

VA-UCLA MULTICAMPUS RESEARCH FELLOWSHIP

REQUIREMENTS and MILESTONES FY 2005-2006

- **Aims of Fellowship***

During the Fellowship each Fellow must complete:

1. an educational program in primary care research
2. an approved research project
3. one first-authored manuscript submitted to a peer-reviewed journal

- **Authorship**

Fellows should be first authors on the principal papers they write from their own projects. Research mentors are co-authors on such papers, as appropriate.

- **California Medical License**

Fellows should maintain good standing with licensing bodies throughout the Fellowship. NRSA - A California Medical License must be obtained before beginning the fellowship. VA Programs -A valid medical license is required, but it need not be a California License.

- **California Residency Requirements**

If a Fellow takes classes at UCLA, he or she must establish California residency by June of the first year in the Fellowship. This can be done by obtaining a CA driver's license, registering one's car in CA, registering to vote in CA, changing one's home address with UCLA (through the Registrar) to an L.A. address, filing CA state taxes, etc. This must be registered with the Registrar's Office at Murphy Hall. More information is available at www.registrar.ucla.edu.

- **Citizenship**

All fellows, NRSA and VA, must be US citizens.

- **Clinical Responsibilities**

Acceptable evaluation of Fellow's clinical work is a Fellowship requirement.

NRSA: A minimum of four hours and a maximum of 8 hours per week seeing patients or precepting in a clinic/site of the Fellowship director's choice.

If a Fellow is trained in internal medicine or family medicine, they will cover the internal medicine wards for residents when they go on their retreat.

VA Ambulatory Care Fellowship:

One half-day per week attending in the residents' clinic or the equivalent

If a Fellow is trained in internal medicine or family medicine, they will cover one inpatient shift on internal medicine wards for residents when they go on their retreat.

VA Women's Health Fellowship:

See patients one half-day in Women's Health clinic at the West Los Angeles VA and one half day in Women's Health clinic at the Sepulveda VA.

- **Communication and Fellowship Administration**

- All Fellows are required to use e-mail, and to monitor it at least every day when not on vacation.
- Fellows are also required to update their Administrators, listed below, and the overall program administrator with:
 - Current home addresses and preferred e-mail address
 - Preferred fax number
 - Cell phone number and beeper number

Administrators:

- a) Site Administrators: Sepulveda - Vera Snyder-Schwartz: (818) 891-7711, x5488;
vera.snyder@med.va.gov
West LA – Yelena Kholodenko (310) 478-3711 x48354;
yelena.kholodenko@med.va.gov
UCLA – Victor Gonzalez 310-794-2288;
vgonzalez@mednet.ucla.edu

- **Consequences**

If the timeline and other program requirements are not adhered to in a reasonable fashion, the fellows will not be given the next year of funding, and their current funding might be terminated midyear. To allow Fellows the opportunity to improve performance, Fellows will be notified immediately in writing and in person, by their Program Director when a concern about their progress is raised. If necessary, a contract indicating key milestones that must be met will be drawn up by the Program Director; if these milestones are not met, steps toward termination of the fellowship will be begun.

- **Course Transcripts**

Program Directors will obtain Fellows' transcripts from the School of Public Health in order to facilitate Fellows attaining their educational goals.

- **IRB Certification**

All research projects of fellows should be considered for IRB review. Details are at the UCLA Office for Protection of Research Subjects website at www.oprs.ucla.edu. All fellows conducting research must take the UCLA online course for certification in Human Subjects protection (Social & Behavioral Research and/or Biomedical Research courses) at www.training.arc.ucla.edu and should do so in the first few weeks of fellowship. Fellows must take the HIPAA Patient Privacy online certification course as well.

Additional requirements for VA Fellows and fellows doing research involving the VA

All VA Fellows, or Fellows conducting research that involves the VA, are required to comply with education and training requirements mandated by the VA Research Office. Proof of completion of these requirements must be sent to Mary Talley at the Research Office (fax: 310-268-4856) and to Debbie Mittman at the Center (fax: 818-895-5838). This documentation must also be included with any submissions sent for IRB review. The education and training

requirements are as follows:

“Overview of Good Clinical Practice and Human Subjects Protection” On-Line Training Course: This should be done in the first few weeks of fellowship and can be satisfied by completing the course and printing the certificate at one of the following websites:

Inside the VA Intranet: <http://vaww.ees.aac.va.gov>

Outside of the VA Intranet: <http://www.ees-learning.net>

Any problems with access can be directed to the Help Desk at (801) 924-6816 or Debbie Mittman at (818) 891-7711, ext. 5481.

Privacy Training Course: This course can be accessed only from within the VA Intranet.
<http://www.vhaprivacytraining.net/frame.htm>

Remember, VA research involving human subjects must be reviewed by the VAMC Institutional Review Board (IRB) and by the Research and Development Committee (R&D). This applies to any research you may do as part of a course requirement.

Before a request for approval of a study is submitted to the VA IRB, contact Debbie Mittman. She will help to ensure that your request for IRB approval proceeds smoothly. Debbie can be reached at debbie.mittman@med.va.gov.

- **Loans:**

VA- The VA will stop paychecks if a Fellow has delinquent medical school loans.

- **National Scientific Meetings – 2005-2006**

Society	Meeting	Dates
AAP	American Academy of Pediatrics Conference and Exhibition, Washington, DC	10/8 -10/11 2005
NAPCRG	North Atlantic Primary Care Research Group Quebec City, Canada	11/15 -11/18 2005
APHA	American Public Health Assoc. Annual Meeting New Orleans, LA	11/5-11/9 2005
RWJ	Robert Wood Johnson Foundation Annual Meeting	11/16 – 11/19 2005
HSR&D	VA Health Services Research & Development Annual Meeting	2/15 – 2/17 2006
STFM	Society for Teachers of Family Medicine Annual Meeting San Francisco, CA	4/26 -4/30 2006
SGIM	Society of General Internal Medicine Annual Meeting Los Angeles, CA	4/26 – 4/29 2006
AGS	American Geriatrics Society Annual Meeting Chicago, IL	5/3 - 5/7 2006
APA	American Psychiatric Association Annual Meeting Toronto, Canada	5/20 – 5/25 2006
Academy Health	Assoc. for Health Services Research Annual Meeting Seattle, WA	6/25 - 6/27 2006
	AIDS Bike Ride (Los Angeles, San Francisco)	6/4-6/10 2006

Regular Fellowship meetings:

Orientation – July 6, 2005

Works-In-Progress (WIP) – Approximately Nov. 2005, April 2006 (**Note: dates to be decided before beginning of Fall quarter**)

Retreat – June 2006 (**Note: date TBA**)

- **Mentors**

Each fellow will have a **Program Mentor**, who facilitates the Fellow’s educational and research activities and goals. This individual is assigned by the program and is usually the site Program Director or one of the co-directors. Program Mentor and Fellow need to be in contact by email or in person, at least **monthly** throughout the Fellowship program so that the Program Mentor can provide guidance on the Fellow’s educational and research efforts and progress. The Fellow should initiate contact.

Each fellow will have two **Research Mentors**, who are responsible for primary supervision of the Fellow’s educational goals and research project. One mentor must be a non-physician faculty member and one a physician faculty member. NB: research mentors who are not fellowship directors may not be aware of the Fellow and Mentor responsibilities and Fellowship resource limitations. The Site Administrator will communicate these to the Research mentors in writing, and the Program Mentor will do so verbally. Fellows meet **weekly** with at least one of the Research Mentors during the fellowship. Research Mentors submit quarterly reports of the Fellow’s work and progress to the site Program Director

- **Milestones**

<u>All Years</u>	
Due: Oct. 1, Jan. 1, April 1, July 1	Quarterly Reports from Fellows
Quarterly	Interim Reports from Research Mentors
Sept.: Year 1 fellows	Career Development Plan
June: Year 2 & 3 fellows	Career Development Plan
November	Presentation of Work-in-Progress (WIP) to Program Faculty
March	VA HSR&D Annual Meeting & Fellowship Poster Competition
April	Presentation of Work-in-Progress(WIP) to Program Faculty
June	Fellowship Retreat
June	NRSA Annual Trainee Meeting (at AcademyHealth)

<u>Year 1</u>	
October	Preliminary Research Ideas to Program Mentor Identify Research Mentors
April	Present Research Protocol for Preliminary Approval to Program Director, Program Mentor, Research Mentors
June (critical by September of Year 2)	Final Protocol Submitted for Review to Protocol Committee Protocol Committee Meeting Protocol Approved
<u>Year 2</u>	
January	Complete Data Collection
April	Complete Data Analysis Prepare Abstract for Presentation
June	Submit Paper for Publication

- **New Program Policies**

New program policies will likely be initiated by the program, but will not be applied retroactively.

- **Presentations: Work In Progress (WIP) meetings** In the Fall (November) and Spring (April), Fellows will present their research project progress to the faculty (10 minutes for presentation and 20 minutes for questions). The Fall session can be a practice session for senior fellows planning to submit to the VA HSR&D Annual meeting, SGIM or Academy Health. The Spring session is appropriate for early draft presentations of abstracts that will be presented at the Spring SGIM, STFM, and AHSR meetings. The purpose of the presentations is to inform one another of the Fellow's research and the status of their work, to obtain feedback on their work from the faculty and other Fellows, and to develop presentation skills. To enhance mutual learning and exchange of ideas, Fellows are expected to be present during the **entire** session at which they are scheduled to present.

Outline of the Presentation: Title, Collaborators and mentors, Issue being addressed, Overall research goal, Specific aims, Hypotheses, Study design, Data collection strategy, Data analysis plan, Status, and Glitches. If data collection is complete, add the following to the presentation: Results, Conclusions, and Recommendations (Policy Perspective). Note what questions issues you want to discuss.

- **Presentations: Other Meetings**

- Fellows are encouraged to submit abstracts for presentation at a variety of scientific meetings. Prior to submission, **all** abstracts and presentations must be presented to the Fellow's Program Director, Program Mentor, and the two Research Mentors for comments and advice at least **two weeks** before submission.
- VA fellows must submit an abstract to the VA HSR&D Annual meeting by the second year of their fellowship program. All other fellows are encouraged to submit.
- NRSA fellows must attend the NRSA Trainees Research Conference that is held in conjunction with the Academy Health meeting. This one-day conference takes place on the Saturday prior to the Academy Health meeting. More information is available at www.academyhealth.org. Fellows are also strongly encouraged to attend the annual national meeting of their specialty organization (e.g., SGIM, STFM, APA).
- All graduating fellows (NRSA, VA, others) must present a GIM/HSR noon talk prior to completion of the fellowship. This may take the place of the Spring WIP.
- NRSA Fellows should submit an abstract to the NRSA Annual Trainee Meeting. All Fellows should submit abstracts to the national meeting of their specialty organization (e.g., SGIM, STFM, APA).

- **Protocol**

Fellows prepare a NIH-quality proposal of their research to be approved by their protocol committee. It is best if sections of the protocol are distributed for review to members of the committee as they are completed. The section can then be revised and again circulated for review until the committee members find it acceptable.

The protocol meeting consisting of the Fellow and protocol committee takes place before the research project commences. The Fellow will give a 20 minute presentation of his/her work, and the committee will discuss and make recommendations regarding approval of the protocol. Approval of the Fellowship project is required before Fellowship resources can be used toward a project.

The protocol committee must include the Fellow's Program Mentor and two Research Mentors (one MD and one non-MD scientist Faculty member). Additional content/methodology specialists for the committee are selected with the Program Mentor and Research Mentors. The Program Director also usually will be involved. This committee reviews Fellow's work at preliminary stages prior to the protocol committee meetings, as well as periodically after the protocol committee meeting.

- **Purchasing fellowship-related materials for VA Fellows**

All VA fellows should contact Vera Snyder-Schwartz, VA Fellowship Coordinator, prior to purchasing any fellowship related items, i.e. books, copies of articles, software, etc. Resources are available to purchase these supplies, however most of them must be purchased directly by the VA, as the VA does not have a mechanism for reimbursement. Vera can be reached at 818-891-7711, x5488, or by email: vera.snyder@med.va.gov.

- **Purchasing fellowship-related materials for NRSA Fellows**

The NRSA fellowship award provides each fellow with an allocation for educational and research supplies. Books, software, and miscellaneous expenses are taken from this budget. Please speak with the program officers before purchasing any items. Most can be ordered or paid via purchase order (LVO). Items that cannot may need to be paid by personal funds and reimbursed by the fellowship after-the-fact. An original receipt and proof of payment (cancelled check or credit card statement) are required.

The NRSA program will pay for books and course readers for classes. Please bring a print out of books/readers you will need, along with the cost, to Liz Santiago. She will prepare a purchase order for you. This will serve as an LVO, which you can exchange at the UCLA bookstore for your textbooks.

For general office supplies, please see Victor Gonzalez who can provide or procure them for you.

- **Reports**

Career Development Plan. On an annual basis, Fellows complete and submit a Career Development Plan to their Program Director, Program Mentor, and two Research Mentors (this document should be signed by each of these individuals). This report includes the Fellow's career goals, clinical goals (including participation in fellowship programs and plans for Board Certification examinations), fellowship objectives, research project goals, other accomplishments, and what has/is/will be done to accomplish these goals.

Quarterly Activity Progress Reports. Fellows send Cumulative Quarterly Activity Reports to their Program Director, Program Mentor, two Research Mentors, and Site Administrator: October, January, April, and July. This cumulative report, organized by the quarters of the academic year, describes the Fellow's activities (and the number of hours per week) devoted to research, coursework, informal learning, clinical activity, teaching, administration (relating to work other than your research project), and presentations. It includes a weekly schedule and lists the Fellow's Program and Research Mentors. Plans for the next quarter are included in this report. Fellows are responsible for submitting quarterly reports in a timely fashion using a template that will be distributed.

- **Research: Involvement in Other Projects**

The Fellowship Director Committee must approve fellows' involvement in any other research projects other than their Fellowship Project. Fellows cannot be paid for this research work.

- **Resources**

Resources vary by program and are individualized according to need.

- **Retreat**

All Fellows must attend the annual Fellowship Retreat, held in June. Every year there is a one-day fellowship retreat away from UCLA. This is an opportunity for meeting one another in an informal setting. Fellows will informally and briefly (10 minutes) discuss what they have accomplished during their time in the fellowship in all areas of work, and what their timeline is for the remainder of the fellowship.

- **Seminars**

- Fellows must attend the UCLA Clinical Scholars Program Journal Clubs and seminars.
- Fellows should attend the weekly General Internal Medicine/Health Services Research (GIM/HSR) Friday noon conferences.
- Fellows attend the weekly informal Research Progress Meetings (RPM), times TBA. Women's Health Seminars are held monthly and rotate between Sepulveda, WLA and RAND

- **School of Public Health:**

Sukwinder Sagoo is the fellowship's contact in the UCLA School of Public Health Student Affairs Office. She is familiar with the fellowship and can address most questions or concerns that arise. Her office is located at 16-071 CHS. Contact Victor Gonzalez at UCLA first with any issues and he will help you to get in contact with her.

Sample schedules of classes are listed in the Fellowship orientation notebook. Fellows should attempt to map out their course schedule in advance to achieve their educational goals in the available time.

- ◆ **For VA Fellows only: Instructions for Enrolling in Non-Degree Courses with Reduced Tuition** VA fellows will be asked to complete the form, "Employee Reduced Fee Enrollment Application," then begin the signature process (the form is in your notebook).
- ◆ Next, take the form to Ricky Lee in the Dean's Office for Human Resources. Ricky is located at 924 Westwood Blvd., Suite 545; his phone number is (310)794-8197. Ricky will get the appropriate person in the Dean's office to sign the form.
- ◆ When you have obtained all necessary signatures, the form is delivered to the Office of Academic Personnel in Murphy Hall. The information is entered into the computer and the reduced fee is processed, which can then be paid at the cashier's window. The person to speak to in this office is Vivian at (310) 825-4857.

- **Third Year of Fellowship**

For fellows whose work shows promise and for whom faculty feel they will benefit, there are limited opportunities for a third year in the Fellowship to complete research projects, and to master specific educational skills. By the beginning of Year 2, Fellows should notify their Program Director of their desire for a third year. Fellows are selected for a third year if 1) they have shown progress in their research based on the timelines and requirements of the program, 2) their research and education goals require a third year for completion, 3) there are funds for a third year, and 4) their Research and Program Mentors agree that their progress to date merits an additional year of training.

- **Timeline**

If the Fellow is falling behind in their timeline, then the Fellowship directors will review their progress and under certain circumstances re-evaluate their continued participation in the Fellowship.

- **Women's Health Fellowship Additional Information**

Unlike the other multicampus research Fellows, Fellows in the Women's Health Program are, in general, seeking to develop an additional area of clinical expertise. While the specific clinical goals of each Fellow will vary, all are expected to attend Tuesday afternoon Women's Health Clinic at Sepulveda VA and Thursday morning clinic at WLA VA. Clinics take priority over classes and other didactic sessions. The WLA clinic director is Marion Ho, MD, (310-268-3254), and the Sepulveda clinic director is Lisa Altman, MD (beeper 818-819-4119). Additional clinic time (Rheumatology, Gynecology, etc.) is optional. The Women's Health Clinic at WLA is 310-268-3487.

Because Women's Health is a new field, the development of innovative materials and approaches for medical education has been a priority. Within the fellowship program, there is a tradition (but no requirement) of interest in this area. Faculty and fellows are responsible for designing the curriculum of rotating housestaff. At West LA, Marion Ho, MD (310-268-3254, pager 310-362-0179, #5162) is in charge of curricular issues, and Giulia Michilini MD (pager 310-362-0179, #5010, green team 818-891-7711, x5325) is the faculty curriculum coordinator at Sepulveda.

The research requirements for Women's Health Fellows are the same as for all other Fellows. It is expected that a research project will occupy much of the Fellows' time. WHFs have access to the same resources and have the same requirements (presentations, protocols, and timelines) as the other multicampus Fellows. Fellows should meet with Donna Washington, MD to discuss their research plans. Many of the Research Mentors listed for the multicampus program also have interests and expertise in Women's Health issues.

Fellows are required to complete "an educational program in primary care research" (see Aims page 1). For most of the multicampus fellows, this program consists of pursuing a degree at the School of Public Health. WHFs are encouraged to pursue such a degree, but it is understood that other requirements of their specific programs may conflict with full-time enrollment. Historically, WHFs have enrolled in selected courses. Within the department of Community Health Sciences, there is interest in starting a Women's Health Track. If this comes to fruition, fellowship directors will likely reconsider other requirements.