

Departmental Policy Title:	Program Letters of Agreement Policy - (GME)	Policy ID:	11290
Keywords	PLA, MAA, AA, rotation, domestic, Master Agreement, Affiliation Agreement		
Department	Graduate Medical Education (GME)		

I. Purpose of Policy

This policy outlines the agreements that must be in place when a Resident in an Accreditation Council for Graduate Medical Education (ACGME)-accredited residency or fellowship program rotates to a domestic teaching location not affiliated with Dartmouth Hitchcock (DH).

II. Policy Scope

The policy applies to Residents, Program Directors, and Program Coordinators of ACGME-accredited residency and fellowship programs at DH and GME Office Staff at DH.

III. Definitions

- **Accreditation Council for Graduate Medical Education (ACGME):** The organization responsible for accrediting Sponsoring Institutions and residency and fellowship programs at DH.
- **Resident:** Any physician in an ACGME-accredited graduate medical education program including residents and fellows.
- **Program Letters of Agreement (PLA)** – A contract between Mary Hitchcock Memorial Hospital (MHH) and a domestic teaching location not under the governance of DH.
- **Addendum** – Periodic updates to established PLA.
- **Clinical Rotation** – An educational activity that involves direct or indirect patient care responsibilities.
- **Observership** – An educational activity with no direct or indirect patient care responsibilities.

IV. Policy Statement

- Whenever a Resident rotates to a domestic teaching facility not affiliated with D-H (not under the same governance as DH) a written Program Letter of Agreement (PLA) must be in place to

document and define the relationship between the Mary Hitchcock Memorial Hospital (MHMH) program and another institution or organization.

- A periodic Addendum is required to give notice of changes or updates to a PLA.
- PLAs must follow the current templates provided by the GME Office or be agreed to by the DH Office of General Council.
 - When the outside facility has mandatory institutional form(s), it is possible that these could replace the DH PLA, if the DH legal department approves the form as an acceptable replacement.
- Per ACGME Common Program Requirements agreements will:
 - Identify the faculty who will assume both educational and supervisory responsibilities for Residents at the off-site location.
 - Specify off-site faculty responsibilities for teaching, supervision, and formal evaluation of Residents.
 - Specify the duration and content of the educational experience including curricular goals and objectives.
 - State the policies and procedures that will govern Resident education during the assignment;
 - Specify work environment and work hour requirements.
 - Be signed by the Designated Institutional Official (DIO).
 - Identify the one faculty member, designated by the Program Director as the Participating Site Director, who is accountable for Resident education at that site, in collaboration with the program director.
- At no time will a Resident be allowed to commence an off-site rotation requiring a PLA without a completed, current PLA on file in the GME Office.
- Updates, Additions and Deletions
 - PLAs must be renewed at least every ten years.
 - Agreements must be updated with a standard Addendum whenever there are changes in Program Director or Participating Site Director, Resident assignments, or revisions to the items specified in the Common Program Requirements.
 - 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 or more to the Graduate Medical Education Committee (GMEC) for review and approval.
 - Following GMEC approval, the Program Director must submit the approved GMEC content through the ACGME Accreditation Data System (ADS).

V. References

Common Program Requirements, ACGME.org

Specialty Specific Program Requirements, ACGME.org

Responsible Owner:	Graduate Medical Education (GME)	Contact(s):	Karen Miller
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Related Polices & Procedures:	Domestic and International Off-Site Rotation Policy - GME		
Related Job Aids:			