Program Letter of Agreement
between
The Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas for Medical Sciences (UAMS) College of Medicine (COM)

Residency **Training Program in**

_____Program Specialty_____**and**

Central Arkansas Veterans Healthcare Services

I. PURPOSE:

As specified by the Accreditation Council for Graduate Medical Education (ACGME) this Program Letter of Agreement 1) identifies the faculty members responsible for the educational and supervisory responsibilities for residents/fellows; 2) outlines the content and duration of the educational experience to include the educational goals and objectives; 3) specifies the participating site's responsibility for teaching, supervision, compliance with the learning and working environment requirements, and evaluation of residents' performances; and 4) specifies the policies and procedures that govern the residents while rotating at the participating site. This Program Letter of Agreement is effective from _____ , and will remain in effect for ten years, or until updated, changed or terminated by the _____Name of Program_____ Program and ___Central Arkansas Veterans Healthcare Services___ .

II. PERSONS RESPONSIBLE FOR EDUCATION AND SUPERVISION:

At UAMS COM:

Program Director Name_____Program Director Name_____

Address of Program _____Address of Program_____

At Participating Site:

Site Director Name _____Site Director Name_____

Address of Program _____Address of Participating Site_____

List faculty or group responsible for educational oversight

Name of Faculty or Group Name

The above mentioned people are responsible for the education, supervision and evaluation of the residents/fellows while rotation at ___Central Arkansas Veterans Healthcare Services___ . If this responsibility is assumed by another individual, the program director will receive prior notification in writing for approval of the successor.

III. FACULTY TEACHING, SUPERVISION AND EVALUATION RESPONSIBILITIES

The faculty at ___Central Arkansas Veterans Healthcare Services___ must provide appropriate supervision of residents/fellows in patient care activities and maintain a learning environment conducive to education the residents/fellows in the ACGME competency areas. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at completion of the assignment.

During rotations at Central Arkansas Veterans Healthcare Services the attending physicians are responsible for the education, supervision and formal evaluation of the residents assigned to his/her specific service. The attending physician assures the learning and working environment complies with the ACGME requirements. The attending physician provides on going feedback to the residents, and, at the end of the rotation, supplies written evaluations of the residents to the UAMS COM Program Director. During rotations at Central Arkansas Veterans Healthcare Services , all residents must be released in order to attend the core conferences and continuity clinics of the residency program.

IV. CONTENT AND DURATION OF THE EDUCATIONAL EXPERIENCES:

The content of the educational experiences has been developed according to ACGME Program Requirements. In cooperation with the UAMS COM Name of Program Program Director, the Site Director and the program faculty at Central Arkansas Veterans Healthcare Services are responsible for the day-to-day activities of the resident/fellows to ensure that the outlined goals and objectives are met during the course of the educational experiences at Central Arkansas Veterans Healthcare Services . At the beginning of each rotation, the attending physician reviews with the resident, the rotational-specific written goals and objectives and the resident's responsibilities during the rotation. The duration and content of educational experience is delineated in the attached document.

V. POLICIES AND PROCEDURES THAT GOVERN RESIDENT EDUCATION:

During rotations at Central Arkansas Veterans Healthcare Services , the resident agrees to comply with all policies and procedures of Central Arkansas Veterans Healthcare Services . In addition, the resident agrees to comply with all policies of the UAMS COM and the GMEC. Disciplinary action is the responsibility of the UAMS COM Program Director in collaboration with Site Director.

_____ _____
Associate Dean for Graduate Medical Education
UAMS College of Medicine
Date

_____ _____
Site Director
Date

_____ _____
Program Director
Name of Program
UAMS College of Medicine
Date

_____ _____
Associate Chief of Staff for Education
Central Arkansas Veterans Healthcare Services
Date

Duration and Content Addendum
to the
Program Letter of Agreement for

UAMS COM _____Specialty Name and Residency/Fellowship_____ **Training Program Rotations at**

_____Central Arkansas Veterans Healthcare Services_____

Duration of Education Experience (weeks or months)	Content of educational experience and name of the individual who assumes both educational and supervisory responsibilities for each rotation.

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