

# VA PROCEDURAL REQUIREMENTS FOR THE DUAL APPOINTMENT AND SUPERVISION OF VA EMPLOYEES AS TRAINEES AT VA MEDICAL FACILITIES

## Quick Guide

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### **Background**

The Department of Veterans Affairs (VA) promotes and supports its employees' continuous learning and professional development. With a growing number of VA employees requesting the completion of academic requirements at VA facilities, there must be a clear delineation of VA employee and trainee responsibilities to ensure that healthcare professionals' healthcare delivery and education are of excellent quality. The VA Office of Academic Affiliations (OAA), in collaboration with the VA Office of Nursing Services (ONS), the VA Office of General Counsel (OGC), the VA Office of Workforce Management & Consulting (WMC), the VA Office of Research & Development (ORD) and the field members established procedural requirements for the dual appointment and supervision of VA employees as trainees at VA medical facilities.

### **VA Employee and Trainee Dual Appointment Toolkit**

The "[VA Employee and Trainee Dual Appointment Toolkit](#)" consists of three interrelated tools:

- ✚ *Tool 1. Algorithm for VA Employee/Trainee Dual Appointment Approval Process* designed to provide step-by-step guidance through the process of reviewing employee academic training request at a VA medical facility.
- ✚ *Tool 2. Request for Dual VA Employee and Trainee Appointment* designed to solicit information to determine employee's eligibility for academic training at a VA medical facility. The employee seeking a dual trainee appointment shall generate this electronic form. The review and approval process shall strictly follow the outlined order of steps. Relevant VA medical facility leaders shall review the fully completed form and make a final determination. This form's completion and approval shall precede the Human Resource trainee onboarding process.
- ✚ *Tool 3. VA Dual Employee Trainee Appointment Time Tracking Sheet* designed to track employee's work and training hours while being appointed in a dual employee trainee status. An employee shall complete the form bi-weekly and provide it to the training and work supervisors for verification.

### **Record Management**

All records, regardless of format (e.g., paper, electronic), shall be managed per the National Archives and Records Administration approved records schedules found in VA Records Control Schedule 10-1. Questions regarding any aspect of records management should be addressed to the appropriate Records Manager or Records Liaison.

### **Accreditation Requirements and Waiver Requests**

All programs affiliated with VA are expected to be nationally accredited. However, on occasion, associated health or nursing educational programs may not hold accreditation or be in the process of obtaining accreditation at the time of an affiliation agreement planning. In those cases, the local VA medical facility must apply for an OAA accreditation waiver through the [OAA Office of Oversight & Compliance Waiver Process](#).

### **OAA Contact**



Associated Health Education: [ASSOC.HEALTH@VA.GOV](mailto:ASSOC.HEALTH@VA.GOV)

Nursing Education: [Vhacooaanursing@va.gov](mailto:Vhacooaanursing@va.gov)

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