

Department of  
Veterans Affairs

# Memorandum

Date: February 3, 2020

From: Acting Director, Medical and Dental Education, Office of Academic Affiliations (10X1), VA Central Office, Washington, DC

Subj: 2019 Annual Report on Residency Training Programs (ARRTP; RCN 10-0906)

To: VISN Director (10N1-10N23); VA Facility Director (00); VA Designed Education Officer (00)

1. The Annual Report on Residency Training Programs (ARRTP) (RCN 10-0906) is a registry of Health Professions Trainee Residency education; as well as, trainee supervision monitors. The ARRTP is updated annually to assist VISN leadership and the Office of Academic Affiliations (OAA) in exercising their oversight functions in assuring the quality of training programs and the adequacy of resident supervision in VA medical centers. [reference: [VHA Handbook 1400.01 Resident Supervision \(December 19, 2012\)](#) and [VHA Handbook 1400.05](#)]
2. Each teaching facility's Designated Education Officer (DEO) is required to report annually, via the Medical Center Director, to the VISN Director or Network Academic Affiliations Officer regarding the status of their Health Professions Training programs. The VISN Director must then review and forward the report to the OAA Chief Academic Affiliations Officer. The ARRTP includes a specific review of post-graduate physician, dental, optometric, and podiatric resident supervision issues identified by the facility's monitoring processes and actions taken in response to resident feedback and results for facility monitors.[reference: [VHA Handbook 1400.03 \(February 16, 2016\)](#)] This report is also used to ensure that each facility has local policies in place for supervision of trainees at their VA medical center. The information submitted is confidential and privileged under U.S.C. 5705 and its implementing regulations. This material must not be disclosed to anyone without authorization as provided for by that law or its regulations. [Reference: VHA Directive 2002-043 (July 18, 2002), Quality Management (QM) and Patient Safety Activities that can Generate Confidential Documents and VHA Directive 1400.1, Resident Supervision, reference 11. a. (4)] General Oversight Reviews conducted by OAA/VHA to assess compliance with VA clinical program requirements are also protected by 38 U.S.C. 5705 (as designated by the reviewing office at the outset).
3. The ARRTP will be open for data entry for facilities **February 3, 2020 – March 4, 2020**. VISNs may enter their data from **March 5, 2020 – March 21, 2020**. As in the past, a facility with NO Health Professions Trainees should submit a Negative Response. Consolidated or integrated facilities (Parent Facilities: facilities with a single DEO and/or ACOS/E for a health care system that includes multiple sites.) are asked to complete only one ARRTP.
4. When the facility ARRTP data entry closes March 4, 2020, the VISN portion must be completed by VISN Directors or their designee, such as the Network Academic Affiliations Officer, by entering the **Annual Report on Residency Training Programs – VISN Database** in the Web Based OAA Support Center application.

5. . The following changes are included in this year's report:
- Based on feedback from the field, it was determined that Survey Monkey was not a suitable engine for the AR RTP report. This year's report will be completed on the OAA SharePoint. The attachment will provide instructions on completing this report in SharePoint.
  - There have been changes to some of the questions in this year's report. Rewording of questions was done to provide clarity based on feedback from the field during last year's report. A preview of the 2019 AR RTP questions are in the attachment.
  - The questions in the Affiliation Partnership Councils (APC) section have been modified to allow submission of recommendations to the National Academic Affiliations Council (NAAC). The attachment will provide information on the APC requirements for being a workgroup of the NAAC.
  - Reporting on Department of Defense (DOD), Patient Aligned Care Team (PACT) and Telehealth sections have been removed from this year's report. Be mindful that your facility may be asked to report on this information in future AR RTPs.

Thank you for your timely completion of the AR RTP AY2018-19. Please refer any report content questions to Yolanda Seward, [Yolanda.Seward@va.gov](mailto:Yolanda.Seward@va.gov) or call (804) 381-8374, or [GMEHelp@va.gov](mailto:GMEHelp@va.gov). For technical issues contact the OAA Support Center at 314-894-5760, option 2.

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Attachment: [AR RTP INSTRUCTIONS AND RESOURCES](#)