Policy 1.110 Graduate Medical Education Committee
Section Educational Administration
Subject Affiliation Agreements, Program Letters of Agreement and Institutional Statement of Commitment
Policy Requirements: ACGME Institutional: 1.1; 1.2; 1.4 ACGME Common: 1.1; 1.2; 1.3; 1.4; 1.5
Version History: Last Revision: 9/2022 Current Version: 9/2025 Legal Review: 9/2022

Purpose

To define the requirements for Sponsoring Institution's (SI) Statement of Commitment, inter-institutional affiliation agreements and program letters of agreement for the University of Arkansas for Medical Sciences College of Medicine (UAMS COM) and its Accreditation Council for Graduate Medical Education (ACGME) sponsored residency/fellowship programs and ACGME Non-Standard Training programs.

Definitions

Affiliation Agreement: A written document that addresses legal, educational and funding responsibilities between the SI and a major participating site.

Program Letter of Agreement (PLA): A written document that addresses Graduate Medical Education (GME) responsibilities between an individual accredited program and a site other than the SI at which residents/fellows have required educational experiences.

Participating Site: An organization providing educational experiences or educational assignments/rotations for residents/fellows. Examples of sites include: a university, a medical school, a teaching hospital which includes its ambulatory clinics and related facilities, a private medical practice or group practice, a nursing home, a school of public health, a health department, a federally qualified health center, a public health agency, an organized health care delivery system, a health maintenance organization (HMO), a medical examiner's office, a consortium or an educational foundation.

Sponsoring Institution: The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of graduate medical education consistent with the ACGME Institutional Requirements. The SI has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, or an educational foundation).

Statement of Commitment: A written statement that documents the SI's GME mission and 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 Designated Institutional Official (DIO), a representative of the SI's senior administration, and a representative of the Governing Body.

Policy

Affiliation Agreement

The SI retains responsibility for the quality of GME, including when resident/fellow education occurs at other sites. The SI along with the Graduate Medical Education Committee (GMEC) is responsible for the review and approval of additions and deletions of each of its ACGME-accredited programs' participating sites. Any affiliation agreement, educational and/or financial, that outlines the responsibilities between the SI and a participating site's institution and/or between a program and a participating site's institution should be reviewed by the Executive Associate Dean for Graduate Medical Education.

Procedure:

1. Programs will enter the Affiliation Agreement into the UAMS web-based contracting system along with a Program Letter of Agreement between two institutions.
2. Program will obtain review and approval of Affiliation Agreements by Assistant Dean for Housestaff Affairs, Executive Associate Dean for Graduate Medical Education and UAMS Legal Counsel through the UAMS contracting process.

Program Letters of Agreement (PLA)

Each Program Director must prepare appropriate letters of agreement between the residency/fellowship program sponsored by the UAMS COM and each of the participating sites to which the residents/fellows rotate for a required assignment. The PLA must be renewed at least every ten years. Programs should review PLAs annually to ensure that they have current, accurate information. If there are changes in Program Director, Site Director, educational content or information listed below, PLA must be updated. The PLA must:

- identify the faculty who will assume educational and supervisory responsibility for the residents/fellows;
- specify the faculty responsibilities for teaching, supervision, and formal evaluation of resident/fellow performance;
- specify the duration and content of the educational experience; and,
- state the policies and procedures that govern resident/fellow education during the assignment.

Procedure:

1. Programs must ensure that all participating sites are identified in ACGME Accreditation Data System (WebADS). Please contact askgme@uams.edu for information on addition/deletion of participating sites.
2. For all required assignments at any participating site, for any contract or affiliation agreement and for any extramural rotation, programs must develop a PLA using the UAMS GME PLA template, located on the UAMS GME SharePoint site.

3. Programs must complete the template to include the educational content addendum and obtain required signatures. The DIO's signature should be the last signature obtained.
4. Programs must keep a copy of the signed document for their records.
5. Programs must upload the completed and signed PLA into New Innovations.
6. Programs must have a plan for ensuring that PLAs are current.

Statement of Commitment

As required by the ACGME, UAMS GME must have a written statement documenting the SI's GME mission and its commitment to GME by providing the necessary financial support for administrative, educational, and clinical resources, including personnel. That statement of commitment must be reviewed, dated, and signed at least once every five years by the DIO, a representative of the SI's senior administration, and a representative of the Governing Body.

Procedure:

1. The UAMS GME Accreditation Manager will maintain a Statement of Commitment and ensure that this document is kept current.
2. Any changes to the statement will be reviewed and approved through the GMEC before the obtaining required signatures.