

Advanced Fellowship in Health Professions Education Evaluation and Research

FELLOWSHIP PURPOSE

a. Program Announcement

This pilot program announcement provides information, policies, and application procedures to Department of Veterans Affairs (VA) facilities/systems and Central Office programs regarding the Advanced Fellowship Program in Health Professions Education Evaluation and Research that will be supported by the Office of Academic Affiliations (OAA). VA facilities/systems, ideally in partnership with their academic affiliates or other entities, that have a commitment to advancing health professions education are encouraged to apply for the establishment of this program at their site. Applications for this pilot program will be restricted to currently approved OAA Coordinating Centers (also known as hub sites) associated with specific Advanced Fellowship programs and/or special training programs across other OAA portfolios.

Please note that the list of eligible sites below includes both Coordinating Centers as well as individual sites within focused OAA educational programs and Centers of Excellence. Coordinating Centers may request funding for fellowship stipends at their facility or at a facility within their broader program. However, if a Coordinating Center seeks fellowship funding for the program at a different facility from the coordinating center, the application must clearly state how the educational program will be supported by and include the direct participation of the coordinating center itself. VA facilities that are eligible to apply for this program as part of their connection to a broader OAA national program (e.g. Centers of Excellence or VA Nursing Academy) must submit their application in partnership with their respective Coordinating Center or VA Central Office partnering institution.

Eligible sites include the following:

Coordinating Center / OAA Program	VA Facility / Location
MIRECC (OAA Advanced Fellowships)	Palo Alto
Patient Safety (OAA Advanced Fellowships)	National Center for Patient Safety, Ann Arbor
Simulation (OAA Advanced Fellowships)	VA SimLEARN, Orlando
Women's Health (OAA Advanced Fellowships)	Madison
Quality Scholars (OAA Advanced Fellowships)	Houston
Informatics (OAA Advanced Fellowships)	Nashville
Psychosocial Rehabilitation (OAA Associated Health)	Baltimore
VA Nursing Academic Partnerships	All sites approved for these programs are

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(VANAP), Post-baccalaureate Nurse Residency (PBNR) or Psychiatric Mental Health Nurse Practitioner Residency (PMHNPR)	eligible to apply. Applications must be submitted in collaboration with OAA Nursing office.
Chief Residents in Quality and Patient Safety	National Center for Patient Safety, Ann Arbor
VA Centers of Excellence in Primary Care Education (CoEPCE)	San Francisco, Boise, Puget Sound (Seattle), Cleveland, and Connecticut (West Haven). Sites must apply in collaboration with the CoEPCE Coordinating Center

Up to 6 sites will be approved to begin in Academic Year (AY) 2015-16 for this 2-year educational experience. Each approved site will receive funding for 1-2 fellows per year. As part of this pilot program, each approved site will receive funding to recruit fellows for two academic cycles (AY 15-16 and AY 16-17). Continuation and/or expansion of the program will be decided by OAA based on outcomes of this pilot program.

Selected sites will be expected to work collaboratively with one another and with members of OAA to begin development of a shared curriculum in health professions education evaluation, research/inquiry, and improvement.

b. Fellowship Program

The purpose of the Advanced Fellowship Program in Health Professions Education Evaluation and Research is to develop experts to advance healthcare education through practice, inquiry, and improvement.

2. BACKGROUND

The education of health care providers – be they physicians, nurses, or other healthcare professionals – has been challenged to meet the demands of the rapidly changing healthcare delivery system. With rare exceptions, the education of most health professionals has failed to prepare them adequately for interprofessional team practice and for systems improvement. In addition, most educational programs do not have access to experts trained in educational evaluation and research to assess the process, outcomes, and impact of the educational enterprise. There are insufficient numbers of educators who have expertise in the knowledge and skills needed to assess the interaction between the education programs in clinical settings, or to develop, implement, assess, and improve curricula in order to transform health professions education

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The Veterans Health Administration (VHA) oversees the largest health professions education enterprise in the country, and arguably in the world. Each year, nearly 120,000 trainees acquire some or all of their clinical education in VA medical centers, either in programs sponsored by VA or, more commonly, through partnerships with some 1800 academic affiliates (such as schools of medicine, nursing, pharmacy, dentistry, podiatry, optometry, psychology, and so forth). Given this ongoing investment aimed at developing the next generation of health care providers—for VHA and for the Nation—there is surprisingly little rigorous evaluation of education program process, outcomes, and impact. Known for its robust health systems research capability, VA has considerably less expertise in the formal assessment of education program development, implementation, and outcomes as well as educational research.

Given the radical changes now underway in health care delivery, there is a parallel pressing need to re-shape the education of health professions trainees. The development of education evaluation and research expertise is critically needed now.

3. PROGRAM DESCRIPTION

a. Program Structure

Sites approved for the Advanced Fellowship Program in Education Evaluation and Research shall have a curriculum, appropriate infrastructure, and qualified faculty who possess expertise in education evaluation and research. Sites are encouraged to leverage educational experts at their academic affiliate or at other institutions, where necessary, to improve their ability to provide robust training opportunities.

Curriculum

Sites approved for the Advanced Fellowship Program in Education Evaluation and Research shall develop a local curriculum and will be expected to work with other approved sites to share training experiences. Learning goals for the fellowship include:

- Developing expertise in educational program evaluation, learner assessment, and educational research
- Demonstrating the ability to apply curriculum development, instructional design principles, and change management and system improvement strategies to enhance educational programs
- Examining VA/VHA policies, procedures, data sources, and systems as resources for program evaluation to evaluate and improve the VA system

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- Developing leadership skills in advancing educational projects, evaluation and research

In addition, instruction shall include topics such as: orientation to the VA health care system and VA health professions education programs, collaboration and negotiation skills, written and oral communication skills, and leadership. This core curriculum shall be provided in such fashion as to foster high degrees of interaction between trainees and faculty, as well as among trainees across participating sites. Given the pilot nature of this program, the curriculum and collaborations across sites are viewed as developmental.

Infrastructure. The site application should demonstrate the track record of the facility and partners in the areas of education evaluation and research focused on health professions education. The application must include discussion of how education (including workplace learning, formal instruction, and reflection), mentoring, clinical and health professions education infrastructure at the site, and commitment to scholarship shall foster a high quality learning environment and fellowship experience. Commitment from the site will be required to ensure fellows and associated program faculty members have resources and support for travel to attend national meetings as VA policies permit.

Program Directors. Each site should have a fellowship director (or directors in the case of shared interprofessional leadership models), responsible for program development and oversight. The fellowship director(s) must have demonstrated expertise in areas relevant to education evaluation and research; experience in program management; experience in the application of evaluation and research techniques to health professions education programs and settings; a demonstrated ability to effectively teach and mentor; and demonstrated relationship to a current academic program in health professions education including evaluation and research.

Affiliate Relationship. Affiliates should appropriately recognize VA faculty/mentors participating in the program. See Section 5 below for more details about affiliations.

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b. Program Implementation

(1) Fellows. Physician and clinician associated health/nurse fellows shall spend approximately 70 percent of their time in training, development, and implementation of projects related to the practice and advancement of healthcare education. No more than 30 percent time should be spent in direct clinical care. Fellows may spend less than 30 percent in clinical activities, but such decisions must take into account each fellows career plans including requirements for licensure (where applicable).

Fellows must conduct the majority of their clinical care and clinical education responsibilities at a VA facility. Should a site wish to have fellows conduct these activities at non-VA sites, prior written approval from the Office of Academic Affiliations must be obtained. Fellows are expected to carry out the majority of their research and educational activities at a VA facility.

(2) Mentors. Mentorship is an essential component of an outstanding Advanced Fellowship experience. Fellows are to develop individualized learning plans in collaboration with their preceptors or mentors. Preceptors and/or mentors should provide assistance with project(s), research methodology and content, as well as guidance in personal and professional development. For these reasons, several preceptors or mentors are often needed. These individuals are expected to meet regularly with the fellows to assess their progress, serve as role models, and provide constructive feedback and assistance in meeting the fellows' goals. Preceptors and/or mentors are expected to participate in formative and summative evaluation of fellows and the fellowship program. Ongoing faculty participation in mentor development programs is desirable.

Mentors should possess expertise in health professions education evaluation and research. They are also expected to possess expertise in the practice of interprofessional education. If the Program Co-Directors do not possess all of these traits, the program must demonstrate that the fellow will be exposed to a mentoring team that addresses the multifaceted training needs for this fellowship experience.

(3) Fellowship Plan. Each Advanced Fellow shall, in conjunction with the director(s) and mentoring teams, develop a learning plan as soon as practical on entering the program. The plan shall address the fellow's long-term goals and identify the local resources to be used. This plan shall be revisited periodically in order to serve as a meaningful dynamic document assisting in the fellow's development.

(4) Project. Fellows are expected to develop and implement a significant research or evaluation project focused on a local or national health professions education program or

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initiative within VHA that will result in presentation at a regional or national venue, publication, or both.

(5) Recruitment. Beginning in AY 2015-2016, each Fellowship site may begin recruitment of up to two fellows per year. Requests for additional fellow positions will be considered by OAA, with approval in part contingent on availability of funding. Fellows must meet the criteria described below in section 4c.

c. Post fellowship follow-up and tracking.

All approved sites will monitor processes and outcomes of the program, including fellow and faculty satisfaction with specific and overall fellowship experiences. Such evaluations should be used to modify and improve the fellowship program. In addition, sites will be required to track fellow outcomes during the training program as well as post-training. Outcomes should include tracking of post-fellowship employment (retention in VA), success in obtaining research funding, publication in peer-reviewed journals, awards, and continued work in the field of healthcare education evaluation and research. Tracking and outcome data will be used to evaluate site-level fellowship programs and will be considered in the evaluation of participating sites at the time of future program re-competition.

d. Program changes.

OAA must approve significant changes to the fellowship site, including issues such as change in leadership, fellow resignation or termination, insufficient funding, change in preceptor/mentors, or any other reason why the approved proposal is not being properly fulfilled.

4. POLICIES

a. Governance. The Office of Academic Affiliations maintains overall responsibility for the administration of the Interprofessional Advanced Fellowship in Education Evaluation and Research.

(1) **Physician Fellows**. The fellowship program for post-residency physicians is governed by M-8, Part II, Chapter 4, "Fellowship Programs for Physicians and Dentists" or subsequent handbooks that may supersede that section.

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(2) **Associated Health / Nurse Fellows**. The fellowship program for associated health disciplines, including nurses, is governed by M-8, Part II, Chapter 2, “Associated Health Professions” or subsequent handbooks, which may supersede that section and supplemental documents from OAA.

b. Program approval. Approved fellowship programs for this pilot program will be able to recruit up to two fellows for AY 2015-2016 and up to two additional fellows for AY 2016-2017 for this 2-year training experience. Approval will be withdrawn from sites that no longer possess the capacity to provide a high quality fellowship program (to be determined by OAA). Continuation and/or expansion of the program will be decided by OAA based on outcomes of this pilot program.

c. Fellow Selection Criteria

(1) Physician Fellows. Prior to beginning the fellowship, physician fellows must meet the following criteria:

- a. Have completed a residency program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or the Bureau of Professional Education (BPE) of the American Osteopathic Association. All recognized specialties are eligible to participate. Candidates selected should demonstrate the ability and commitment to become leaders in the area of healthcare education evaluation and research.
- b. Fellows may not be enrolled simultaneously in any accredited physician residency/fellowship program.
- c. Have active, full and unrestricted license(s) to practice in the U.S. and any of its territories.
- d. Be board certified or eligible with demonstration of active pursuit of board certification.
- e. Be appropriately credentialed and privileged for independent clinical practice at the local VA facility.
- f. Be a U.S. citizen or possess a current visa suitable for participation in this paid educational activity. U.S. citizens shall be given priority in selection.

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- g. If a graduate of a foreign medical school, must have evidence of Educational Commission for Foreign Medical Graduates (ECFMG) certification.
- h. Appointment Authority. Appointments will be made under the authority of 38 U.S.C 7406 for two years. Non-U.S. citizen appointments are under the authority of Title 38 U.S.C 7407. The PAID code will be provided in the memoranda notifying facilities of their selection as a training site. Fellows appointed for more than one year are eligible for health and life insurance benefits.
- i. Stipend Rate. The stipend rate will be based on years of previously completed ACGME or AOA accredited residency training and equivalent experiences as determined by OAA and index rates approved at the affiliated university and the respective VA facility. OAA reserves the right to use a different mechanism to establish fellow pay rates in the future. Fellows shall be paid directly by the VA facility unless OAA provides written approval for another payment mechanism.
- j. Stipend Supplementation. Fellows shall not receive additional revenue from any source in compensation for their duties in this program.
- k. Demonstrate interest in pursuing VA careers with health professions education evaluation and research as a significant focus.

(2) Associated Health Fellows, including Nurses. Prior to beginning the fellowship, associated health / nurse fellows must meet the following criteria:

- a. Be a U.S. citizen.
- b. Demonstrate interest in pursuing a VA career with health professions education evaluation and research as a significant focus.
- c. Not be simultaneously enrolled in an accredited clinical training program.
- d. Unless otherwise listed below, fellows must possess an advanced degree (doctoral degree) from an accredited program that would make them eligible for VA hire.
- e. Meet all profession-focused criteria as listed below.

Nurse Fellows

Prior to beginning the fellowship, must meet the following criteria to enter the program:

- 1) Completion of a masters or doctoral degree in nursing from a recognized academic institution,
- 2) Possession of an unrestricted valid nursing license in any US state or territory. Such license must be maintained in order to maintain eligibility for participation,

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Clinical and Counseling Psychology Fellows

Any application for a clinical or counseling psychologist who has not completed all training and licensure requirements to qualify for appointment as an independent practitioner must be accompanied by a support letter from either the lead psychologist at the facility or from the Psychology Director of Training. Such a support letter must address the types and amount of clinical experience that the fellow will engage in and the types and amount of clinical supervision that will be provided. At least 4 hours of supervision must be provided weekly, of which 2 hours must be individual, face-to-face supervision by a licensed and privileged psychologist.

Prior to participation in this program, prospective fellows in clinical or counseling psychology shall:

- 1) Possess a doctoral degree (or demonstrate that all requirements for such a degree have been completed and award of the diploma is pending) from an American Psychological Association (APA) accredited program that would make them eligible for VA hire.
- 2) Have completed an APA accredited internship (or a new OAA funded, VA-based internship that is not yet accredited). If the candidate has not yet completed the doctorate, there must be convincing evidence from the Director of Clinical Training at the university and from the Director of Training at the internship that completion is on track and expected before the proposed start date of the fellowship.

Other Associated Health Fellows

Prior to beginning the fellowship, an associated health fellow (other than nurses and clinical or counseling psychology fellows as described above) must have:

- 1) Completed all requirements to become a fully credentialed independent practitioner (or the equivalent for that profession) at a VA facility
- 2) Must have an active, unrestricted license to practice in the U.S., if such licenses are required for VA employment in the candidate's profession.

Non-clinicians may also apply. In lieu of clinical experiences, non-clinician fellows are expected to spend significant time in healthcare improvement activities and projects, in addition to activities related to scholarship (e.g., manuscripts, presentations, grants). Non-clinicians must possess the following:

- 1) At least a Master's degree (or demonstrate that all requirements for such a degree have been completed) from an accredited educational institution.
- 2) Meet all eligibility criteria for hire within a VA facility.

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3) Have a stated pursuit of principal scholarly product in the fields of health services research and healthcare improvement.

d. Appointment and Compensation

(1) Physician Fellows

(a) Appointment Authority. Appointments will be made under 38 U.S.C. 7406. The PAID codes will be provided in the memoranda notifying facilities of their selection as a fellowship site. Fellows will be appointed for a period of two years. Fellows appointed for more than one year are eligible for health and life insurance benefits.

(b) Stipend determination. The stipend will be based on years of previously completed ACGME accredited physician residency training and on VA stipend rates based on the local indexed hospital.

(c) Stipend Supplementation. Fellows shall not receive additional revenue from any source in compensation for their duties in this program.

(2) Associated Health Fellows and Nurses

(a) Appointment authority. Appointments will be made under 38 U.S.C. 7405 (a) (1) (D) for two years. The fellows are eligible for VA group health and life insurance benefits.

PAID Codes. The PAID codes will be provided in the memoranda notifying facilities of their selection as a fellowship site. Fellows will be appointed for a period not to exceed three years. Appointments will be terminated at the end of the specified training period. Fellows appointed for more than one year are eligible for health and life insurance benefits.

(b) Stipend. Stipend rates will be determined by OAA, depending on the discipline and previous education of the trainee. Rates are reviewed biennially against national norms for the discipline. Current rates are listed on the OAA intranet web site at <http://vaww.va.gov/oaa> (then “OAA Support Center”, then “Facility Locality Based Per Annum Stipend Rates”). OAA reserves the right to use a different mechanism to determine fellow pay. For more information about health disciplines not listed in the table, contact OAA.

(c) Stipend Supplementation. Fellows shall not receive additional revenue from any source in compensation for their duties in this program.

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e. VACO Support

OAA support. OAA will provide funds to VA facilities for fellows' stipends and fringe benefits.

f. Educational Detail. Fellows may be detailed to other educational institutions without loss of pay, but under no circumstances may the total time spent in non-VA institutions exceed one-sixth of the total hours a fellow is in a pay and training status with VA. Should a program wish to have fellows conduct activities at non-VA sites, an appropriate affiliation agreement must be completed and prior written approval from Office of Academic Affiliations must be obtained.

g. Liability. Fellows 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). Should a program wish to have fellows conduct activities at non-VA sites, prior written approval from Office of Academic Affiliations must be obtained.

h. Expenses. Except as specified above, expenses connected to the fellows' 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 selected fellows.

i. Service Obligation. There is no service obligation after completion of the fellowship program. However, fellows are encouraged to seek VA employment. The Center of Excellence where the fellowship program is conducted is expected to assist the fellow in obtaining VA employment.

j. Identification of Fellowship Status

Consistent with OAA policy, fellows shall notify OAA prior to any publication or presentation. Fellows shall also identify their VA support in all reports and presentations during the fellowship program and after the fellowship program if the report or presentation is related to activities conducted during the fellowship program. Failure to do so while in the fellowship program may result in termination of the fellowship. Institutional Review Board (IRB) approval protocols must be accomplished prior to collection of research data.

k. Clinical Privileges/ Scope of Practice

(1) Physicians

Physician Advanced Fellows must have completed their primary specialty training in order to qualify for initial board certification. Subject to the policies and procedures of the appointing institution's medical staff bylaws, Advanced Fellows are to be privileged as licensed independent practitioners (LIPs) in the primary medical specialty in which they completed approved training. Exceptions to this requirement for LIP privileging are rare, and require written OAA approval. The assigned privileges as an independent practitioner shall be within the scope of practice for which the Advanced Fellow has been previously trained. A physician Advanced Fellow may NOT provide

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independent clinical services for clinical skills that are part of the fellow's learning plan. Such physicians are considered to be under supervision (or dependent practitioners) for those skills.

(2) Associated Health Professionals (including nurses)

Associated Health professionals in clinical fields shall either be privileged as licensed independent practitioners or boarded with a scope of practice consistent with their licensure and prior training. Associated Health practitioners participating in courses of study that provide clinical training pertinent to the Advanced Fellowship shall be considered dependent practitioners, subject to appropriate graduated supervision for such clinical care. Clinical and Counseling Psychologists who are not yet licensed privileged independent practitioners for staff appointment in their field shall be considered trainees for purposes of clinical supervision.

5. FACILITY ELIGIBILITY CRITERIA

- a. The sponsoring VA facility must be affiliated with an academic institution having an ACGME or AOA accredited residency program. Fellowship sites are encouraged to have affiliations with appropriate programs for associated health disciplines recruited as fellows (including schools of nursing where applicable). If new affiliations are made to develop this relationship, a formal affiliation agreement must be executed. (Contact the Office of Academic Affiliations (10A2D) for assistance). The academic and VA-sponsored training programs must be accredited by the nationally recognized accrediting body for the profession.
- b. The Designated Education Officer at the facility must support the application. For VACO (non-facility) applications, the appropriate VACO section leader must support the application.
- c. The sponsoring VA facility must designate well-qualified Fellowship Program Director(s) to oversee fellow mentoring, research, educational, and, if present, clinical training.
- d. The sponsoring facility must assure that goals for each fellow are defined in the fellowship plan and supported by appropriate curricula, mentorship, scholarly opportunities, and other resources.
- e. The sponsoring VA facility must have a process to assure that documents required for the appointment of Advanced Fellows have been verified and are in order.

6. SELECTION CRITERIA

A site must provide evidence of committed leadership, time, personnel, and equipment to support a culture of excellence in health professions education evaluation and research, as well as health professions education itself. The facility must demonstrate the following:

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- a. Commitment to build and sustain an outstanding learning environment. Facility commitment to the program directors in terms of dedicated and protected time to run the fellowship are highly encouraged and should be documented in the application proposal.
- b. Evidence of a strong partnership between the VHA facility and its academic affiliate(s).
- c. Outstanding educational opportunities at the site.
- d. Experience in conducting health professions education evaluation and research and conducting academic programs to foster such evaluation and research.
- e. Commitment to develop individualized learning programs with trainees.
- f. Evidence of a strong administrative infrastructure to support a training program.
- g. Commitment to a process of disseminating educational material and promoting scholarly findings beyond the training site.
- h. Evidence of sound evaluation strategies for programmatic and individual evaluation.
- i. Provision of equipment, space, and technical expertise to conduct regular two-way interactive video conferences and other appropriate technologically mediated instruction as part of the curriculum.

All applicants must submit the information requested in Attachment A.

7. REVIEW PROCESS

a. Review Committee. An interprofessional ad hoc review committee designated by the Chief Academic Affiliations Officer will advise the Chief Academic Affiliations Officer about the merits of the applications. The reviewers will have demonstrated expertise and leadership in their respective health professions, health professions education, education research, and/or education program evaluation. Decision to approve sites rests with the Chief Academic Affiliations Officer.

b. Scoring of Applications. Applications will be scored according to the following criteria and weights:

Resources, Infrastructure, and Leadership Commitment to build and sustain an outstanding learning environment; evidence of a strong administrative infrastructure and adequate protected time for fellowship directors.

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Fellowship Program Director(s) and Faculty with strong records in education research and/or evaluation, education, mentorship, and leadership; demonstrated ability to teach across disciplines. Interprofessional leadership and faculty mentoring are highly encouraged. 20

Curriculum and Learning Environment that provide fellows with robust opportunities to develop as leaders in health professions education evaluation and research. Collaborations with an academic affiliate(s) are encouraged to enhance VA resources for this novel fellowship program. 20

Education and Scholarship Opportunities that allow fellows to lead or make significant contributions to projects or focused educational activities including but not limited to projects involving needs assessment, development, implementation, and evaluation. Projects should provide opportunities for fellows to assume leadership roles that will lead to submission for journal publication and or presentation of the projects at a regional or national venue. 30

Evaluation plan that will include evaluation of the individual fellows and identification of outcome measurements and reporting methodology. The plan should include attention to all aspects of the program. Specifics on the fellow's and the fellowship program's effectiveness for meeting its training goals and objectives should be addressed. 15

TOTAL

100 POINTS

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7. SCHEDULE

December 2, 2014	OAA releases program announcement to eligible sites.
December 16, 2014	Facilities upload to OAA database non-binding intent to submit (ITS) a full proposal including contact person and station: http://vaww.oaa.med.va.gov/rfp_general/default.aspx?PID=24 The ITS form is located on the database upon site log-in for this RFP
January 22, 2015	Site applications due to OAA (upload to OAA database: http://vaww.oaa.med.va.gov/rfp_general/default.aspx?PID=24
January 2015	Review committee reviews applications and makes recommendations for approval of fellowship sites to the Chief (or Acting Chief) Academic Affiliations Officer
February 2015	OAA notifies facilities about the approval/disapproval of their applications

8. OAA CONTACT PERSONS

For information or questions related to this fellowship program, please contact Ms. Deborah Ludke by email at deborah.ludke@va.gov or by phone at (562) 826-5492 or Dr. Stuart Gilman at stuart.gilman@va.gov or by phone at (562) 826-5323 or Dr. Jeffrey Cully at jeffrey.cully@va.gov or by phone at (713) 794-8526.

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9. APPLICATION INSTRUCTIONS

Applications shall be uploaded to the OAA Support Center

http://vaww.oaa.med.va.gov/rfp_general/default.aspx?PID=24

Please click on the “Register” button to enter your information. Upon registering, you will be able to log in and start to upload the required documents. There are four (4) documents required to be uploaded for a complete application. You can upload one document at a time. Please use the following naming conventions when saving/uploading files:

Attachment A: Facility Director or DEO Transmittal Letter

Attachment B: Core Narrative

Attachment C: Program Director(s) Biosketches and Core Faculty Table

Attachment D: Appendices (including letters of support)

After all files have been uploaded, please select “Submit for Approval.” You will be taken to a screen that lists all documents that have been uploaded for your application. Please select “Submit Final Application to OAA” in order to submit your application. You will be able to make modifications to the uploaded documents until January 22, 2015. Please remember, we will only be able to accept one application per site, so please coordinate with others from your site prior to submission.

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ATTACHMENT A

FELLOWSHIP APPLICATION INSTRUCTIONS

1. GENERAL INSTRUCTIONS

- a. Font size and margins. Font size must be 11-point or larger. Margins must be one inch all around.
- b. Page limit. The core narrative should not exceed 10 pages. Shorter applications are encouraged. Supplemental materials are not counted in the core narrative page limit.

2. APPLICATION PACKAGE INSTRUCTIONS

- a. The transmittal letter from the facility Director, Designated Education Officer, or VACO Program Officer.

Document support for the program by:

Describing the unique contributions the facility can make to the training program.

Identifying the name, title, telephone and fax numbers, and e-mail address of the fellowship Program Director.

Identifying the name, title, telephone and fax numbers, and e-mail address of the facility contact person, if different from the fellowship Program Director.

- b. The core narrative of the application must not exceed 10 single-spaced pages. **Applications exceeding the page limitations will not be reviewed.**

The pages must have at least 1-inch margins all around and the font size must be no smaller than 11 point. The core document should include:

Background and Core Program Information (approximately 6 pages)

- a. Describe the applicant site's health professions education programs and related components focused on education evaluation and research. Include details about the VA facility and affiliated academic institution(s) and program(s).
- b. Describe the site's goals for the program, including focus on particular aspects of health professions education, education research, and education program evaluation that will be emphasized by the proposed program. Describe how the VA facility will partner with the academic affiliate to carry out the goals of the program.

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- c. Articulate the specific skills and knowledge to be learned/developed by the fellows. Describe measurable competencies to be achieved by trainees. Include strategies for mentorship in this discussion. Describe teaching methods to be used, including how the learning activities may be customized to meet fellows' needs.
- d. Describe the venues/sites where educational activities are proposed to take place. Describe what the fellows' roles will be.
- e. Describe activities that will foster fellows' development as leaders and change agents in education evaluation and research.
- f. Describe opportunities for the fellows to participate in research, program evaluation, or other educational activities that will lead to scholarly contributions and generalizable knowledge.
- g. Describe the facilities (e.g., office space, clinical areas, clerical support, educational materials, library, computers, etc.) available to support the program.

Program Director and Faculty Preceptor/Mentors (approximately 1-2 pages)

Provide relevant information concerning the staff that will be involved in the program, including the Program Director, preceptor/mentors, and consultants. Please ensure that the Program Director(s) describe their educational leadership, teaching experience, program administration experience, assessment and evaluation of education activities or programs, presentations about quality and safety education, and publications about quality and safety education.

NOTE: Biosketches are not counted in the 10-page core narrative page limit. A complete CV for the proposed Program Director(s) can be included. However, a VA Research Biosketch (VA Form 10-1313-5/6) can be used. In order to minimize size of the total application, a VA Research Biosketch or equivalent is strongly encouraged for all other proposed faculty or others identified in the application. A core faculty member table may be used to summarize faculty to include the following information about each individual who will be involved in the fellowship program: name; discipline/specialty; degree; date of degree; university from which degree was received; primary clinical/research interests; recent publications; and the number of hours/percentage of time that will be devoted to the fellowship program.

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Program Evaluation (approximately 1 page). Specify how the fellows' and the fellowship program's effectiveness for meeting its training goals and objectives will be evaluated.

Recruitment of Fellows (approximately 1 page). Describe how fellows will be recruited and selected.

- c. Appendices. Letters of support are not required given the short turnaround time of this request. However, where possible, applications should include letters of support from collaborators especially for any programs or entities (e.g. academic affiliates) that are proposed to make contributions to the program.