

# RESIDENT HANDBOOK

## SECTION VII: GME OFFICE RESPONSIBILITIES

### PROGRAM LETTER OF AGREEMENT POLICY

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#### INTRODUCTION

- I. The Accreditation Council for Graduate Medical Education (ACGME) Common Program Requirements (CPR) states, "There must be a letter of agreement (PLA) between the program and each participating site providing a required assignment." Program Specific Requirements may have additional requirements.
- II. Programs and residents/fellows must have an agreement in place prior to starting a rotation at a site that is not part of the institution. This includes:
  - a. Teaching Hospitals (University Medical Center, VA, Sunrise Medical Center, Southern Nevada Adult Mental Health Services, Desert Willows, Mountain View, Seven Hills, Mike O'Callaghan Federal Hospital, Valley) and for rural program (Humboldt General, Renown, Carson-Tahoe)
  - b. Physicians' Offices
  - c. Surgery Centers
  - d. Out-of-State elective sites
  - e. International Rotation sites

#### POLICY

- I. All Program Letter of Agreements (PLAs) must contain the ACGME required elements which are found in the standard template and include:
  - a. Identify the faculty who will assume both educational and supervisory responsibilities for residents (site director)
  - b. Specify their responsibilities for teaching, supervision, and formal evaluation of residents as specified later in this document
  - c. Specify the duration and content of the educational experience
  - d. State the policies and procedures that will govern resident education during the assignment
- II. Additional information which is part of the PLA includes:
  - a. Name of the program
  - b. Name of the participating site
  - c. Educational goals and objectives (attachment)
  - d. Type of assignment
- III. The Graduate Medical Education Committee (GMEC) must approve all new sites prior to the development of the PLA and sending residents to the site.

## PROCEDURE

- I. The program completes the PLA request form (attached) and submits to the institutional coordinator along with goals/objectives in a Word® format.
- II. The request will be reviewed by either the Designated Institutional Official (DIO) or graduate medical education (GME) director prior to being submitted to GMEC.
- III. All new rotation sites must be approved by GMEC prior to the generation of a PLA and having it routed for signatures.
- IV. Upon receipt of the fully executed PLA, the Office of GME returns a copy to the program coordinator.
- V. Upon receipt of the fully executed copy, the program then requests the DIO to enter to add the new site into the ACGME Accreditation Data System (ADS).
- VI. New PLAs for existing sites must be generated in the following circumstances:
  - a. Change in program director
  - b. Change in site director (site directors must be physicians)
  - c. Change in goals or objectives
  - d. If it has been more than five years

Approved by Graduate Medical Education Committee April 2017