

Template for VA Hospitals

Remove this cover page before sending PLA for signature.

PLAs are completed by programs for required and elective educational experiences of any duration at a participating site. PLAs are not required for USF locations. All PLAs require GME review/signature.

When are PLAs completed and for how long?

PLAs must be renewed at least every ten years. You are allowed to initiate a new PLA for a ten-year term. However, all attachments should be reviewed and updated, as needed, on an annual basis.

JH ACH NOTE: Duration is limited to 5 years.

ACGME NOTE: If you are expecting an RC site visit during the coming AY, we suggest you replace all existing agreements using the current template.

New affiliations

The ACGME requires that the GME Committee approve all **additions (and deletions)** of program sites. Contact the [GME office](#) to obtain USF GMEC approval of any site changes. ACGME Note: In addition to executing a PLA, enter new sites in WebADS after approved by the GME Committee.

Non-ACGME programs

If your program is not accredited by the ACGME, you are still required to use these templates.

Instructions:

I. Generating a PLA

How do I complete the PLA? Please review this presentation on [Program Letters of Agreement](#).

II. PLAs from other institutions

When other programs send their trainees to us as rotators, they may ask you to sign their PLA. While many of these will mirror the ACGME template that we have adopted, others may contain significant text and/or provisions that should be reviewed by the Office of General Counsel (OGC) prior to being signed by departmental or institutional staff. Please send to the GME Office for review and subsequent review by the OGC, if required.



PROGRAM LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS AND HEALTH PROFESSIONS EDUCATION PROGRAMS OF SPONSORING INSTITUTIONS

(For use when VA RECEIVES health professions trainees from an Academic Institution, School or Program)

This is a Program Letter of Agreement (PLA) between _____ from _____ and United States Department of Veterans Affairs Medical Facility _____. This document governs health professions trainee (HPT) activities at the Participating VA. This PLA is associated with the current Affiliation Agreement (AA) between the Sponsoring Institution and the Participating VA Site for the HPE program named, and incorporates by reference, and is subject to, the terms and conditions contained in the AA.

This PLA is effective from _____ and will remain in effect for up to 10 years or until updated, changed, or terminated by the Sponsoring Institution's HPE program and the Participating VA or as otherwise provided herein. This PLA will automatically terminate immediately upon the termination of the associated AA. This PLA may also be terminated in writing at any time by mutual consent with due consideration of patient and educational commitments or by written notice by either party 6 months in advance of the next training experience. 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 Site Designated Education Officer:

Participating VA Site Director:

Participating VA supervising faculty members:

as delineated in the attached document.

or as listed below:

2. Responsibilities

The VA faculty members must provide appropriate teaching and supervision of HPTs in patient care activities and maintain a clinical learning and working environment conducive to educating the HPTs in accordance with VHA 1400 series directives and HPE-specific accreditation standards and requirements. The VA faculty members must assess HPT performance in a timely manner during each rotation or similar educational assignment and document this evaluation at the completion of the assignment.

3. Content and Duration of the Educational Experiences

The content, including the goals and objectives, and duration of the educational experiences at the VA Participating Site has been developed according to the program requirements specified in the accreditation standards for the HPE identified in this PLA,

and are specified in the HPE program's HPT Handbook, pg(s) which is available to all parties.

or

and are delineated in the attached document.

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

4. Policies and Procedures that Govern HPT Education

The Sponsoring Institution's program and institutional policies and procedures regarding educational matters approved by the Sponsoring Institution's HPE Committee and the VA participating site's policies, rules and regulations will govern the HPE program activities at the participating VA.

Sponsoring Institution

Participating VA

Program Director Signature Date

Site Director Signature Date

Responsible Institutional Official Signature Date

Designated Educational Officer Signature Date

Responsible Director of GME 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