

EDUCATIONAL AFFILIATION AGREEMENTS

An affiliation agreement is a central part of the “affiliation” relationship between VA and another institution and may involve patient care, education, and research. An Affiliation Agreement is the legal document that enables the clinical education of trainees at a VA or non-VA medical facility. Affiliation agreements are required for all education or training that involves direct patient contact, or contact with patient information, by trainees from a non-VA institution. VA and the affiliated educational institution have a shared responsibility for the academic enterprise. An affiliation agreement must be in place before trainees in non-Department of Veterans Affairs (VA) education programs receive clinical training at VA facilities and before trainees in VA-sponsored programs receive training at non-VA facilities. An Affiliation Agreement must conform to the language of one of the forms; found on page 3. *VA General Counsel must approve any deviation from these forms.* To request a deviation, the Director of the VA Medical Center or VISN must forward the agreement to General Counsel and the Office of Academic Affiliations with a written justification for not using the applicable attached form. If the trainees receive clinical education at VA, the affiliation agreement must provide that the affiliated educational institution will accept primary responsibility for the integrated education programs conducted with VA, while VA retains full responsibility for the care of patients, including related administrative and professional functions.

INSTRUCTIONS FOR REQUESTING PERMISSION TO ESTABLISH AN AFFILIATION AGREEMENT AT THE LOUIS A. JOHNSON VAMC:

The Department of Veterans Affairs (VA) partners with over 1200 educational institutions in over 40 disciplines, including 107 medical schools. These relationships are legally enabled through affiliation agreements between local VA healthcare facilities and the participating educational institutions. It is VHA policy that all affiliation programs with educational institutions or programs will be formalized with an appropriate Memorandum of Affiliation and required supporting documentation before students may enter training at the LAJVAMC. In addition, it is VHA policy that all affiliation agreements established prior June 30, 2005 must be re-executed; any deviation in the wording in the attached forms must be approved by VA Central Office General Counsel and the Office of Academic Affiliations; in addition, any new affiliation agreements must also use the attached forms.

The following criteria will apply in deciding whether a program affiliation will be initiated or continued:

1. The program will be based on a fully accredited academic program unless approved otherwise by the Director or designated authority.
2. The program will be of demonstrated competence to produce a high-quality graduate and/or learning objective.
3. The program will not diminish LAJVAMC ability to deliver high quality health care.
4. Programs will not conflict with or detract from other ongoing affiliations and programs.
5. There will be a documented demand for program participants to fill a real need in the health care delivery system.

Required Documents:

The VA Office of Academic Affiliations standardized templates affiliation agreements designed to accommodate the range of clinical disciplines and various sponsorship arrangements for educational programs. Please complete the required documents and return to the LAJVAMC Affiliation Coordinator. Once we have received

this signed affiliation agreement, clinical education program profile and course objectives, goals, and evaluation plan, your request will be forwarded to our officials for approval. When approved, we will return one signed original copy to affiliated institution. This process can typically take from one week to one month or more, so please plan accordingly. The Affiliation Agreement is not in force until all signatures have been executed.

- A. Request to [Establish Affiliation Agreement](#) – Complete and Sign the ‘Request to Establish an Affiliation Agreement with the LAJVAMC’ by Educational Institution or Clinical Program.
- B. The educational institution or program is required to complete VA Form 10-0094G, Associated Health Education Affiliation Agreement between the Department of Veterans Affairs (VA) and an Educational Program. VA Form 10-0094G is to be used when trainees are enrolled in an educational program approved by an accrediting body recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA).

[Affiliation Agreement](#)

C. Please forward your education plan outlining your goals and objectives in the following areas:

1. Program Curriculum: An outline of the entire educational curriculum for the given program, specifying which portions of the curriculum are to be accomplished at the LAJVAMC. Specific contribution and purposes of the VA clinical training will be specifically identified.
 2. Educational Objectives: Educational objectives of the VA clinical portion of the training will be given in behavioral terms.
 3. Evaluation Plan: A description of methods to be used to evaluate the quality of training and success of the clinical experience will be given. The evaluation plan must be directly related to stated objectives of the program. Copies may be attached.
 4. A catalog of the educational institution or a descriptive program brochure that identifies the accreditation of the school should be included.
 5. For nursing programs, the following additional information may also be included in this package:
 - a. Philosophy of the School of Nursing.
 - b. Anticipated instructor/student ratio.
 - c. Other applicable information.
- D. A catalog of the educational institution or a descriptive program brochure that identifies the accreditation of the school should be included.
 - E. A catalog from the affiliating institution. It is acceptable to use the original or xerox copies of pages from the catalog showing component courses and course descriptions in lieu of the catalog.
 - F. Trainee Credentials Verification Letter **MUST** be completed **ANNUALLY**- Prior to students reporting to our facility.

1. To qualify for VA training, each health professions trainee (HPT) must first be listed on a Trainee Qualifications and Credentials Verification Letter (TQCVL). A TQCVL from the director of the sponsoring (VA or non-VA) program must be submitted to the VA Facility Director through the VA Designated Education Officer (DEO) prior to onboarding. A TQCVL is required for all HPTs, either VA stipend-paid or Without Compensation (WOC).
2. The TQCVL confirms that HPTs are:
 - A. Enrolled in or accepted into the accredited training program and have had primary source verification of appropriate qualifications and credentials as required by the admission criteria of the training program;
 - B. Qualified and have the required credentials to participate in the accredited training program, as agreed to by the sponsoring institution, affiliated participating institutions, and the VA;
 - C. Compliant with all US citizenship or immigration and naturalization laws and therefore suitable to be appointed to a Federal Government position; and
 - D. Meets the essential functions (physical and mental) of the training program and immunized following current Center for Disease Control (CDC) guidelines and VHA policy for healthcare workers to protect themselves, other employees and patients while working in a healthcare facility.
3. Trainees listed on the TQCVL must meet all criteria stated in the document. If a trainee does not meet these criteria they should not be listed on the TQCVL. Trainees are not eligible for a clinical rotation until they meet the criteria on the TQCVL and, as applicable, until reasonable accommodations are made to meet these requirements. Only once a trainee meets all criteria may a new TQCVL be submitted. Program directors should inform the VA DEO of pending issues but **should not** list unqualified trainees on the TQCVL.
4. The TQCVL is a templated letter; please add your institution's logo/mast head as applicable. You may use the PDF fillable form or create your own document on letterhead. **The content should in no way be altered.** You must submit a list of trainees, attached to the letter, using one of the template(s) provided.

[TQCVL form](#)

NOTE: Students **CANNOT** begin training/rotation until the official affiliation agreement forms are signed by both the school and the LAJVAMC. The affiliation agreement formats were developed by the General Counsel in Washington, DC. Any deviation in the wording in the attached forms must be approved by VA.

- G. BLS/ACLS Certification Declaration **MUST** be completed **ANNUALLY**- Prior to students reporting to our facility.

[BLS Certification Declaration](#)