Affiliation Agreement
Quick Guide
Medical & Dental Education Affiliation Agreements

Office of Academic Affiliations Agreements Point-of-Contact:
Yolanda Seward can be reached at Yolanda.seward@va.gov or 804-381-8374.
GME AFFILIATION AGREEMENT BETWEEN VA & INSTITUTIONS SPONSORING GRADUATE MEDICAL EDUCATION

Page 1
VA Medical Center: Select the appropriate medical center from the pre-populated drop down.

Veterans Service Network: Select the appropriate VISN number and name from the pre-populated drop down.

Institution Sponsoring GME & ACGME #: Insert the sponsoring institution name and the sponsoring institutions ACGME number that assumes the ultimate financial and academic responsibility for the program of GME. The sponsoring institution has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner’s office, a consortium, an educational foundation.)

[The six-digit sponsor number can be located on the ACGME website.]

For example: Virginia Commonwealth University Health System (#518038)

*Please note that only ONE affiliation agreement is needed for an Institution Sponsoring GME. For example; if the Richmond VAMC is partnering with the Virginia Commonwealth University Health System for general surgery, internal medicine, and radiology – they only need ONE affiliation agreement.

Accrediting Body: Select the appropriate accrediting body from the pre-populated drop down. Some sponsoring institutions will be solely accredited by AOA or ACGME, some will be accredited by both during the accreditation transition period.

Page 6
Termination of Affiliation Agreement: Insert a date ten years or less in the future that allows for completion of the last training cycle during that period. Affiliation agreements expire in ten years from the signature date, at the end of the last training cycle for that academic year.

Page 7 & 8
Signatures
Designated Institution Officer or Designee for the Sponsoring Institution: Insert the name of the individual at the sponsoring institution who has the authority and responsibility for all of the ACMGE-accredited GME programs. If the Designated Institution Officer is unable to sign this document, please have their designee sign here. If the DIO signs the document, leave this section blank.

VA Designated Education Officer or Associate Chief of Staff for Education: Insert your VA facilities Associate Chief of Staff in Education (ACOS/E) or Designated Education Official (DEO) name and signature. This VA staff member is responsible for GME oversight and education at your medical center.
**Director or Equivalent Responsible Official for the VA Healthcare Facility:** Insert the name of your VA facilities Medical Center Director.

**VISN Director or Designee for Department of Veterans Affairs:** Insert the standing Network Directors name. If you will use a designee, the designee is required to be at the Network level. Local medical center leadership signatures will not be accepted as a “designee” for the Network.

**Chief Academic Affiliations Officer:** leave this section blank, our office will complete this information.

*All VA staff are required to utilize e-signatures per the memo attached. Those agreements with wet signatures from VA staff will be returned. Thank you.*
AFFILIATION AGREEMENT BETWEEN VA & INSTITUTIONS WITH UNDERGRADUATE MEDICAL EDUCATION

Page 1
VA Medical Center: Select the appropriate medical center from the pre-populated drop down.

Veterans Service Network: Select the appropriate VISN number and name from the pre-populated drop down.

Institution, School or College: Type the formal name of the institution, school or college.

Accrediting Body: Select the appropriate accrediting body from the pre-populated drop down. The Institution will operate and manage the overall responsibility for the educational programs, and maintain accreditation by one of two nationally recognized accreditation entities for undergraduate medical education, the Liaison Committee for Medical Education (LCME) or the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA).

Page 6
Termination of Affiliation Agreement: Insert a date ten years or less in the future that allows for completion of the last training cycle during that period. Affiliation agreements expire in ten years from the signature date, at the end of the last training cycle for that academic year.

Page 7
Signatures
Dean, College of Medicine, Senior Associate or Vice Dean of Medical Education.

VISN Director or Designee for Department of Veterans Affairs: Insert the standing Network Directors name. If you will use a designee, the designee is required to be at the Network level. Local medical center leadership signatures will not be accepted as a “designee” for the Network.

VA Designated Education Officer or Associate Chief of Staff for Education: Insert your VA facilities Associate Chief of Staff in Education (ACOS/E) or Designated Education Official (DEO) name and signature. This VA staff member is responsible for GME oversight and education at your medical center.

Director or Equivalent Responsible Official for the VA Healthcare Facility: Insert the name of your VA facilities Medical Center Director.

VISN Director or Designee for Department of Veterans Affairs: Insert the standing Network Directors name. If you will use a designee, the designee is required to be at the Network level. Local medical center leadership signatures will not be accepted as a “designee” for the Network.

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