

**USF – College of Medicine
GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

Title: Affiliation Agreements / Letters of Agreements		No.: GME-104
Effective Date: 1/1/99	Revision Date: 6/05; 8/07	Distribution: GME
Page: 1 of 2		

Policy Statement

The USF College of Medicine maintains Affiliation Agreements for each of the institutions participating in graduate medical education in order to provide direction and outline responsibilities between the parties.

Additionally, Letters of Agreement have been developed to enhance and supplement the Affiliation Agreement. These Letters of Agreement meet the four specific components outlined by the ACGME Program Requirements, which are as follows:

1. Identify the faculty who will assume both educational and supervisory responsibilities for residents. Specify the faculty member's responsibilities for teaching, supervision, and formal evaluation of residents in accordance with the requirements of the ACGME and applicable policies.
2. Outline the educational goals and objectives to be attained within the participating institution.
3. Specify the duration and content of the educational experience.
4. Resident education during their assignment to the Affiliation Institution will be governed by University policies and procedures as outlined in the USF Resident Handbook.

Procedure

Responsible Party

Action

General Counsel

Ensures that all Affiliation Agreements are in place and up to date for each institution that provides graduate medical education residency training experiences.

Office of GME

Ensures that Letters of Agreements are in place and up to date between each major participating institution that provides specialty and subspecialty residency training experiences and each recognized training program.

Title: Affiliation Agreements / Letters of Agreement		No.: GME-104
---	--	---------------------

Title: Affiliation Agreements / Letters of Agreement	No.: GME-104
Page: 2 of 2	

Office of GME

Maintains a copy of each Letter of Agreement within the Office of GME, which has been signed by the responsible physician for residents at each institution, the Medical Director of the affiliated hospital, the program director, and the Associate Dean for Graduate Medical Education.

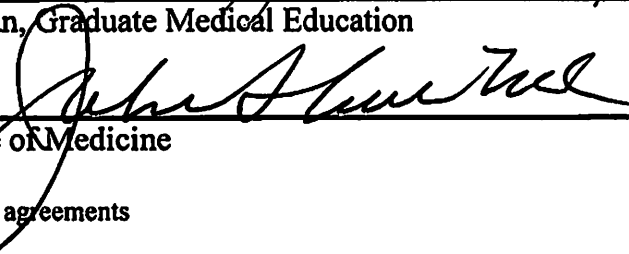
Updates Letters of Agreement when changes and circumstances necessitate.

Reviews Letters of Agreement every five (5) years.

APPROVED:



Associate Dean, Graduate Medical Education



Dean, College of Medicine

c:p&p\affiliation agreements

REVIEWED, REVISED, REISSUED 6/2005; 8/2007

REVIEWED, APPROVED - 8/2008