

DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Office of Academic Affiliations
Washington, DC

PROGRAM ANNOUNCEMENT

**Physical Therapy Educational Enhancement:
Expansion of Physical Therapy Residency Programs
for Academic Year 2017 (Summer/Fall 2016- through Summer/Fall 2017)**

1. REQUEST FOR PROPOSALS

This announcement solicits applications for enhancements to the Department of Veterans Affairs (VA) National Physical Therapy Residency training program and provides information and procedures for those applications. This is an expansion of the current program and is seeking an additional four to 10 positions. Accreditation of programs by the American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) is expected within two years of the initiation of funding. Ideally, this accreditation would be within the first year, as the resident candidate will not be able to sit for the board certification test until the program is accredited. Before accepting candidates, the facility must also be recognized as a “developing program” by the ABPTRFE and must submit an application for Candidacy with the ABPTRFE – note that there is a \$500.00 application fee initially required, which is credited at the time for the accreditation visit. If positions are awarded, initial funding for academic year (AY) 17 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 physical therapy residency programs:

- a. New facilities requesting physical therapy residency training programs
- b. Facilities with existing accredited physical therapy residency programs that are requesting residency programs 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

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 is liaison with the Veterans Health Administration (VHA) Office of Academic Affiliations (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 Academic Year 2017: (Summer/Fall 2016 through Summer/Fall 2017).

Because there are ten residency positions to be allocated, and 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 physical therapy as one of VHA's top five mission-critical priority professions for recruitment and retention. Physical therapy residency training programs are effective mechanisms for the development of a recruitment pool of skilled physical therapists who practice with advanced skills to work with Veterans and Servicemembers to assist them in managing their clinical needs.

VHA has funded physical therapy training programs since the early 1990's, providing a significant number of pre-professional positions nationally. Since 2009, OAA has funded advanced physical therapy residency programs, with 25 positions currently funded in twelve residency programs across ten VA medical centers. As of spring 2015, all twelve-residency programs have received ABPTRFE accreditation. The physical therapy residency programs are designed to further enhance physical therapy practice in VA.

3. POLICY

a. OAA's Associated Health Education Section (OAA/10A2D) maintains overall responsibility for administration of VA's physical therapy 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 2016 and October 2016 (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.

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 physical therapy residency programs must first apply for recognition as a “developing program” from the ABPTRFE and then must submit an Application for Candidacy with ABPTRFE before accepting a resident applicant. In order to be considered for funding the proposal must include a realistic timetable and plan to obtain ABPTRFE accreditation. 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. Physical therapy residents recruited by VA facilities must:

1) be graduates of Commission on the Accreditation of Physical Therapy Education (CAPTE) accredited programs in physical therapy. Any licensed physical therapist, 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 physical therapy 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.

g. 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(s).

h. Facilities collaborating with another academic institution must follow the guidelines in VA Manual M-8 Part 1 Chapter 2, Affiliations with Academic Institutions or successor regulations. Residents may rotate to non-VA facilities, but this time off-site may not exceed one-sixth (two months) of their training time, and the establishment of an affiliation agreement (form 10-0094h) is required.

4. CRITERIA FOR VA FACILITY ELIGIBILITY

a. The nature of the physical therapy 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 American Board of

Physical Therapy Residency and Fellowship Education (ABPTRFE). Clinical settings must provide a range of experiences in the application of physical therapy principles, provide exposure to patients of varying backgrounds and cultures, and foster substantial responsibility in carrying out professional functions.

b. Facility Characteristics. The facility must provide evidence of committed leadership, appropriate clinical and educational programming, and sufficient workload to support a culture of excellence in physical therapy 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 physical therapy residency program.
- 7) Evidence of sound strategies for programmatic and learner evaluation.
- 8) An identified physical therapy leader to serve as the physical therapy residency training director.
- 9) An identified physical therapy residency director who has sufficient release time to manage training program-related activities. Support for this administrative time should come from the identified physical therapy leader, from the training director's service line supervisor (if applicable), and from the medical center director. Physical therapy residency directors generally spend 25% or more of their time in training-related activities, depending on the size and complexity of the training program.
- 10) A minimum of two licensed physical therapy VA employees boarded and hired in the physical therapy occupation series for provision of supervisory support, professional role modeling, and administrative functions.
- 11) Release time for the physical therapy staff who will supervise trainee(s) so they may engage in training-related activities. Support for this administrative time should come from the identified physical therapy leader, from the physical therapy 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.

5. APPLICATION INSTRUCTIONS

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

- 1) **October 5, 2015.** A non-binding Letter of Intent (LOI) is due to OAA no later than 11:59 pm Eastern Daylight Time (EDT) Monday, October 5, 2015. 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) **November 2, 2015.** The full proposal is due to OAA no later than 11:59 pm EDT on Monday November 2, 2015.

b. **LETTER OF INTENT INSTRUCTIONS**

LOIs, not to exceed two pages plus the cover page template (appendix B), must be submitted by the medical center or health care system's DEO rather than by individual physical therapy 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_general/default.aspx?PID=39. LOIs are **due no later than 11:59 pm EDT on Monday, October 5, 2015, and must be uploaded to the OAA password protected web portal.** Letters should be addressed to the Chief Academic Affiliations Officer (10A2D), must include the cover page (see Appendix B), and must be in **MS Word format.**

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, 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):

- 1) 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 and uploaded as a MS Word document**). 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 the physical therapy specialty area identified.

- 2) Identify the health setting(s) for each proposed residency program, and list the content areas/rotations of submission anticipated (included in Cover Page Template).
- 3) Identify whether each proposed program is a new site proposing a physical therapy residency or if the site has an existing accredited physical residency proposing a new residency in a different specialty area (included in Cover Page Template).
- 4) Indicate the specialty area and number of residents (maximum of two for each proposed program) being requested (included in Cover Page Template).

c. 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, November 2, 2015**, and must be uploaded through the aforementioned OAA Portal (http://vaww.oaa.med.va.gov/rfp_general/default.aspx?PID=39) with three separate documents: **Core Narrative, Letters of Support, and Supplemental Materials (optional)**. The submission portal will only allow four documents to be uploaded, including the letter of intent. Regardless of the number of programs proposed, all final application materials may 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.**

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) Table of Approval Notification E-mails from the LOI cover page template will be used for notification (include only changes from the LOI in the core narrative). **Only individuals listed with e-mail addresses included in the cover page of the LOI (with changes identified in final proposal) will be notified.**

(e) 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 physical therapy 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 2014, types of clinical programs, and approximate case mix of patients served relative to the specialty being requested.

(b) Describe current and previous physical therapy 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, interprofessional treatment team participation, and opportunities for teaching and research. Programs must be designed to meet physical therapy 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 physical therapy services are provided to patients and which will be available for clinical training in the specialty. Describe opportunities for interprofessional education and interaction between the resident and staff in rehabilitation and other 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 physical therapy program, describe the support from the partner and the delineation of responsibilities for each in a memorandum of understanding. **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 physical therapy 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 physical therapy 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 should be utilized.

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.**

- a. Facility Director. The director's letter must address the facility's commitment to the educational process, including sufficient release time for the physical therapy residency training directors, mentors, and supervisors to be fully engaged in the educational mission and process. Note: It is estimated that at minimum, 25% of the PT residency director's time will need to be devoted to this program and initial development may take substantially more time. Similarly, sufficient release time that supports educational and administrative activities should be identified, including curriculum development. 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 willingness to pay accreditation fees and annual fees for any required professional organizations. These will include ABPTRFE initial \$500 application fee upon being awarded positions, and the accreditation fee of ~\$3145.75 in 2016 (this includes the site visit fee and travel support for surveyors) and annual fee thereafter (\$922.88 in 2016). Note: a sole source contract may need to be negotiated with the accrediting body, ABPTRFE, in order for the survey to occur. Adequate resources, acquisition and financial, as well as time for planning and procurement is expected to assist the physical therapy residency program to fulfill their critical mission to Veterans and Servicemembers. .
- b. Facility Designated Education Officer (DEO) or Associate Chief of Staff for Education.
- c. VA Physical Therapy Residency Training Director.
- d. 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.**
- e. Program Director for any affiliated physical therapy 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 physical therapy residency program.

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 Physical Therapy Leader, PT Residency Director and Director of Training.

6. REVIEW PROCESS

An ad hoc, interprofessional peer review committee designated by the 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 CAAO may, at her/his 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:

Criteria	Points
a. Demonstrated commitment from the local VA facility and VISN, including executive and program management levels to establish a physical therapy residency program, including previous physical therapy 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 physical training program and should further demonstrate readiness for establishing a physical therapy residency program.	20 points
b. Strength of the proposed faculty and curriculum including potential to achieve the primary objective of training the physical therapy resident with the specific advanced skills in the specialty and obtain accreditation for the program.	20 points
c. Evidence of a clear understanding of the program’s purpose, philosophy, and goals and objectives, including dedication to training in evidence-based practice in physical therapy.	30 points
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 accomplishing accreditation within the first year of the residency program must be presented.	30 points
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 physical therapy residents must be in residencies sponsored by the VA, and new residency programs have two years to become accredited.
- 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 physical therapy residency positions is locality based on the physical therapy resident rate identified by facility at <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).

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, Health Systems Specialist, 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. NATIONAL PROGRAM REVIEW

This national program's continuation is not guaranteed, but rather is dependent on availability of funding and measurable outcomes, including resident completion, hiring of residents into VA, resident and program satisfaction, and growth of non-VA physical

therapy residencies nationally. OAA and the Office of Rehabilitation Services will jointly conduct the formal review to determine continuation.

10. SCHEDULE

Date	Action
September 10, 2015	Program Announcement
October 5, 2015	Letter of intent due to OAA by 11:59 PM EDT. Submission must be uploaded to http://vaww.oaa.med.va.gov/rfp_general/default.aspx?PID=39
November 2, 2015	Application due to OAA by 11:59 EDT. Submission must be uploaded to http://vaww.oaa.med.va.gov/rfp_general/default.aspx?PID=39 in three separate documents: Core Narrative, Letters of Support, and Supplemental Materials (optional) .
December 3, 2015	Notification of selected sites
Between July 1 and October 1, 2016 – (earlier start time can be negotiated on a case by case basis)	Initiation of Program
Two years after Initiation of Program (2018)	Program must be ABPTRFE accredited to receive continued funding

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.

LOI Cover Page Template changes noted, please note any changes that have happened since the original submission of the LOI Cover Page Template and the actual submission of the proposal. Note these in the opening sentence of Core Narrative. Unless noted, only the individuals on the **original LOI, which must be submitted in Word format**, will be notified

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 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

APPENDIX A

directors, mentors, and supervisors to be fully engaged in the educational mission and process. Similarly, sufficient release time (minimum of 25%) should be identified supporting educational and administrative activities, including curriculum development. The director must indicate HR support for appointment efforts for residency candidates. The director must indicate willingness 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
- Physical Therapy Residency Training Director
- Program Director for any affiliated physical therapy 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 physical therapy 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 **(LOI must include Cover Page Template (Appendix B) and must be in a MS Word format).**
- 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, 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 three documents. 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 are uploaded by DEO, ACOS/E, or designee using the OAA portal at http://vaww.oaa.med.va.gov/rfp_general/default.aspx?PID=39

APPENDIX B

Physical Therapy Residency Programs
for Academic Year 2017 (Summer/Fall 2016- through Summer/Fall 2017)

Cover Page Template

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 Physical Therapy residency site
- New PT residency program at existing residency site

List of those to be notified: (Add others if indicated)

Position Title	Name	E-Mail Address	Phone number
Facility Director			
Designated Education Officer (DEO)			
DEO Administrative Assistant			
VISN PM&R Lead			
Facility PM&R Lead			
Chief/Lead Physical Therapy			
Physical Therapy Training Director			
PT Residency Director (include credentials)			
Other			

APPENDIX B

Residency Type: (select a maximum of two, with the exception of three for healthcare systems with multiple campuses proposing programs)	Number of positions (maximum of two per program)	Campus applying (if applicable)
<input type="checkbox"/> Neurologic Clinical Specialist		
<input type="checkbox"/> Orthopedic Clinical Specialist		
<input type="checkbox"/> Cardiovascular and Pulmonary Clinical Specialist		
<input type="checkbox"/> Geriatric Clinical Specialist		
<input type="checkbox"/> Women’s Health Specialist		