


Name of Policy: Program Letters of Agreement Policy Number: 3364-86-014-00 Approving Officer: Dean, College of Medicine and Life Sciences Responsible Agent: DIO (Designated Institutional Official) Scope: UT College of Medicine Residency Programs		 Reviewed/Revised date: 11/16/2023 Original effective date: 05/01/2007	
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

POLICY

Program Letters of Agreement (PLA) are required between each of its accredited and non-standard training programs and all sites to which residents rotate for required education or assignments.

PURPOSE

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

Program Letters of Agreement must be completed using the COMLS GME-approved template:

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> <p><u>/s/</u> Chair, Graduate Medical Education Committee</p> <p><u>/s/</u> Dean, College of Medicine and Life Sciences</p> <p><i>Review/Revision Completed by:</i> <i>Graduate Medical Education Committee</i></p>	<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, Revised 6/6/17, Revised 11/16/23</p> <p>Next review date: 11/2026</p>
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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.