

Medical College of Georgia at Augusta University
House Staff Policies and Procedures

Policy
HS 40.0 VA Deployment

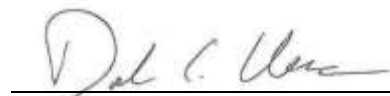
Source
Graduate Medical Education Office

1.0 Purpose

This policy establishes the expectation of Programs who have committed to deploy House Staff to the CNVAMC (Charlie Norwood VA Medical Center) or other sites providing funding for the House Staff positions. It outlines potential consequences if Programs do not deploy at 100% of the commitment.

2.0 Procedure

- 2.1 Each year, the GME Office will query each Program regarding their planned deployment to the CNVAMC (as well as other funded sites) including FTE per PGY level for the upcoming fiscal/academic year. This determination should be based on communication and agreement between Program leadership and the affiliated site's Site Director. If a change is planned for the year, the GME Office should be notified to allow for discussion and determination of other potential funding sources. Change of fund sources can take up to a year so early communication with MCG GME is necessary.
- 2.2 The GME Office will provide Programs and their administrators with regular reminders of PGY and FTE deployment expectations as well as financial variances.
- 2.3 Departments must deploy House Staff at both the PGY level and FTE previously agreed upon for the fiscal year. Any variance from this planned deployment that results in a financial loss will be charged to the Departmental budget.
- 2.4 If there are House Staff educational concerns that put the deployment of House Staff to the CNVAMC (or other participating site) at risk, Programs must report those to the associated Site Director, other Participating Site Leadership, and DIO as soon as they are identified.
- 2.5 Failure to deploy House Staff to the sites providing fund sources such as CNVAMC without alternate funding to offset financial variances may result in a loss of House Staff positions, to include reduction of House Staff positions for the upcoming Match cycle and/or reduction of House Staff positions that are not part of the Match.
- 2.6 Monthly, Programs who have House Staff supported by VA funds must submit supporting documents (e.g., planned schedules, leave forms, etc.) to the applicable VA Site Director by the 15th of the preceding month. Monthly, Programs who have House Staff supported by VA funds must submit supporting documents (e.g., corrected schedules, leave forms, work hour logs, etc.) to the applicable VA Site Director by the 5th of the subsequent month. Programs must meet with VA Site Director or designee to ensure accuracy of schedules, etc. Adherence to these deadlines as well as accurate reporting of complete information is essential for timely receipt of payment from the CNVAMC.



David Hess, M.D.
Dean, Medical College of Georgia

2/20/24
Date



Natasha Savage, M.D.
Senior Associate Dean, Graduate Medical Education and DIO

2/20/24
Date

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