

<p>Policy of the Graduate Medical Education Committee Section: Educational Administration Subject: Institutional and Program Agreements for Educational Activities Number: 1.110 Date Developed: 12/99 Last Review/Revision: 2/05, 10/07, 7/10, 5/2014 Replaces: policy of the same name, dated 5/03 ACGME Requirements Source: Institutional I.A.6.; Common I.B.</p>

Purpose

To define the requirements for inter-institutional agreements and letters of agreement for the University of Arkansas for Medical Sciences College of Medicine (UAMS-COM) and its sponsored residency Programs.

Definitions

Affiliation Agreement: A written document that addresses GME responsibilities between the sponsoring institution and a major participating site.

Site: An organization providing educational experiences or educational assignments/rotations for residents/fellows (e.g., a hospital, a private medical practice, a nursing home, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office).

Major Participating Site: A Review Committee-approved site to which all residents in at least one program rotate for a required educational experience. To be designated as a major participating site in a two-year program, all residents must spend at least four months in a single required rotation or a combination of required rotations across both years of the program. In programs of three years or longer, all residents must spend at least six months in a single required rotation or a combination of required rotations across all years of the program. The term "major participating site" does not apply to sites providing required rotations in one year programs.

Program Letter of Agreement (PLA): A written document between an individual accredited program and a site, other than the sponsoring institution, at which residents receive a required part of their education.

Statement of Commitment:

A written statement must document the Sponsoring Institution's commitment to GME by providing the necessary financial support for administrative, educational, and clinical resources, including personnel, and which must be reviewed, dated, and signed at least once every five years by the DIO, a representative of the Sponsoring Institution's senior administration, and a representative of the Governing Body.

Policy

1. Affiliation Agreement

The Sponsoring Institution retains responsibility for the quality of GME, including when resident education occurs in other sites. The Affiliation Agreement is initiated by the Sponsoring Institution, and is reviewed and updated as necessary. This document is not an ACGME requirement.

2. Program Letters of Agreement(PLA)

Each Program Director must prepare appropriate letters of agreement between the residency program sponsored by the UAMS-COM and each of the participating sites to which the residents rotate for a required assignment. The PLA must be renewed at least every five years. These letters of agreement should:

- A. Identify the faculty who will assume, educational and supervisory responsibility for the residents;
- B. Specify the faculty responsibilities for teaching, supervision, and formal evaluation of resident performance;
- C. Specify the duration and content of the educational experience;
- D. State the policies and procedures that govern resident education during the assignment.