

STAFFING

- 1. REASON FOR ISSUE:** To establish Department of Veterans Affairs (VA) procedures for the employment and advancement for Doctors of Chiropractic in VA.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on staffing. The pages in this handbook replace the corresponding page numbers in the most recent version of VA Handbook 5005. These changes will be incorporated into the electronic version of VA Handbook 5005 that is maintained on the [Office of Human Resources Management Web site](#). Significant changes include:
 - a. Authorizes VA to employ Doctors of Chiropractic under Section 7401(1) or 7405 of Title 38, United States Code.
 - b. Provides guidance for appointing and advancing Doctors of Chiropractic in VA.
 - c. Adds two new Appendices: Appendix G-16 (Qualifications Standard for Doctors of Chiropractic) and Appendix H-10 (Procedures for Appointing Doctors of Chiropractic).
- 3. RESPONSIBLE OFFICE:** Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources Management, is responsible for the contents of this handbook.
- 4. RELATED DIRECTIVE:** VA Directive 5005, Staffing.
- 5. RESCISSIONS:** None.

**CERTIFIED BY:
OF**

BY DIRECTION OF THE SECRETARY

VETERANS AFFAIRS:

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NOTE: This transmittal page accompanied the former VA Handbook 5005, Staffing publication. It is provided for reference to highlight revisions made to this qualification standard.

**DOCTOR OF CHIROPRACTIC
QUALIFICATION STANDARD
Veterans Health Administration**

1. COVERAGE. The following are the overall requirements for appointment as a doctor of chiropractic in the Veterans Health Administration (VHA).

2. SECTION A. BASIC REQUIREMENTS

a. **Citizenship.** Citizen of the United States. (Non-citizens may be appointed when it is not possible to recruit qualified citizens in accordance with chapter 3, section A, paragraph 3g, this part.)

b. **Education.** Degree of doctor of chiropractic, or its equivalent, resulting from a course of education in chiropractic. The degree must have been obtained from one of the schools or colleges approved by the Secretary of Veterans Affairs for the year in which the course of study was completed. Approved schools are:

(1) United States schools or colleges of chiropractic listed as accredited by the Council on Chiropractic Education, at <http://www.cce-usa.org/>, or equivalent agency, in the list published for the year in which the course of study was completed.

(2) Schools (including foreign schools) accepted by the licensing body of a State, Territory, or Commonwealth of the United States (i.e., Puerto Rico), or in the District of Columbia as qualifying for full or unrestricted licensure.

c. **Licensure or Registration**

(1) **Doctor of Chiropractic (Except Residents).** Current, full and unrestricted license to practice chiropractic in a State, Territory, or Commonwealth of the United States, or in the District of Columbia. The facility Director may waive this requirement if the doctor of chiropractic is to serve in a country other than the United States and the doctor of chiropractic has licensure in that country.

(2) **Residents.** Licensure in a State, Territory, or Commonwealth of the United States, or in the District of Columbia before completion of the first year of a VA residency. Unlicensed residents must meet any registration or other equivalent requirements established for chiropractic residents of non-VA facilities or chiropractic clinics with which the VA facility is affiliated for training purposes during the first year of VA residency.

(3) **Impaired Licensure.** A doctor of chiropractic who has, or has ever had, any license(s) revoked, suspended, denied, restricted, limited, or issued/placed on a probationary status may be appointed only in accordance with the existing VA provisions applicable to other independent licensed practitioners, in chapter 3, section B, paragraph 14, this part.

NOTE: *Licensure may be waived by the Under Secretary for Health or designee in Central Office, for individuals in research or academic assignments involving no direct patient care in accordance with current regulations.*

d. **Physical Standards.** See VA Directive and Handbook 5019, Occupational Health.

e. **English Language Proficiency.** Doctors of chiropractic appointed to direct patient-care positions must be proficient in spoken and written English as required by 38 U.S.C. 7402(d) and 7407(d).

3. SECTION B. GRADE REQUIREMENTS. In addition to the basic requirements stated above, the following qualifications criteria must be met in determining the appropriate grade assignment of candidates.

a. **Associate Grade.** None beyond the basic requirements.

b. **Full Grade.** Two years of full-time chiropractic practice or its equivalent. One year of full-time post-graduate residency specialty training from a chiropractic school or college by the Council on Chiropractic Education, or equivalent agency approved by the Secretary of Veterans Affairs, is acceptable in lieu of the 2 years of practice. Candidate must have demonstrated the professional competence and performance necessary to provide independently the full range of clinical diagnosis and chiropractic treatment for the most prevalent neuro-musculoskeletal conditions including subluxation complex.

c. **Intermediate Grade.** A doctor of chiropractic at the Intermediate grade meets the requirements for Full grade and the requirements in subparagraphs 3c(1) and (2):

(1) A total of 4 years of chiropractic practice or its equivalent. Acceptable in lieu of 4 years of practice is completion of a 3-year full-time post-graduate residency program from an accredited U.S. chiropractic college, as evidenced by documentation of completion (e.g., transcript), which renders the doctor of chiropractic eligible for certification by a specialty board recognized by the American Chiropractic Association, the International Chiropractors' Association, or the American Board of Chiropractic Specialties to obtain Diplomate status.

(2) Demonstrates a high level of professional attainment. Examples of such attainment are:

(a) Is a recognized expert in dealing with a variety of unusually difficult chiropractic cases which are referred by other facilities for resolution and recommended courses of action to provide for maximum rehabilitation. Typically, in this capacity serves as a consultant to doctors of chiropractic or other professionals in other health care facilities.

(b) Has assumed responsibility for a multi-faceted chiropractic program including clinical research and/or training requiring a high degree of competence and skill in developing innovative, new and advanced diagnostic and treatment techniques. Typically, the program is in an educationally affiliated health care facility having a chiropractic training program of moderate scope involving liaison with other medical services and affiliated schools.

(c) Played a significant part in the conduct of research in a problem area of considerable scope and complexity that required novel approaches and which resulted in answers to important questions or important changes in existing methods and techniques. Publications authored by the doctor of

chiropractic are of considerable value to others in the individual's field. Typically, overall contributions are recognized by serving on important committees or other bodies in the profession.

(d) Has full responsibility for carrying out a chiropractic training program of significant size in which the doctor of chiropractic is responsible for maintaining liaison with the affiliated school and other educational institutions and professional or scientific organizations. The individual has displayed innovative approaches in development of curriculum and course content and in expanding and improving the educational program.

d. Senior Grade. The Senior grade is restricted to selected leadership positions. The individual's qualifications, as well as the scope and complexity of the assignment, are considered. A doctor of chiropractic at the Senior grade meets the requirements for Intermediate grade and the requirements in subparagraphs 3d(1) and (2):

(1) The doctor of chiropractic at this grade will meet one or more of the following:

(a) Possesses such academic stature as would warrant a faculty appointment of a professorial level (i.e., full professor) in a school or college of chiropractic or other appropriate affiliated school or college.

(b) Has been awarded Diplomate status by a specialty board recognized by the American Chiropractic Association, the International Chiropractors' Association, or the American Board of Chiropractic Specialties and is currently in good standing with the specialty board.

(2) Demonstrates superior professional attainment. Examples of such attainment are:

(a) Serves as a team leader in addressing major chiropractic problems affecting the continued provision of quality care health services at a Veterans Integrated Service Network or national level. The recommendations and conclusions of the doctor of chiropractic are highly regarded.

(b) Has assumed responsibility for carrying out a major chiropractic program segment on a national level.

(c) Conducts research in a difficult area of major scientific interest that has contributed to a substantial advance in the chiropractic health field with important professional publications.

e. Chief Grade. The Chief grade is restricted to selected leadership positions. The Individual's qualifications, as well as the scope and complexity of the assignment, are considered. A doctor of chiropractic at the Chief grade meets the requirements for Senior grade and must demonstrate a sustained very high level of professional performance with evidence of the exceptional professional and/or administrative development in subparagraphs 3e(1) and (2):

(1) Has assumed substantial professional and/or administrative responsibilities in which the individual is expected to fully advise and make professional clinical and educational recommendations as to courses of action on problems and considerations of national scope. The doctor of chiropractic at this level has responsibility for a major chiropractic

program segment on a nationwide basis and is consistently called upon to represent the organization in an authoritative manner in matters dealing with development of new and/or revised concepts and programs having a major impact upon the academic, medical, and chiropractic communities.

(2) Has demonstrated outstanding professional attainment. Examples of such attainment are:

(a) Achievement of outstanding results in research that is regarded as having a major impact on advancing the field.

(b) Significant number of noteworthy publications in nationally recognized professional journals.

f. Chiropractic House Staff.

(1) **First-Year Residents.** Meets requirements specified in section A of this Appendix. Obtain licensure to practice chiropractic in a State, Territory, or Commonwealth of the United States, or in the District of Columbia during the first year of VA residency.

(2) **Second-Year Residents.** Meet requirements specified in section A. In addition, must have completed 1 year of approved residency training or its credible equivalent from an accredited U.S. chiropractic college.

(3) **Third-Year Residents (if applicable).** Have the qualifications of the second-year resident. In addition, must have completed 2 years of approved residency training or its credible equivalent from an accredited U.S. chiropractic college.

g. Attendings.

(1) Meet all basic requirements specified in section A of this appendix.

(2) Possess a demonstrated satisfactory ability in chiropractic; be capable of assisting in maintaining accepted standards of professional chiropractic care in VA facilities; and be capable of accepting full responsibility for such proper care and treatment of their assigned patients.

(3) Be an outstanding member of the local chiropractic community of the caliber of a faculty member. Where the attending does not hold a faculty appointment at an affiliated chiropractic or other appropriate affiliated school or college, this would be evidenced by a recommendation of the Deans Committee or equivalent body. The attending is capable of giving adequate training to chiropractic residents or students in facilities conducting residency and/or training programs and be sufficiently qualified as to be acceptable to appropriate training review committees for the direction of training.

h. Consultants.

(1) Meet all basic requirements specified in section A of this appendix.

(2) Possess outstanding professional clinical ability in chiropractic; be capable of affording the facility

Director and appropriate Chief of Service, the benefits of their professional experience and counsel; and be capable of rendering such professional chiropractic services as may be required in maintaining the highest possible level of chiropractic care and services in VA facilities.

(3) Be capable of accepting the responsibility for, and direction of, the educational training of residents in the program for which they serve as the consultant at facilities conducting residency training programs. Consultants not holding faculty appointments at an affiliated chiropractic or other appropriate school or college should possess the equivalent professional qualifications as evidenced by an appropriate recommendation for appointment from the Deans Committee or equivalent body responsible for the recommendation of consultant appointments to the VA facility.

4. SECTION C. DEVIATION. The appointing official may, under unusual circumstances, approve reasonable deviations to the grade determination requirements in section B for doctors of chiropractic whose composite record of accomplishments, performance, and qualifications warrant such action based on demonstrated competence to meet the requirements of the proposed grade.

Authority: 38 U.S.C. 7304; 7402.

RESPONSIBLE OFFICE: Human Resources and Administration/Operations, Security and Preparedness (HRA/OSP) (006), Office of the Chief Human Capital Officer (OCHCO) (05), Recruitment and Placement Policy Service (059)