

 <p><b>All HFHS Includes:</b>          Behavioral Health Services          Community Care Services          Corporate Services          Henry Ford Hospital          Henry Ford Medical Group          Kingswood Hospital          Macomb Hospitals          West Bloomfield Hospital          Wyandotte Hospital</p>	<b>Policy Name/Subject:</b> Affiliation Agreements/PLAs (MEP 226)		<b>Policy No:</b> MEP 226
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	<b>Author:</b> Graduate Medical Education		
	<b>External Regulatory Requirement:</b> ACGME		
	<b>Audience:</b> Interns, Residents & Fellows (House Officers) & GMEC		
	<b>Key Words:</b> PLA; Program letters of agreement		

## Purpose

To define the conditions and process for ACGME-required program letters of agreement (PLA) between HFHS Medical Education Programs and all participating sites external to HFHS.

## Policy

HFHS sponsoring institutions retain responsibility for its graduate medical education programs, including when house officer assignments occur in sites external to HFHS facilities. In compliance with ACGME Requirements, Program Letters of Agreement are required for all required educational experiences or rotations of one month full-time equivalent or more. The Graduate Medical Education Committee (GMEC) reviews and approves additions and deletions of participating sites. The Department of Medical Education annually audits agreements to ensure that program letters of agreement are in compliance with ACGME Requirements.

## Definitions: (Per ACGME Glossary of Terms)

**Sponsoring Institution:** The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of GME. The sponsoring institution 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, an educational foundation).

**Program Letter of Agreement (PLA):** A written document that addresses GME responsibilities between an individual accredited program and a site other than the sponsoring institution at which residents receive a required part of their education.

**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.

**Major Participating Site:** A Review Committee-approved site to which all residents in at least one program rotate for a required educational experience, and for which a master affiliation agreement must be in place. To be designated as a major participating site in a two-year program, all residents must spend at least four months in a single required rotation or a combination of required rotations across both years of the program. In programs of three years or longer, all residents must spend at least six months in a single required rotation or a combination of required rotations across all years of the program. The term "major participating site" does not apply to sites providing required rotations in one year programs.

**Rotation:** An educational experience of planned activities in selected settings, over a specific time period, developed to meet goals and objectives of the program.

### Procedure

1. Program directors contact the Medical Education Office when it is determined that a required educational experience will be provided at a site outside HFHS. The participating site must be reviewed by the Designated Institutional Official (DIO) and approved by the GMEC.
2. The program director must develop a PLA using the template provided by the Medical Education Office for all required educational experiences or rotations of one month full-time equivalent or more. The program director is responsible for obtaining all required signatures from both sites and returning a fully executed original to the Medical Education Office, prior to the beginning of the experience or rotation.
3. A program and rotation-specific PLA must:
  - a.) identify the faculty who will assume both educational and supervisory responsibilities for house officers;
  - b.) specify responsibilities for teaching, supervision and formal evaluation of house officers in accordance with ACGME Requirements;
  - c.) specify the duration and content of the educational experience, including educational goals and objectives of the rotation; and
  - d.) state the policies and procedures that will govern house officer education during the assignment.
4. The program director must maintain a current list of all participating sites required of all house officers of one month full time equivalent or more, on the ACGME Accreditation Data System (ADS).
5. The Medical Education Office maintains a scanned PDF of all PLAs within the electronic residency management system, which is available for review by the program director and/or coordinator at any time. The Medical Education Office conducts an annual audit to ensure that agreements are in place, current and consistent with the listings provided through ACGME's ADS.
6. The program director must maintain effective communication, and document such at least annually, with site directors.

The program director must maintain proper oversight of educational activities and the work environment of all clinical sites.