriate to the VA mission and to the standards of the APTA’s ABPTRFE.

   b. Clinical settings must provide a range of experiences in the application of PT principles, provide exposure to patients of varying backgrounds and cultures, and foster substantial responsibility in carrying out professional functions.

   c. Refer to Section 1 (pages 1 – 2) for additional facility requirements.

5. **APPLICATION INSTRUCTIONS**

   a. **DEADLINES**. There are two key deadlines for this RFP:

      1) **March 2, 2018**. A non-binding Letter of Intent (LOI) is due to OAA no later than 11:59 pm Eastern Daylight Time (EDT) Friday, March 2, 2018. These letters are to allow OAA to project the demand for expansion positions and to allow us to plan for the review panels that will be needed to review these proposals.

      2) **April 23, 2018**. The full proposal is due to OAA no later than 11:59 pm EDT on Monday, April 23, 2018.

   b. **LETTER OF INTENT (LOI) INSTRUCTIONS.** LOIs, not to exceed two pages including the completed cover page template (copy Appendix B), must be submitted by the medical center or health care system’s DEO rather than by individual PT service line within the medical center. Each DEO is limited to one LOI submission for each facility or health care system. LOIs are non-binding, meaning that submitting an LOI does not compel the facility to submit a complete proposal.

      A special application entry point has been established for submission of both LOIs and full applications in response to this Program Announcement. All LOIs must be submitted through the following OAA portal: [http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=60](http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=60).

      LOIs are due no later than 11:59 pm EDT on Friday, March 2, 2018, and must be uploaded to the OAA password protected web portal. Letters should be addressed to the Acting Chief Academic Affiliations Officer, (10A2D), Dr. Kathleen Klink, and must include a completed cover page template (see Appendix B).

      The individual from the facility education office, or a designee assigned by the DEO, submitting the LOI must register upon the first use of this portal. As the full proposal will be posted on the same portal, “LOI” should be identified in the document title to distinguish between the LOI and proposal submissions. After the LOI is submitted and <complete> is selected on the left navigation tab, an automatically-generated confirmation e-mail will be forwarded both to the submitter and to OAA staff. **Faxed, mailed, or e-mailed LOI’s will NOT be accepted.**

      **LOIs should be from the DEO (or designee) and should contain the following information** (OAA recognizes that some of this information may evolve or change with the development of a full proposal therefore, changes between the LOI and the actual proposal will not be considered detrimental to the award):
• Name, credentials, and contact information for the person responsible for the proposed physical therapy residency program (Cover page template in Appendix B must be included in LOI). Each facility or health care system’s DEO is limited to submitting one proposal. A maximum of two specialty clinical areas may be proposed by each facility. Health care systems with multiple campuses applying for new residency programs, that only have one DEO, may include a maximum of three specialty clinical areas. Each residency program being proposed must identify a training director for each PT specialty area identified.

• Identify the health setting(s) for each proposed residency program, and list the content areas/rotations of submission anticipated (included in Cover Page Template).

• Identify whether each proposed program is a new site proposing a PT residency or if the site has an existing accredited PT proposing a new residency in a different specialty area (included in Cover Page Template).

• Indicate the specialty area and number of residents (maximum of two for each proposed program) being requested (included in Cover Page Template).

Please note that you must complete the <notify list> (see details in Section 5.C. below) in order for your LOI submission to be complete.

c. NOTIFICATION OF DECISIONS (NEW REQUIREMENT)
   After the DEO or designee registers to the portal, it is important that they select the <Award Notify List> tab (in red) on the left side of the portal menu. This allows the submitter to enter the email addresses of all individuals who should be notified of the proposal review result. The email entry screen is linked to the VA Global Address List. This allows you to enter the name of a VA employee to be notified in the search box, and the individual’s email will be displayed. Select the correct name and then click the blue button <add to list below> to move an e-mail to the notification list at the bottom of the screen. You may add non-VA e-mail addresses directly at the bottom of the page, and only one address must be included per line. Only those e-mail addresses listed in the portal will be notified when award results are released. You must include the following individuals in your list:
   • Medical Center Director
   • Designated Education Officer
   • Program’s proposed Residency Director
   • Facility Chief of Rehabilitation
   • VISN Rehabilitation Lead (if designated)

d. PROPOSAL INSTRUCTIONS
   Proposals must be submitted by the medical center or health care system’s DEO (or designee) rather than by the individual service line within the medical center. Each DEO is limited to one narrative submission single spaced, with 12 point Arial or Calibri font.

   The core narrative page limit may not exceed 8 pages for facilities proposing one specialty program, 12 pages for facilities proposing two specialty programs, and 16 pages for health care systems with multiple campuses proposing three specialty programs. Proposals are due no later than 11:59 pm EDT on Monday, April 23, 2018, and must be uploaded through the aforementioned OAA Portal at
http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=60 with three separate documents:
Document 1 - Core Narrative
Document 2 - Letters of Support (all letters combined)
Document 3 - Supplemental Materials (optional)

The submission portal will only allow four documents to be uploaded, including the letter of intent (which includes Cover Page Template). All final application materials must not exceed 35 pages total. Any pages in excess of 35 will not be read or reviewed. The three final documents must be submitted through the aforementioned OAA Portal where LOIs were initially uploaded. Only facilities that submitted a non-blinding LOI may complete a full application.

**DOCUMENT 1: CORE NARRATIVE** must not exceed eight pages for one specialty, 12 pages for two specialties, and 16 pages for three specialties (only for healthcare systems with multiple campuses proposing residency programs and one DEO) and must include the following elements. Please follow this outline explicitly.

1) **Introductory Information**
   (a) Location and Name of Facility
   (b) Type of Proposal and Specialty Area(s) (see Page 1)
   (c) Number of residency positions requested (maximum of two for each program)
   (d) Academic collaborator (if any) and nature of the partnership (e.g., grand rounds, off-site rotation, affiliate faculty appointed in VA, etc.)

2) **Background Statement**
   (a) Describe any existing PT pre-degree and/or residency programs at your facility. Describe staffing, number and type of current Board Certified Physical Therapy Clinical Specialists, recruitment and retention of staff, ongoing training of staff, and desirability of the VA facility as a training site. Relevant statistics related to emphasis areas of the proposed program should be presented, including number of patient beds, average daily census, length of stay, number of patients seen in inpatient and outpatient settings during FY 2017, types of clinical programs, and approximate case mix of patients served relative to the specialty being requested.
   (b) Describe current and previous PT training programs, including formalized education presented to academic institutions, the number of institutions with which your facility currently has existing affiliation agreements, and available outcome data related to retention of trainees in VA.
   (c) Describe the relationship and past collaboration with the academic institution (if you are collaborating).
   (d) Describe outcomes of your training program, the measures you use and how you use those outcomes to improve your program. If applicable, include feedback you receive from your academic partner.

3) **Physical Therapy Residency Program Description**
   (a) Residency Program Mission Statement. State the emphasis areas, purpose of the program, including philosophy, goals, and objectives.
   (b) Methodology. Describe specific skills to be developed by residents, with an emphasis on how evidence-based care will be taught. Ensure that these skills are consistent with the Description of Specialty Practice (DSP) for the specific specialty, available from the APTA. In addition, address other skills and activities that will be part of the program, including assessment, modalities of treatment, staff consultation, inter-professional treatment team participation, and opportunities for teaching and research. Programs must be designed to meet PT residency and accreditation requirements. Facilities submitting proposals are strongly encouraged to consult the
ABPTRFE website for information on developing a residency program at http://www.abptrfe.org/home.aspx prior to and throughout the program and application planning. PT Residency Directors at existing programs may be made available for mentoring and consultation upon request. Please contact the program office for assistance with this proposal/curriculum development process – Mark Havran, DPT, National Lead Physical Therapist, at Mark.Havran@va.gov or at 515-699-5999 ext. 4146, or Bill Wenninger, MS PT at Bill.Wenninger@va.gov or at 414-384-2000 ext. 41104.

(c) Describe a minimum of three facility programs where PT services are provided to patients and which will be available for clinical training in each proposed specialty. Describe opportunities for interprofessional education and interaction between the resident and staff in rehabilitation and other health professions.

(d) Describe other areas of training that may take place outside VA in order to fulfill the needed requirements of the residency. Describe the partnerships that are available and the agreements that have been developed.

(e) If partnering with an academic PT program, describe the support from the partner and the delineation of responsibilities for each. If a resident will be rotating to a non-VA facility, this may not exceed one-sixth of their time in the program unless there is an even exchange with a without-compensation (WOC) resident from another accredited PT residency program. An affiliation agreement (form 10-0094h) must be established for any non-VA rotations. A memorandum of understanding alone is not sufficient in this instance.

(f) Given the resident will have a VA appointment, describe the mechanism to ensure that hours, supervision, and administrative oversight will be managed by VA.

(g) Describe facilities and staff available to support the program, including office space, computer availability, library support, academic instructor availability and access to other unique training opportunities or equipment.

(h) Program Evaluation. Specify how the training program's effectiveness for meeting its training goals and objectives will be evaluated. These measures must include formal written evaluation of the program by the residents and job outcomes of the graduates, including how many take VA staff positions.

(i) Expected date for re-accreditation for sites with existing PT residency programs or specific timeline for receiving accreditation from ABPTRFE.

4) Recruitment of Residents. Describe how residents will be recruited and selected. Note: It is strongly recommended that HR be contacted to ensure efficient processing of selected candidates. However, residents are trainees, not employees, and special trainee recruitment procedures rather than the conventional HR employee selection processes must be utilized.

DOCUMENT 2: LETTERS OF SUPPORT must provide assurance of local facility and VISN support. Medical Center and VISN leadership must have a demonstrated commitment to health professions education, rehabilitation healthcare, and patient-centered practice models. There must be a letter of support from each of the individuals listed below. Submissions missing any letter of support will be considered incomplete and will not be reviewed.

1. Facility Director. The director’s letter must address the facility’s commitment to the educational process, including sufficient release time for the PT residency training directors, mentors, and supervisors to be fully engaged in the educational mission and process. Note: At minimum, 30% of the PT residency director’s time will need to be devoted to this program and initial development may take substantially more time (up to 50%).
Facility directors must identify the percentage of release time authorized for each proposed residency training director. As noted above, if release time is not indicated or specified below 30%, the proposal will not be considered. The facility director is also asked to support the recruitment initiative to ensure that candidates are processed efficiently through Human Resources. The facility director must indicate intent to pay accreditation fees and annual fees in a timely manner for any required professional organizations. These will include ABPTRFE initial $500 application fee, and the accreditation fee of ~$3145.75 (fees based on 2016 which are the most recent posted on the ABPTRFE website and this includes the site visit fee and travel support for surveyors) and annual fee thereafter ($922.88 in 2016). Please note that a government purchase card may be used for accreditation fees not exceeding $3500 for each expense, as these are considered services by professionals. Adequate resources, acquisition and financial, as well as time for planning and procurement is expected to assist the PT residency program to fulfill their critical mission to Veterans and Service members.

2. Facility Designated Education Officer (DEO) or Associate Chief of Staff for Education.

3. VA Physical Therapy Residency Training Director.

4. VISN Director. The letter of support must be from the VISN Director or Acting/Interim VISN Director. Please note that a letter from the VISN PM&R lead may not replace a letter from the VISN Director.

5. Program Director for any affiliated PT programs or non-VA facility that may be involved in curriculum development or rotations (if applicable) indicating accreditation status (academic institutions or non-VA residency programs) and interest in affiliating with a VA PT residency program.

**DOCUMENT 3: OPTIONAL SUPPLEMENTAL MATERIALS**, such as brief biographical sketches for the program training directors, curricula rotational schedule, and/or calendar of didactic seminars may be added as desired, so long as the total number of pages for the full proposal does not exceed 35. Additional information may include the following:

a. List of staff who will be involved in the program, including training program director, supervisors, faculty, and consultants. List the number of Board Certified Clinical Specialists who will participate in the program. You may include the following information for each: name; degree; date of degree; university from which degree was received; clinical specialty; the number of hours that will be devoted to the program; university appointments (if applicable).

b. Abbreviated Curricula Vitae of the PT Leader, PT Residency Director and Director of Training.

*Please contact the PT program office for assistance with this proposal/curriculum development process – Dr. Mark Havran PT DPT, National Lead Physical Therapists, at; mark.havran@va.gov or at 515-699-5999 ext. 4146 or Bill Wenninger, MS PT at Bill.Wenninger@va.gov or at 414-384-2000 ext. 41104*
6. REVIEW PROCESS
An ad hoc, interprofessional peer review committee designated by the Acting Chief Academic Affiliations Officer (CAAO) will assess the merits of applications. Reviewers will have demonstrated expertise and leadership in clinical health professions education and patient care. The Acting CAAO may, at her discretion, create subsets of applications for special review according to considerations such as rurality, site complexity, and other needs consistent with VA goals and missions. Applications will be reviewed within the context of ABPTRFE accreditation criteria, VA standards, and support of VA’s strategic plans. The committee will evaluate specific items in the application that reflect the following criteria:

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<th>Criteria</th>
<th>Points</th>
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<td>a. Demonstrated commitment from the local VA facility and VISN, including executive and program management levels to establish a PT residency program, including previous PT training provided and availability of infrastructure and resources such as support staff, office space, library support, and computer access. A facility should have a current pre-professional PT training program and should further demonstrate readiness for establishing a PT residency program. Protected time for PT residency director and faculty is also required.</td>
<td>20 points</td>
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<td>b. Strength of the proposed faculty and curriculum including potential to achieve the primary objective of training the PT resident with the specific advanced skills in the specialty and obtain accreditation for the program.</td>
<td>20 points</td>
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<td>c. Evidence of a clear understanding of the program’s purpose, philosophy, goals and objectives, including dedication to training in evidence-based practice in PT.</td>
<td>30 points</td>
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<td>d. Quality of training to be offered, including quality and diversity of specific training settings and qualifications of supervisory staff. Clear understanding of proposed clinical, didactic, research and teaching opportunities. A clear plan for meeting ABPTRFE’s timeline for candidacy accreditation and accomplishing accreditation, within the first year of the residency program must be presented.</td>
<td>30 points</td>
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TOTAL 100 points

7. APPOINTMENT AND PAY

a. Governance. OAA maintains overall responsibility for the administration of VA’s health professions education. All “associated health” trainees (defined here as clinical trainees not in dentistry, medicine, or nursing) included in these teams shall comply with the Program Requirements of the respective discipline’s educational accreditation bodies and with VA provisions for training in those disciplines.

b. Program Sponsorship. Currently allocated facility associated health trainee positions may be included in activities undertaken as a part of this Program Announcement. All PT residents must be in residencies sponsored by the VA within the first year, but must achieve candidacy status before formally recruiting the first resident.

c. OAA Support for Trainees. OAA will provide funds to VA facilities for trainee stipends and fringe benefits.
d. **Appointment and Compensation of Trainees.**
   1. **Appointment authority.** Appointments will be made under 38 U.S.C. 7405.
   2. **Stipend determination.** The per annum training for PT residency positions is locality based on the Physical Therapy resident rate identified by facility at [http://vaww.oaa.med.va.gov/DBReports/LocBasedStipends.aspx](http://vaww.oaa.med.va.gov/DBReports/LocBasedStipends.aspx)

e. **Liability.** Trainees will be protected from personal liability while providing professional services as a trainee at a VA facility under the Federal Employees Liability Reform and Tort Compensation Act, 28 U.S.C. 2679(b)-(d).

f. **Trainee expenses.** Except as specified above, expenses connected to trainee recruitment, educational activities, or research are not funded under this program. Transportation to the VA facility and housing arrangements are the sole responsibility of the trainee.

8. **POINTS OF CONTACT**
   For information concerning this program announcement, contact Stacy Pommer, Associate Director, Associated Health Education, Office of Academic Affiliations, at Stacy.Pommer@va.gov or at 202.461.9877, Mark Havran DPT, National Lead Physical Therapist, at Mark.Havran@va.gov or at 515-699-5999 ext. 4146, or Bill Wenninger MS PT at Bill.Wenninger@va.gov or at 414-384-2000 ext. 41104.

9. **SCHEDULE**

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<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>February 2, 2018</td>
<td>Internal: Request for Proposal announcement released</td>
</tr>
<tr>
<td>June 15, 2018</td>
<td>Internal: Notification of selected sites from OAA</td>
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<tr>
<td>August 15, 2018</td>
<td><em>This is a hard deadline without extension</em> External: Application for Candidacy due to ABPTRFE with appropriate fee</td>
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<tr>
<td>October 15 2018</td>
<td><em>This is a hard deadline without extension</em> External: Self-evaluation report based on ABPTRFE standards due to accrediting body with appropriate fee.</td>
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<td>Date Range</td>
<td>Internal Event</td>
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<tr>
<td>December 2018 - March 2019</td>
<td>Recruitment of PT Resident</td>
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<tr>
<td>February 15, 2019</td>
<td>External: ABPTRFE notifies programs they have achieved accreditation status and may appoint a resident</td>
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<tr>
<td>July 1, 2019 or thereabouts</td>
<td>Internal: Resident begins program</td>
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<td>Two years after Initiation of Program</td>
<td>Internal: Program must achieve full ABPTRFE accreditation status to receive continued funding (site visit expected)</td>
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APPENDIX A

CHECKLIST FOR FINAL PROPOSAL SUBMISSION

This is a checklist to assist you in submitting a complete proposal. You need not submit this checklist with the proposal, as it is for your use only.

Notification of Decisions: At the time of LOI submission (March 2nd deadline), DEO must select the <Award Notify> link on the left side of the OAA portal menu to enter the email addresses of individuals who should be notified of the proposal review result. Only those e-mail addresses listed in the portal will be notified when award results are released. You must include the following individuals in your list:

- Medical Center Director
- Designated Education Officer
- Program’s proposed Residency Director
- VISN Rehabilitation Lead (if designated)
- Facility Chief of Rehabilitation

Proposals are due no later than 11:59 pm EDT on Monday, April 23, 2018, and must be uploaded through the aforementioned OAA Portal at http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=60 with three separate documents:

- Document 1 - Core Narrative
- Document 2 - Letters of Support (all letters combined)
- Document 3 - Supplemental Materials (optional)

Core Narrative: not to exceed page limit specified in Sections 1 and 5 (one program-eight pages, two programs-12 pages, three programs-16 pages only for health care systems with multiple campuses proposing programs). Narrative description of the proposed clinical education programs, including a description of the interprofessional curriculum. The proposal should emphasize the “description of specialty practice” elements that will be used to establish the new curriculum and mechanisms to evaluate the effectiveness of the education on an ongoing basis throughout the residency program.

Proposals must include these elements:

- Background statement: Describing existing training programming
- Physical Therapy Residency Program Description
- Residency program mission statement
- Methods for development of curriculum
- Plan for implementation of teaching curriculum
- Describe how training venues will have appropriate on-site supervision and role models of residents
- Describe multiple areas where programming will be implemented to bring the specialty to those patient populations
- Describe training outside the VA if applicable – scope, purpose and oversight
- Describe other faculty/instructors who will be involved in the program
- Describe the role of the academic partner if applicable
- Describe administrative oversight of the resident to ensure the appointment is controlled by the VA
- Facility support for the program
• Program evaluation
• Recruitment of residents

Letters of Support: Letters of Support must provide assurance of local facility and VISN support. Medical Center and VISN leadership must have a demonstrated commitment to health professions education, and patient-centered practice models. There must be a letter of support from each of the individuals listed below:

• Facility Director. The director’s letter must address the facility’s commitment to the educational process, including sufficient release time for the program training directors, mentors, and supervisors to be fully engaged in the educational mission and process. The percentage of release time (minimum of 30%) must be identified supporting educational and administrative activities, including curriculum development or the proposal will not be considered. The director must indicate HR support for appointment efforts for residency candidates. The director must indicate intent to pay accreditation and annual fees for accreditation of the program.

• Facility Designated Education Officer (DEO) or Associate Chief of Staff for Education (ACOS/Education)
• VISN Director
• Facility PM&RS Chief or designee
• PT Residency Director
• Program Director for any affiliated PT programs or non-VA facility that may be involved in curriculum development or rotations (if applicable) indicating accreditation status (academic institutions or non-VA residency programs) and interest in affiliating with a VA PT residency program.

Optional Supplemental Materials: Brief biographical sketches for the program training directors and/or calendar of didactic seminars, may be added as desired, so long as the total number of pages in the proposal does not exceed 35.

Submission of Proposals
• Full proposals are submitted by VA DEO, ACOS/Education, or designee.

• Acceptable formats for submitted proposals are Word, Excel, or PDF, formats

• Letters of support must include a signature (i.e., they must be a scanned copy of an original, signed document).

• Three documents, Core Narrative, Letters of Support (all letters combined), and Optional Supplemental Materials, are uploaded. These must be uploaded as three separate files following the requirements outlined for each document above. The portal will not allow you to submit more than four documents (including LOI).
• **Documents will not be accepted as one single file.**

• Font size must be 12-point Arial or Calibri for narrative portions. Margins must be at least one inch all around (excluding headers and footers).

  • Files must be uploaded by DEO, ACOS/E, or designee using the OAA portal at [http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=60](http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=60)
APPENDIX B

Physical Therapy Residency Programs
for Academic Year 2020 (Summer/Fall 2019- through Summer/Fall 2020)

Facility Name: ____________________ Facility Number: ________ VISN Number ________

Address ___________________________ City, State, Zip ___________________________

Does this facility/healthcare system have multiple campuses  ☐ Yes  ☐ No

If yes, name the individual campuses that will be applying for residency programs: __________

Check one:
☐ New PT residency site
☐ New PT residency program at existing PT residency site

Primary Points of Contact if additional questions arise during the review process

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Name</th>
<th>E-Mail Address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Education Officer (DEO)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT Residency Director (include credentials)</td>
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</tr>
</tbody>
</table>

Select a maximum of two specialty areas, with the exception of three for healthcare systems with multiple campuses proposing PT residency programs

<table>
<thead>
<tr>
<th>Residency Specialty</th>
<th># of positions (maximum of two per specialty)</th>
<th>Campus applying (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Neurologic Clinical Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Orthopedic Clinical Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Cardiovascular and Pulmonary Clinical Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Geriatric Clinical Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Women’s Health Specialist</td>
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</tbody>
</table>