



Graduate Medical Education Program Letter of Agreement

This is a Graduate Medical Education (GME) Program Letter of Agreement (PLA) between the _____ (Residency/Fellowship Program) from _____ (Sponsoring Institution) and the United States Department of Veterans Affairs (Participating VA). This document governs resident activities at the Participating VA.

This PLA is effective from _____ and will remain in effect for 10 years or until updated, changed, or terminated by the Sponsoring Institution's residency or fellowship program and the Participating VA or as otherwise provided herein. This PLA is associated with the current Affiliation Agreement (AA) between the Sponsoring Institution and Participating VA, and incorporates by reference, and is subject to, the terms and conditions contained in the AA. This PLA will automatically terminate immediately upon the termination of the AA. In the event of any conflict between the terms of the AA and this PLA, the terms of the AA shall control.

1. Persons Responsible for Education and Supervision

Sponsoring Institution Program Director

Participating VA Designated Education Officer

Participating VA Site Director

Participating VA supervising faculty members:

as delineated in the attached document.

or as listed below:

The VA faculty members are responsible for the education and supervision of the residents rotating at the Participating VA.

2. Responsibilities

The VA faculty members must provide appropriate supervision of residents in patient care activities and maintain a learning environment conducive to educating the residents in the Accreditation Council for Graduate Medical



Education (ACGME) competency areas. The VA faculty members must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at completion of the assignment.

3. Content and Duration of the Educational Experiences

The content of the educational experiences has been developed according to the ACGME Program Requirements for GME in the specialty/subspecialty,

and are specified in the GME program’s Resident Handbook, pg/s:

or

and are delineated in the attached document.

or

and include the following goals and objectives:

In cooperation with the Program Director, the VA Site Director and VA faculty members are responsible for the day-to-day activities of the residents at the Participating VA. The VA Site Director and VA faculty members must ensure the outlined goals and objectives of the residency program are met.

4. Policies and Procedures that Govern Resident Education

The policies and procedures of the Sponsoring Institution’s Graduate Medical Education Committee, the Program and VA will govern the residency program. In the event of a conflict between VA and program policy, VA policy will take precedence.

Sponsoring Institution GME Program

Participating VA

Program Director Signature Date

Site Director Signature Date

Designated Institutional Officer Signature Date

Designated Educational Officer Signature Date

The Site Director, in collaboration with the Program Director (PD), is the official at the participating site who is responsible for supervising and overseeing resident education at that location. The Site Director, in collaboration with the PD, is generally responsible for ensuring that supervising faculty are fulfilling their responsibilities to provide education and supervision to residents and that ongoing evaluation of supervisors, residents, and the site are conducted.

The Site Director's responsibilities are:

- a. In collaboration with the PD, the director structures training program at the site, consistent with the requirements of the accrediting and certifying bodies and the affiliated participating entity.
 - a. Examples: scheduling didactics, writing rotation goals and objectives
- b. Ensures that residents are provided the opportunity to give feedback regarding their supervising faculty, the training program, and the site. Provides that feedback back to the program through the program evaluation committee.
 - a. Examples: performs end of rotation feedback session with all trainees and participates in program evaluation committee to hear feedback regarding clinical and educational experiences at site
- c. Arranges and ensures that all residents participate in an orientation to site's policies, procedures, and the role of residents within the health care system. Also ensures that changes to participating site policies/procedures are communicated to the PD and residents.
 - a. Examples: holds a monthly orientation to address policies, procedures specific to site
- d. Assesses the documentation and monitoring of resident supervision and duty hours on rotations at that site by a systematic review process.
 - a. Examples: reviewing duty hour logs for rotations and adjusting schedules when needed, developing an audit system to ensure residents are on rotations, providing chart review of resident documentation
- e. Ensures that residents function within their assigned graduated level of responsibility.
 - a. Examples: ensuring that the scope of practice document is updated and other health care professionals in addition to the trainees are aware of the trainees scope of practice
- f. Serves as a point of contact for resident concerns/problems at that site.
 - a. Examples: being a reliable contact for resident concerns such as a problems with IT or faculty supervision
- g. In collaboration with PD, works with supervising faculty on faculty development and faculty performance improvement plans when necessary. Works with PD on annual faculty feedback.
- h. Identifies opportunities for trainees to get involved in inter-professional projects within the healthcare system to achieve systems based practice competencies in the areas of quality improvement and patient safety.
 - a. Examples: identifying committees or projects at the clinical site that help provide opportunities for trainees to engage in quality improvement, health disparities, or improvements in patient safety

Local Site Director Signature

Date

Printed Name