POLICY: Program Letters of Agreement (PLA) & Affiliation Agreements

PURPOSE: To establish a policy, in accordance with ACGME guidelines, when resident and fellow education occurs in a participating facility/site, the sponsoring institution continues to have responsibility for the quality of that educational experience and must retain authority over the housestaff’s activities. Current institutional agreements (i.e. Master Affiliation Agreements) must exist with all of its major participating sites. Institutional agreements generally govern all GME programs that use the major participating sites for educational experiences.

In addition, at the program level, there must be a program letter of agreement (PLA) between the program and each participating site providing a required assignment (rotation). PLAs must meet the ACGME Common Program Requirements and include all areas bolded in the template that is provided within this policy on page two. PLAs must be renewed at least every five years.

PROCEDURE:

1. Each UCSF Fresno residency/fellowship program shall develop PLAs in the format of the template included on page two of this policy.
2. These PLAs shall be developed by the Program Director for each program assignment (rotation) providing residency/fellowship training located outside the institution’s department where the program is based.
3. Each PLA must include current educational goals and objectives for the assignment (rotation). Goals and objectives developed by the Program Director with the assistance of faculty within the program should be available on-line for the rotation.
4. Original, signed PLAs are to be submitted to the Office of Medical Education to be kept on file. Once the PLAs have been approved by the GMEC, electronic copies will be distributed to the submitting program.

The policy/procedure is consistent with the ACGME Common Program Requirements (I.B.1 effective 7/13)

(Original signed Policy is available in the UCSF Fresno Office of Medical Education)

Michael Peterson, M.D., Associate Dean, Co-Chair GMEC
UCSF Fresno Medical Education Program
Program Letter of Agreement

This Program Letter of Agreement (PLA) sets forth important points of agreement between the University of California San Francisco (UCSF) Fresno (Specialty) Residency Training Program and Program or Facility/Site, (include address) with regard to the conduct of Medical Education. This PLA does not affect current written agreements and/or contracts at an institutional level.

The purpose of this PLA is to provide a written document of the details of an educational understanding and agreement between representatives of the University (Program Directors) and their counterparts at program training sites. The Accreditation Council for Graduate Medical Education (ACGME) accredits the residency training programs of UCSF Fresno. UCSF Fresno complies with all institutional and program requirements of the ACGME, UCSF Fresno and (Facility/Site) agrees to comply with all pertinent State and Federal regulations.

Whereas, the parties to this agreement share a commitment to the goal of providing high quality, accessible health care services to individuals, and

Whereas, the parties to this agreement share a commitment to the training of (Specialty) residents to provide such services, and

Whereas, the parties mutually agree to support (Facility/Site) as a provider of health care, and to serve as an educational training site for residents, and

Whereas, the parties mutually agree the Program Director of (Specialty) has overall authority over the educational activities of residents and faculty under UCSF Fresno policies and procedures, and will ensure appropriate supervision of the residents at (Facility/Site).

Now, therefore, in consideration of this mutual understanding the following points are agreed upon:

UCSF Fresno (Specialty) Residency Training Program
1. The UCSF Fresno (Specialty) Program Director will retain overall authority and responsibility for training activity, and UCSF Fresno will govern the residents’ education.
2. UCSF Fresno faculty will directly provide or arrange supervision for residents at all times to be in accordance with existing (Facility/Site) policies and procedures, rules and regulations and/or medical staff by-laws of this facility/site.
3. The educational goals and objectives for the Post Graduate Year(s) ________ residents assigned to the (Facility/Site) are included with/attached to this agreement for this rotation.

(Facility/Site)
1. (Faculty member name) shall be the UCSF Fresno primary faculty member who will serve as site coordinator for the (Specialty) residents and assume primary administrative, educational, and supervisory responsibility for the residents on (name of rotation) rotation. In addition to the site coordinator at the site, other faculty are also available.
2. The site coordinator will arrange appropriate didactic and clinical teaching, supervision, and formal evaluations of resident performance as determined necessary by the (Specialty) Program Director and UCSF Fresno Policies/Procedures.
3. The (Facility/Site) will accept up to (number of) PGY (year) residents each year in clinical rotations of (duration) in length. Professional liability insurance is provided by the Regents of the University of California and applies to all approved rotations.
UCSF Fresno Medical Education Program
Program Letter of Agreement with Facilities/Sites

Note: Resident schedules shall be the responsibility of the UCSF Fresno (Specialty) Residency Program in consultation with the (Facility/Site). Changes in residency scheduling are the responsibility of UCSF Fresno.

This PLA is for the following five Academic Year(s) (Current date through June 30, 2021) unless otherwise modified.

_________________________________________  ___________________________________________
Program Director                                  Designated Official
UCSF Fresno                                      Affiliated Facility

_________________________________________  ___________________________________________
Date of GMEC Review                                Site Coordinator (Faculty)

Approved by Michael Peterson, M.D.
DIO & Associate Dean, UCSF Fresno

Original:  GME Office – Master file
Cc:  Program File