

**RESIDENT IN HOSPITAL ADMINISTRATION
QUALIFICATION STANDARD**

(File as GS-0670)

AUTHORITY: 38 U. S.C. 7402

DESCRIPTION OF RESIDENCY: Hospital administration residencies are provided at selected VA medical centers in collaboration with affiliated universities offering approved graduate degree programs in hospital administration. Their purpose is to complement the academic preparation of the graduate student by providing practical instruction and guided working experience in a hospital environment which is required by the university to satisfy the graduate degree requirements. The specific content of the resident's training program is devised by the medical center preceptor, in consultation with the resident's academic counselor, and in conformity with guidelines recommended by the American College of Health Care Administrators. Typically included are: orientation to the functions of all departments of the medical center; working assignments in selected administrative and professional activities or functions; participation in management activities, such as budgeting, staffing control, studies and investigations, reports and evaluations, and community relations. Residencies are normally of 12 months duration. However, additional training may be considered for the purpose of continuing research or for special development.

REQUIREMENTS: Applicants must have completed the academic work in a program of study in hospital administration leading to a graduate degree at an accredited college or university, which is required by that college or university for entrance into the residency. The program of study in hospital administration must be approved by: (1) the Accrediting Commission on Education for Health Services Administration, which has been accorded formal recognition by the National Commission on Accrediting and the U.S. Department of Education; or (2) the Council on Education for Public Health, an accrediting body of The Association of Schools of Public Health which is sanctioned by the Council on Post Secondary Education and the U.S. Department of Education. The education required for entrance into residency must be completed not later than the beginning date of the residency for which applicants are applying, and successful completion of a residency must be an essential curriculum requirement in order for the student to receive the graduate degree. Offer of appointment may be made prior to the completion of the required education; but, before their entrance on duty, applicants must submit to VA proof of completion of the academic requirements.

BASIS OF RATING: No written test is required. Eligibility will be based on the information shown in an individual's application and other available information.

PHYSICAL REQUIREMENTS: The following requirements apply to employees occupying positions covered by this standard as well as to applicants for such positions. Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. In most cases, a specific medical condition or impairment will not automatically disqualify an applicant or employee. A physical condition or impairment may be disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from, the duties of the specific position. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining a

candidate's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

In positions where there is exposure to environmental agents for which there are occupational/ environmental standards which require protective measures or medical surveillance, applicants and employees shall undergo initial and periodic medical evaluation in accordance with the surveillance requirements.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR, part 930, subpart A.

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)