

## Memorandum

Word document of Memorandum with all Attachments

Date: March 8, 2010

From:

Director, VA Advanced Fellowships & Professional Development (14)  
Office of Academic Affiliations, VA Central Office, Washington, DC

Subj.: **Nomination and Appointment of Postdoctoral and Postresidency Fellows in VA Advanced Fellowship Program in Mental Illness Research and Treatment for Academic Year (AY) 2010-2011**

To: Advanced Fellowship Program Directors

**Purpose.** Following the selection of your candidate of choice at your site, you will nominate your Fellow. This memorandum provides Office of Academic Affiliations (OAA) instructions regarding nomination of medical MD (see pages 1-6) and associated health PhD (psychology, psychopharmacology, social work; see pages 7-15) Fellows for VA Advanced Fellowship Program in Mental Illness Research and Treatment for the academic year 2010-2011 beginning July 1, 2010.

### 1. General Information for Nomination of MD Fellows

- a. All physician Advanced Mental Illness Research and Treatment Fellows must be nominated to and approved by the Advanced Mental Illness Research and Treatment Hub Site prior to appointment. Advanced Fellow funding for physicians is available only after completion of an Accreditation Council for Graduate Medical Education (ACGME) or equivalent accredited specialty or subspecialty residency training program.
- b. An individual selected for the fellowship must have a VA physical examination verifying fitness for duty before being appointed to the fellowship program. (VA Handbook 5019 [April 15, 2002], Parts II, IV, and V). Documentation of medical clearance need not be sent to the Advanced Mental Illness Research and Treatment Hub Site, but must be completed locally.
- c. Salary rates for physician Fellows are based on the number of years of ACGME-accredited residency completed and must conform to the rate and benefits at the Academic Affiliate (e.g. if the fellow has completed four years of residency, they would be appointed at a PGY level 5, at the salary level for a PGY 5 at the Academic Affiliate Institution). The determination of the number of years must conform to OAA requirements and is subject to OAA approval. See paragraph 3.a. below.
- d. Advanced Fellows are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan except in unusual circumstances. Human Resources Management Service should carefully verify eligibility before enrolling an Advanced Fellow into FERS.

e. All Advanced Fellows are eligible for health and life insurance benefits. These Fellows should be appointed for a period not to exceed three years. The appointment will be terminated at the end of the funding, which is two years, as OAA provides funding only for a Fellow's designated number of hours.

**2. Nomination of Physician Fellows.** Nominations of physician Fellows must be received by the Advanced Fellowship Program in Mental Illness Research and Treatment Hub Site by close of business Thursday, **May 13, 2010**, for Fellows starting July 1, 2010. Nominations for Fellows starting between July 1 and September 30, 2010 should be received **30 days prior to the anticipated start date**. Nominations should include the following items in the order indicated:

a. **Fellows Credentials Verification Letter (FCVL) (Attachment A).** The Post Graduate Year (PGY) level determines the Fellow's salary and is based on the number of years completed in ACGME-accredited specialty and subspecialty residency training. Additional credit is not given for post-residency experience other than accredited subspecialty residency programs, except upon approval of the OAA Director of Advanced Fellowships. This form must be signed both by the local DEO and the local VA Facility Director.

b. The Fellow needs to complete VA Form 10-2850d **for Health Professions Trainees**.

This form is available at the station level. It is also available on VA's Internet in the Publications area (<http://www.va.gov/oa/app-forms.asp>). The use of **VA Form 10-2850d for health professions trainees** is required and not an earlier version of VA Form 10-2850. Here are guidelines on items that need to be completed in **VA Form 10-2850d**.

First, not all Advanced Fellowship Programs require U.S. citizenship. The Physician Component of the Fellowship permits non-citizens of the U.S., but program directors must ensure compliance with Federal laws regarding appointment of non-citizens if qualified U.S. citizens apply. Any questions about such appointments should first be referred to the Hub Site Director, Dr. Ruth O'Hara or to Regional Counsel for the appointing VA facility. In submitting applications to OAA for non-citizen physicians, please follow established procedures at the local level to verify required information about current visa status, Education Commission for Foreign Medical Graduates (ECFMG) sponsorship if the applicant has a J-1 visa, and ECFMG certificate completion for international medical graduates.

Second, all applicants must document current, unrestricted U.S. medical licensure and the completion of ACGME- or AOA-accredited specialty and subspecialty residency training. The following items on VA Form 10-2850d require special attention:

- Items 13 A-D - Visas expiring by June 30, 2010, must be renewed before sending the nomination to OAA. An individual with a J-1 visa must have current ECFMG sponsorship prior to starting the Advanced Fellowship.
- Item 16 A-F - All Fellows must have current, unrestricted medical licenses. Because a training license is restricted, training licenses do not meet this requirement.

- Item 22 A-E - To determine accurate salary, ensure that information about residency training on VA Form 10-2850d is consistent with information in the Fellow's current curriculum vitae.

**c. Fellows Credentials Verification Checklist (Attachment B) needs to be completed by your local credentialing officer.** Primary source verification by your credentialing officer is required for items 2 through 5 and 8, specifically:

- a. The Fellow needs to provide completed VA Form 10-2850d
  - b. The Fellow requires evidence of an Unrestricted and current State medical license. They will also need any additional current or past State medical license(s) to be verified in all States where claimed by applicant
  - c. Evidence of National Board, ECFMG, or other certifications need to be provided.
  - d. Drug Enforcement Agency (DEA) certification needs to be provided for those Fellows who claim on the application form that they have held DEA certification.
  - e. Three reference letters need to be provided. VA Form Letter 10-341a may be used. One reference must be from the current or most recent employer.
  - f. Citizenship or visa documents need to be provided (current, unexpired visa; ECFMG sponsorship; or evidence of naturalization or permanent U.S. immigrant status).
  - g. The prospective Fellow needs to provide evidence of their undergraduate, medical, residency and other relevant education or training.
  - h. If the prospective Fellow is a VA staff physician, **statement of voluntary acceptance of reduced pay for the duration of fellowship training obtained.**
- d. A copy of the Fellow's **curriculum vitae**.

### **3. Transmittal Instructions for Physician Fellows in the VA Advanced Fellowship Program in Mental Illness Research and Treatment**

**Send ONLY the following specified application materials ONLY to the Hub Site (Drs. Ruth O'Hara and Sherry A. Beaudreau).**

1. Fellow's CV
2. The completed VA Form 10-2850d
3. Completed Attachment A
4. Completed Attachment B

Also, a cover letter by the local MD Director providing the following information:

- A. The name of the Fellow being nominated
- B. Proposed start date
- C. The name of your Health Care System
- D. The 1<sup>st</sup> year salary for the Fellow being nominated (The salary requested should be the salary at the Academic Affiliate for the same PGY level as the Fellow, e.g. if the fellow has completed four years of residency, they would be appointed at a PGY level 5, at the salary level for a PGY 5 at the Academic Affiliate Institution)

**Please do NOT send copies of licenses, diplomas, certificates, transcripts, verification documents, reference letters, or physical examinations.**

The VA Advanced Fellowship Program in Mental Illness Research and Treatment Hub Site prefers to receive documents electronically in one PDF or in Word Format. Scanned documents may be sent via VA's Outlook system if the message is appropriately encrypted using PKI, and should be addressed to:

**Sherry A. Beaudreau, PhD, Associate Director, VA Advanced Fellowship in Mental Health Research and Treatment Hub Site ([Sherry.Beaudreau@va.gov](mailto:Sherry.Beaudreau@va.gov)).**

If unable to submit electronically, you may send hard copies via an expedited delivery service to:

Sherry A. Beaudreau, PhD, Associate Director, VA Advanced Fellowship Program in Mental Health Research and Treatment Hub Site  
Palo Alto VAHCS  
3801 Miranda Avenue, 151Y/MIRECC, Bldg. 5, 4<sup>th</sup> floor, Research/Psychiatry  
Palo Alto, CA 94304

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Questions regarding the VA Advanced Fellowship Program in Mental Health Research and Treatment may be directed to Drs. Ruth O'Hara and Sherry A. Beaudreau at (650) 493-5000, press "1" "1" then ext. 64119 or at [sherry.beaudreau@va.gov](mailto:sherry.beaudreau@va.gov)

**FELLOW CREDENTIALS VERIFICATION LETTER (FCVL) FOR PHYSICIAN FELLOWS**

**VA Facility** \_\_\_\_\_

**Fellowship Program in:** \_\_\_\_\_

**Credentials Verification**

I certify that the physician listed below fully meet the education, training, and program requirements for participation in the designated postresidency fellowship program.

The nominated physician's medical license is unrestricted and current. Any visas are also current. All other credentials such as diplomas, letters of reference, certificates of advanced training, state professional licenses, Drug Enforcement Agency (DEA) certificate, Educational Council for Foreign Medical Graduates (ECFMG) certification, citizenship status, and ECFMG sponsorship have been verified and found to be in order. The Credentials Verification Checklist for Physician Fellows is attached for the nominated physician.

<b><u>Names of Nominated Physician</u></b>	<b><u>PGY Level Requested</u></b>	<b><u>Requested Start Date</u></b>
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Fellowship Program Director \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed/Typed Name \_\_\_\_\_ Routing Symbol \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail address \_\_\_\_\_

**This FCVL is accepted for forwarding to the Office of Academic Affiliations, VA Central Office, Washington, DC.**

\_\_\_\_\_  
Signature of Designated Education Officer (DEO) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of VA Facility Director \_\_\_\_\_ Date \_\_\_\_\_

Fax # \_\_\_\_\_

**FELLOW CREDENTIALS VERIFICATION CHECKLIST FOR PHYSICIAN FELLOWS****Directions:**

1. The credentialing process should be coordinated with local facility offices.
2. The actions listed below must be completed before nominating an individual for the fellowship program.
3. For each item, please enter the completion date in the right hand column.
4. Obtain the signature of the local VA facility credentialing official.

**\*\*\* Primary source verification is required for items 2 – 5 and 8 \*\*\***

<b>Name of Nominated Physician</b> _____		<b><u>Date Action Completed</u></b>
1.	VA Form 10-2850d, "Application for Health Professions Trainees," completed	_____
2.	State medical license(s) verified in all States where claimed by applicant	_____
3.	<u>Unrestricted</u> and <u>current</u> State medical license verified	_____
4.	Certification verification completed (National Board, ECFMG, or other certifications)	_____
5.	Drug Enforcement Agency (DEA) certification completed for individuals who claim on the application form to have held DEA certification	_____
6.	Three reference letters obtained. VA Form Letter 10-341a may be used. One reference must be from the current or most recent employer. If the applicant has prior Federal Service, obtain official personnel folder (OPF). Additional references may be required.	_____
7.	Citizenship or visa documents verified ( <u>current</u> , unexpired visa; ECFMG sponsorship; or evidence of naturalization or permanent U.S. immigrant status)	_____
8.	Education and training verification completed	_____
9.	If the applicant is a VA staff physician, statement of voluntary acceptance of reduced pay for the duration of fellowship training obtained	_____
Signature of VA Credentialing Office Official		Date
Please print name		Telephone #

## **1. General Information for Nomination of Associated Health Fellows.**

- a. All Associated Health Fellows who are to be paid by VA **must** be U.S. citizens.
- b. An individual selected for the fellowship must have a VA physical examination verifying fitness for duty before being appointed to the fellowship program. (VA Handbook 5019 [April 15, 2002], Parts II, IV, and V). Documentation of medical clearance need not be sent to the VA Advanced Fellowship Program in Mental Illness Research and Treatment Hub Site, but must be completed locally.
- c. Associated Health salaries are locality-based and may be found on the OAA Intranet website, ([vaww.oaa.med.va.gov/](http://vaww.oaa.med.va.gov/)). Salaries are not to be supplemented locally. For salary information for the 1st year salary for the PhD Fellow being nominated
  - 1) Go to the OAA Support Center page, <http://vaww.oaa.med.va.gov/>
  - 2) Select "Facility-Locality-Based Per Annum STIPEND Rates" (lower left in red).
  - 3) Select your facility for the correct salary rate.
- d. Advanced Fellows are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan except in unusual circumstances. Human Resources Management Service should carefully verify eligibility before enrolling an Advanced Fellow into FERS.
- e. All Advanced Fellows are eligible for health and life insurance benefits. These Fellows should be appointed for a period not to exceed three years. The appointment will be terminated at the end of the funding, which is two years, as OAA provides funding only for a Fellow's designated number of hours.

**2. Nomination of Associated Health Fellows to the VA Advanced Fellowship Program in Mental Illness Research and Treatment.** Nominations of Fellows must be received by the VA Advanced Fellowship Program Mental Illness Research and Treatment Fellowship Hub Site by close of business Thursday, **May 13, 2010**, for Fellows starting July 1, 2010. Nominations for Fellows starting between July 1 and September 30, 2010 should be received **30 days prior to the anticipated start date**. Nominations should include the following items in the order indicated:

- a. Fellows Credentials Verification Letter (FCVL) (Attachment C). This form **must** be signed by both the local DEO and the local VA Facility Director.
- b. The Fellow needs to complete **VA Form 10-2850d for Health Professions Trainees**. This form is available at the station level. It is also available on VA's Internet in the Publications area (<http://www.va.gov/oaa/app-forms.asp>). The use of **VA Form 10-2850d for health professions trainees** is required and not an earlier version of VA Form 10-2850.

c. **Fellows Credentials Verification Checklist (Attachment D) needs to be completed by your local credentialing officer.** Primary source verification by your credentialing officer is required for items 2 through 5 and 8, specifically

- a. U.S. citizenship needs to be verified
- b. All state licenses need to be verified if applicable
- c. Unrestricted and current State license verified if applicant is eligible for license (most Ph.D. fellows will not yet be license eligible)
- d. Certification verification completed for other Associated Health Fellows as applicable
- e. Drug Enforcement Agency (DEA) certification verified for Nurse Practitioners who claim on the application form to have held DEA certification
- f. Three reference letters obtained. VA Form Letter 10-341a may be used. One reference must be from the current or most recent employer or Training Director.
- g. Education and training verification completed (APA accredited doctoral program and APA approved internship are required for psychology Fellows). A Fellow who has not yet completed the dissertation defense may still be nominated provided you have a letter from the Chair of the Department indicating that all the requirements for the degree other than their dissertation and final defense have been completed. The date for the final defense should be provided if it has been set; a reasonable timeframe for the Fellow to complete the degree must be provided.

d. A copy of the nominee's **curriculum vitae**.

### **3. Transmittal Instructions for Associated Health Fellows in the VA Advanced Fellowship Program in Mental Illness Research and Treatment**

**Send ONLY the following specified application materials ONLY to the Hub Site (Drs. Ruth O'Hara and Sherry A. Beaudreau).**

- 1. Fellow's CV
- 2. The completed VA Form 10-2850d
- 3. Completed Attachment C
- 4. Completed Attachment D
- 5. Also, in a cover letter provide the following information.
  - a. The name of the Fellow being nominated
  - b. Proposed start date
  - c. The name of your Health Care System
  - d. The 1<sup>st</sup> year salary for the Fellow being nominated. For salary Information for PhD Fellows
    - Go to the OAA Support Center page, <http://vaww.oaa.med.va.gov/>
    - Select "Facility-Locality-Based Per Annum STIPEND Rates" (lower left in red).
    - Select your facility for the correct salary rate.

**Please do NOT send copies of licenses, diplomas, certificates, transcripts, verification documents, reference letters, or physical examinations.**

The VA Advanced Fellowship Program in Mental Illness Research and Treatment Hub Site prefers to receive documents electronically in one PDF or in Word Format. Scanned documents may be sent via VA's Outlook system if the message is appropriately encrypted using PKI, and should be addressed to:

**Sherry A. Beaudreau, PhD, Associate Director, Advanced Fellowship in Mental Health Research and Treatment Hub Site (Sherry.Beaudreau@va.gov).**

If unable to submit electronically, you may send hard copies via an expedited delivery service to:

Sherry A. Beadreau, PhD, Associate Director, VA Advanced Fellowship Program in Mental Health Research and Treatment Hub Site  
Palo Alto VAHCS  
3801 Miranda Avenue, 151Y/MIRECC, Bldg. 5, 4<sup>th</sup> floor, Research/Psychiatry  
Palo Alto, CA 94304

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Questions regarding the VA Advanced Fellowship Program in Mental Health Research and Treatment may be directed to Drs. Ruth O'Hara and Sherry A. Beaudreau at (650) 493-5000, press "1" "1" then ext. 64119 or at sherry.beaudreau@va.gov



**FELLOW CREDENTIALS VERIFICATION LETTER (FCVL)  
FOR ASSOCIATED HEALTH (NON-PHYSICIAN) FELLOWS**

**VA Facility** \_\_\_\_\_

**Fellowship Program in:** \_\_\_\_\_

**Credentials Verification**

I certify that the individual listed below fully meet the education, training, and program requirements for participation in the designated VA fellowship program.

The individual's professional license, if required for the discipline and level of trainee, is unrestricted and current. All other credentials such as diplomas, letters of reference, certificates of advanced training, state professional licenses, and Drug Enforcement Agency (DEA) certificate have been verified and found to be in order. The Credentials Verification Checklist for Associated Health Fellows is attached for each nominated individual.

<b><u>Names of Individual</u></b>	<b><u>Discipline and Level</u></b>	<b><u>Requested Start Date</u></b>	<b><u>Anticipated End Date</u></b>	<b><u>Anticipated # of Hours</u></b>
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Fellowship Program Director \_\_\_\_\_  
Signature Date

Printed/Typed Name \_\_\_\_\_ Routing Symbol \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail address \_\_\_\_\_

**This FCVL is accepted for forwarding to the Office of Academic Affiliations, VA Central Office, Washington DC.**

\_\_\_\_\_  
Signature of Designated Education Officer (DEO) Date

\_\_\_\_\_  
Signature of VA Facility Director Date

Fax # \_\_\_\_\_

**FELLOW CREDENTIALS VERIFICATION CHECKLIST  
FOR ASSOCIATED HEALTH (NON-PHYSICIAN) FELLOWS**

**Directions:**

- i. The credentialing process should be coordinated with local facility offices.
- ii. The actions listed below must be completed before appointing an individual to the fellowship program.
- iii. For each item, please enter the completion date in the right hand column.
- iv. Obtain the signature of the VA facility credentialing official.

**\*\*\* Primary source verification is required for items 2 – 6 and 8 \*\*\***

<b>Name of Nominated Individual</b> _____	<b><u>Date Action Completed</u></b>
1. VA Form 10-2850d for Health Professions Trainees	_____
2. U.S. citizenship verified	_____
3. Any state licenses indicated by the applicant verified	_____
4. <u>Unrestricted</u> and <u>current</u> State license verified if applicant is eligible for license	_____
5. Certification verification completed	_____
6. Drug Enforcement Agency (DEA) certification verified for Nurse Practitioners who claim on the application form to have held DEA certification	_____
7. Three reference letters obtained. VA Form Letter 10-341a may be used. One reference must be from the current or most recent employer. If the applicant has prior Federal Service, obtain official personnel folder (OPF). Additional references may be required.	_____
8. Education and training verification completed	_____
9. If the applicant is a VA employee, statement of voluntary acceptance of reduced pay for the duration of fellowship training obtained	_____
Signature of VA Credentialing Office Official or Program Director, as appropriate	Date
Please print name	Telephone #