### Policy

Letters of agreement must exist for each accredited program between the sponsoring institution and the participating institutions.

### Purpose

To assure understanding of and commitment to resident education by each participating institution.

### Procedure

1. Identify the officials at the participating institution or facility who will assume administrative, educational and supervisory responsibility for the resident(s);
2. Outline the educational goals and objectives to be attained within the participating institutions;
3. Specify the period of assignment of the residents to the participating institution, the financial arrangements, and the details for insurance benefits;
4. Determine the participating institution’s responsibilities for teaching, supervision, and formal evaluation of the residents’ performance; and
5. Establish with the participating institution the policies and procedures that govern the residents’ education while rotating to the participating institution.

### Program Director

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**THE UNIVERSITY OF TOLEDO**  
College of Medicine

**Name of Policy:** Letters of Agreement  
**Policy Number(s):** IM – AD 10  
**Issuing Office:** Residency Office, Department of Internal Medicine  
**Scope of Policy:** Internal Medicine Residents  

**OFFICIAL POLICY**

**Effective Date:** 03/26/007  
**Responsible Agent:** Director, Residency Program