



USF Health – Morsani College of Medicine
GME POLICY & PROCEDURE

Title: Affiliation Agreements / Program Letters of Agreements Policy	GME-104
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Scope: Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited programs and non-ACGME accredited programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

Background: The ACGME mandates oversight for residents training across all participating sites. To meet these requirements and ensure standards, USF MCOM uses Affiliation Agreements and Program Letters of Agreement (PLAs).

Affiliation Agreements are documents established with each hospital involved with GME. PLAs are executed with individual participating sites and programs, specifically addressing the four key ACGME Program Requirements: faculty roles, educational goals, educational experience duration and content, and the applicability of USF MCOM policies at affiliated institutions. The DIO must approve PLAs that govern relationships between each program and each participating site providing a required assignment for residents/fellows in the program.

Policy: The USF MCOM maintains Affiliation Agreements for each of the hospitals participating in graduate medical education in order to provide direction and outline responsibilities between the parties.

Additionally, PLAs are executed with participating sites. These PLAs 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

Reviews Affiliation Agreements for each hospital providing graduate medical education residency training experiences to confirm they are in proper form and legally sufficient.

Office of GME

Ensures that PLAs are in place and up to date between each participating site that provides specialty and subspecialty residency training experiences and each recognized training program.

In collaboration with the program, the Office of GME will notify programs when PLAs changes are required (e.g., expiration, site director change.)

Reviews PLAs according to the ACGME requirements.

Program Director/ Program Administrator

Maintains a copy of each PLA, which has been signed by the responsible physician (site director) for residents at each site, the program director, the Designated Institutional Official. Other individuals with the appropriate signatory authority can sign PLAs when appropriate.

Ensures program has a copy of the fully executed PLA.

Programs should have an annual process in which they review and update PLAs when changes and circumstances necessitate using the templates provided by GME on their website.

APPROVED:



Associate Dean, Graduate Medical Education

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
01/1999	10/2025	06/2005; 08/2007; 08/2008; 02/2011; 10/2025	N/A