# Program Letter of Agreement between

**University of South Florida, Morsani College of Medicine, Graduate Medical Education Program and**

**Participating Site (Named Below)**

This document serves as the Program Letter of Agreement between the following named University of South Florida (“USF”) Graduate Medical Education Program (the “USF Residency Program”) and the following named Participating Site to which USF Residents rotate for a required educational assignment (the “Participating Site”):

Name of USF Residency Program: Name of Participating Site: Florida Hospital

This Program Letter of Agreement is effective from

XX/XX/20XX, and will remain in effect until

XX/XX/20XX,

or until sooner updated, changed or terminated by agreement of the USF Residency Program and the Participating Site.

This Program Letter of Agreement supersedes and replaces any and all prior Program Letter(s) of Agreement relative to the same USF Residency Program at the Participating Site.

# Persons Responsible for Education and Supervision

At USF: the Program Director: At the Participating Site: the Local Site Director: Other faculty at Participating Site by name:

The above identified people are responsible for the education and supervision of residents/fellows from the USF Residency Program while rotating at the Participating Site.

# Responsibilities

The faculty at the Participating Site must provide appropriate supervision of residents/fellows in patient care activities and maintain a learning environment conducive to educating the residents/fellows in the Accreditation Council for Graduate Medical Education (“ACGME”) competency areas and consistent with ACGME requirements. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at the completion of the assignment.

# Content and Duration of the Educational Experiences

The content of the educational experiences has been developed according to ACGME Program Requirements applicable to the USF Residency Program and include the goals and objectives that are delineated in the attached document.

***\*\*\*Note: Goals & Objectives and Evaluation Methods must be attached to this document***

In cooperation with the Program Director of the USF Residency Program, the Local Site Director and the faculty at the Participating Site are responsible for the day-to-day activities of the residents/fellows to ensure that the outlined goals and objectives are met during the course of the educational experiences at the Participating Site.

The duration(s) of the assignment(s) to the Participating Site is (are):

# Policies and Procedures that Govern Resident Education

Residents/Fellows will be under the general direction of the University of South Florida Graduate Medical Education Committee and the USF Residency Program Policy and Procedure Manual, the Participating Site’s applicable policies, and the applicable terms and conditions of any Affiliation Agreement (including any Operating Addenda and related Schedules thereto) between USF and the Participating Site.

# USF Morsani College of Medicine Residency Program Participating Site

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program Director Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Participating Local Site Director Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Brad Clark, MBA, MS Date  Director of Graduate Medical Education | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Participating Site Official Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cuc Mai, MD Date  Senior Associate Dean, Graduate Medical Education |  |

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Updated 11/15/2018

**Rotation Goals and Objectives Basic Template**

**Rotation Name:**

**Rotation Site:**

**Program Name:**

**PGY level that will be taking rotation:**

**Overall Objective of Rotation:**

Question to answer in this section: Why is this rotation required for the learner?

**ACGME Competency and Level Based Goals & Objectives:**

Questions to answer in this section include and information to consider:

-What are the goals & objectives under each competency (MK, PC, PBLI, ICS, SBP, PROF) that learners should achieve at the end of the rotation? If there are differences between PGY levels, please note this to show the trajectory towards independent practice.

-Look at specialty sub-curricular milestone to provide guidance

-Look at board specialty blueprint to review knowledge topics that the learner should learn during this rotation

*Example Below:*

*Patient Care*

*PGY 1: Consistently acquires and performs accurate history and physical exam*

*PGY 2 and above: Obtains relevant historical subtleties that inform differential diagnosis*

**Rotation Schedule:**

Questions to answer in this section include:

-What will be the workweek for the learner? *Example Below*:

*Resident should be in clinic from 8 to 5 Monday through Friday.*

**Supervision:**

Questions to answer in this section include:

-Will the resident have direct, indirect w/ direct supervision immediately available, indirect w/ direct supervision available, or oversight?

-When should the resident call an attending?

**Didactics/Education Conferences (if any that learner has to attend):**

**Evaluation Method:**

Questions to answer in this section include:

-When and how will feedback be given and the trainee evaluated?

-What opportunity will the resident have to evaluate the rotation and attending?

**Reading Assignments:**

Questions to answer in this section include:

-What should the learner read during this rotation?

Add anything else that is important for the learner to know regarding (1) expectations of learners regarding what they need to do or learn during the rotation and (2) any basis of evaluation for successful completion of rotation.