

Baltimore Research and Education Foundation, Inc.	Education Project Approval Policy	No.		8
		Effective Date		6/17/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will approve education projects and account set ups for those projects.

2.0 Scope

This policy applies to BREF education projects and accounts for those projects.

3.0 Policy

3.1 The VAMHCS Education Committee for BREF will review and will be the only body authorized to approve all proposals for educational projects submitted to the not-for-profit corporation, BREF. Those educational activities approved by the committee will serve the best interest of the Department, VHA, and VA research and education programs.

3.2 When the VAMHCS Education Committee for BREF approves a BREF education project, that approval also includes the authorization to set up a BREF account for that project.

4.0 Responsibility

4.1 Members of the VAMHCS Education Committee for BREF will evaluate educational grant proposals for approval. The committee will consist of:

- a. Chairperson, Director, Employee Education or designee
- b. Associate Chief of Staff, Academic Affiliations and Education
- c. Deputy Director, Research & Development Service
- d. Associate Chief of Staff, Research & Development Service

4.2 It is the responsibility of the VAMHCS Education Committee for BREF to evaluate educational grant proposals to assure they:

- a. Are a value to the VA
- b. Have a positive effect on furtherance of the VA health care mission
- c. Enhance the efficacy an efficiency of the VA
- d. Promote patient health or improvement of veteran patient care and employee performance.
- e. Designed to improve performance or current duties.

- f. Assist employees in maintaining or gaining specialized proficiencies.
- g. Expand understanding of advances or change in patient care, technology, and health care administration.

4.3 It is the responsibility of the VAMHCS Education Committee for BREF to consider educational activities that may include:

- a. Education and training conducted as part of a residency or other programs designed to prepare an individual for an occupation or profession.
- b. Patient education activities for veterans under VHA care, their families and guardians.
- c. Educational activities designed to promote the exchange of information and continuing medical education activities.
- d. Expenditures for BREF educational activities prior to the VAMHCS Education Committee approval are prohibited.

4.4 It is the responsibility of the Coordinator or a designee to complete the required forms that explain the merits of the proposed education project so the project can be evaluated.

5 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
05/28/2009	A	Heather Riley	Policy is put into approved format
01/26/2011		Shirley Rutledge	Minor wording changes made. Policy approved at the BREF Board meeting held 1/26/2011.