


| | | | |
|--|-----------------------------------|---|---|
| Name of Policy: Master Affiliation and Program Letters of Agreement | |  Effective date: 05/05/15 | |
| Policy Number: 3364-86-014-00 | | | |
| Approving Officer: Dean, College of Medicine and Life Sciences | | | |
| Responsible Agent: Director, Graduate Medical Education | | | |
| Scope: UT College of Medicine Residency Programs | | | |
| | New policy proposal | X | Minor/technical revision of existing policy |
| | Major revision of existing policy | | Reaffirmation of existing policy |

POLICY

Master Affiliation Agreements are required agreements between a Sponsoring Institution and all major participating sites involved in residency education. In addition to developing master affiliation agreements, a sponsoring institution must assure that each of its accredited programs has program letters of agreement (PLA) with sites involved in educating residents.

Program Letters of Agreement are required between the residency program and all sites to which residents rotate for required education or assignments.

PURPOSE

Master Affiliation and Program Letters of Agreement provide details on faculty, supervision, evaluation, educational content, length of assignment and policy and procedures for each required assignment that occurs outside of the sponsoring institution. These documents are intended to protect the residents by ensuring an appropriate educational experience under adequate supervision.

PROCEDURE

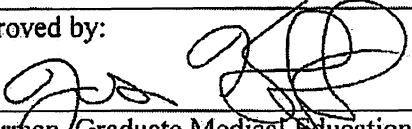
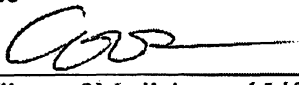
The Institutional Requirements do not stipulate what needs to be covered in Master Affiliation Agreements. However, Program Letters of Agreement must:

- a) identify the faculty who will assume both educational and supervisory responsibilities for residents;
- b) specify their responsibilities for teaching, supervision, and formal evaluation of residents;
- c) specify the duration and content of the educational experience; and,
- d) state the policies and procedures (including Due Process) that will govern resident education during the assignment.

Program Letters of Agreement must include the signatures of the program director as initiating the letter and the local director at the participating site. The official signing for the participating site to which the residents rotate should be the individual responsible for supervising and overseeing resident education at that location, e.g., the local director or, in some cases, the medical director.

Agreements should be updated whenever there are changes in program director or participating site director, resident assignments, or revisions to the items specified in the Common Program Requirements Program Letters of Agreement must be renewed at least every five years. If nothing in the agreement has changed at the end of five years, it is acceptable to add an amendment signifying review and extension of the agreement with signatures.

The program director must submit any additions or deletions of participating sites routinely providing an educational experience, required for all residents, of one month full time equivalent (FTE) or more through the Accreditation Council for Graduate Medical Education (ACGME) Accreditation Data System (ADS).

| | |
|--|---|
| <p>Approved by:</p>  _____ Chairman, Graduate Medical Education Committee | <p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• None <p>Initial effective date: 05/01/07</p> <p>Review/Revision Date: Reviewed 5/01, Reviewed 5/03, Reviewed 5/3/05, Reviewed 5/1/07, Revised 5/6/09, Revised 5/3/11, Reviewed 5/7/13, Reviewed 5/5/15</p> <p>Next review date: 5/2017</p> |
|  _____ Dean, College of Medicine and Life Sciences | |
| <p><i>Review/Revision Completed by:</i> <i>Graduate Medical Education Committee</i></p> | |

Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://utoledo.edu/policies/>) for the most current copy.