



## ALLOPATHIC MEDICAL EDUCATION POLICY

No. 301

**Subject:**

**Affiliation Agreements**

**Scope:**

**Interns, Residents & Fellows (House Officers)**

**Supersedes:**

All previous policies and procedures regarding this subject and scope

**Effective:**

10/01/10

**Requirements of:**

Accreditation Council for Graduate Medical Education (ACGME)

**Approved:**

Medical Education Shared Governance Team

Date: 11/15/13

### Purpose

To define the conditions and process for ACGME-required program letters of agreement (PLA) between HFHS Allopathic 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.

**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.
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 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 education 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 originals of all PLAs. It 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 is provided a copy of all completed PLAs.
7. The program director must maintain effective communication, and document such at least annually, with site directors.
8. The program director must maintain proper oversight of educational activities and the work environment of all clinical sites.