

POLICY: Program Letters of Agreement (PLA) & Affiliation Agreements

PURPOSE: To establish a policy, in accordance with ACGME guidelines, when resident and fellow education occurs in a participating facility/site. While the sponsoring institution continues to have responsibility for the quality of that educational experience and must retain authority over the house staff's activities, the program must monitor the clinical learning and working environment at all participating sites. Current institutional agreements (i.e. Master Affiliation Agreements) must exist with all of its major participating sites. Institutional agreements generally govern all GME programs that use the major participating sites for educational experiences.

In addition, at the program level, there must be a program letter of agreement (PLA) between the program and each participating site providing a required assignment (rotation). PLAs must meet the ACGME Common Program Requirements and include all areas bolded in the template that is provided within this policy on pages two and three. PLAs must be renewed at least every ten years.

PROCEDURE:

1. Each UCSF Fresno residency/fellowship program shall develop PLAs in the format of the template included on pages two and three of this policy.
2. These PLAs shall be developed by the Program Director for each program assignment (rotation) providing residency/fellowship training located outside the institution's department where the program is based.
3. Each PLA **must** include current educational goals and objectives for the assignment (rotation) for approval from GMEC. Goals and objectives developed by the Program Director with the assistance of faculty within the program should be available on-line for the rotation.
4. Original, signed PLAs are to be submitted to the Office of Medical Education to be kept on file. Once the PLAs have been approved by the GMEC, electronic copies will be distributed to the submitting program.

The policy/procedure is consistent with the ACGME Common Program Requirements (I.B.2. effective 7/19)

(Original signed Policy is available in the UCSF Fresno Office of Medical Education)

Michael Peterson, M.D., Associate Dean, Co-Chair GMEC

UCSF Fresno Medical Education Program Program Letter of Agreement

This Program Letter of Agreement (PLA) sets forth important points of agreement between the University of California San Francisco (UCSF) Fresno **(Specialty)** Residency/Fellowship Training Program and **Program or Facility/Site, (include address)** with regard to the conduct of Medical Education. This PLA does not affect current written agreements and/or contracts at an institutional level.

The purpose of this PLA is to provide a written document of the details of an educational understanding and agreement between representatives of the University (Program Directors) and their counterparts at program training sites. The Accreditation Council for Graduate Medical Education (ACGME) accredits the majority of the residency/fellowship training programs of UCSF Fresno. The Commission on Dental Accreditation (CODA) accredits the OMFS Residency Training program and American College of Surgeons (ACS) accredits the ACS Fellowship Training program. UCSF Fresno complies with all institutional and program requirements of the ACGME, CODA, and ACS. UCSF Fresno and **(Facility/Site)** agree to comply with all pertinent State and Federal regulations.

Whereas, the parties to this agreement share a commitment to the goal of providing high quality, accessible health care services to individuals, and

Whereas, the parties to this agreement share a commitment to the training of **(Specialty)** residents/fellows to provide such services, and

Whereas, the parties mutually agree to support **(Facility/Site)** as a provider of health care, and to serve as an educational training site for residents/fellows, and

Whereas, the parties mutually agree the Program Director of **(Specialty)** has overall authority over the educational activities of residents and faculty under UCSF Fresno policies and procedures, and will ensure appropriate supervision of the residents/fellows at **(Facility/Site)**,

Now, therefore, in consideration of this mutual understanding the following points are agreed upon:

UCSF Fresno **(Specialty)** Residency/Fellowship Training Program

1. The UCSF Fresno **(Specialty)** Program Director will retain overall authority and responsibility for training activity, and UCSF Fresno will govern the residents'/fellows' education.
2. UCSF Fresno faculty will directly provide or arrange supervision for residents/fellows at all times to be in accordance with existing **(Facility/Site)** policies and procedures, rules and regulations and/or medical staff by-laws of this facility/site.
3. The educational goals and objectives for the **Post Graduate Year(s)** _____ residents/fellows assigned to the **(Facility/Site)** are included with/attached to this agreement for this rotation.

(Facility/Site)

1. **(Faculty member name)** shall be the UCSF Fresno primary faculty member who will serve as Site Director for the **(Specialty)** residents/fellows and assume primary administrative, educational, and supervisory responsibility for the residents/fellows on **(name of rotation)** rotation. In addition to the Site Director at the site, other faculty are also available.
2. The Site Director will arrange appropriate didactic and clinical teaching, supervision, and formal evaluations of resident/fellow performance as determined necessary by the **(Specialty)** Program Director and UCSF Fresno Policies/Procedures.
3. The **(Facility/Site)** will accept up to **(number of)** PGY **(year)** residents/fellows each year in clinical rotations of **(duration)** in length. Professional liability insurance is provided by the Regents of the University of California and applies to all approved rotations.

UCSF Fresno Medical Education Program
Program Letter of Agreement with Facilities/Sites

Note: Resident/Fellow schedules shall be the responsibility of the UCSF Fresno **(Specialty)** Residency/Fellowship Program in consultation with the **(Facility/Site)**. Changes in residency/fellow scheduling are the responsibility of UCSF Fresno.

This PLA is for the following ten Academic Year(s) **(July 1, 2021 to June 30, 2031)** unless otherwise modified and shall expire upon expiration or termination of any underlying affiliation agreement between the parties, whichever is earlier, with at least 30 days' written notice by the terminating party.

(PD Name)
Program Director, **(Program)**
UCSF Fresno

(Designated Official Name)
Designated Official
Affiliated Facility

Date of GMEC Review

(Site Director Name)
Site Director (Faculty)

Approved by Lori Weichenthal, M.D.
DIO, UCSF Fresno

Original: GME Office – Master file
Cc: Program File

**UCSF Fresno Medical Education Program
Program Letter of Agreement**

UCSF Fresno and Veteran's Administrative Central California Health Care System (VACCHCS)

This document serves as an Agreement between UCSF Fresno [Residency/Fellowship Program] and the Veteran's Administrative Central California Health Care System (VACCHCS) involved in resident / fellowship education.

This Letter of Agreement is effective from [date] to [date], and will remain in effect for ten years, or until updated, changed or terminated by the [Residency/Fellowship Program] and Veteran's Administrative Central California Health Care System (VACCHCS).

1. Persons Responsible for Education and Supervision

At UCSF Fresno [Residency/Fellowship Program]: [Program Director]

At Veteran's Administrative Central California Health Care System (VACCHCS): [Site/Local Director]

The above mentioned people are responsible for the education and supervision of the residents/fellows while rotating at Veteran's Administrative Central California Health Care System (VACCHCS).

2. Responsibilities

The faculty at Veteran's Administrative Central California Health Care System (VACCHCS) must provide appropriate supervision of residents/fellows in patient care activities and maintain a learning environment conducive to educating the residents/fellows in the ACGME competency areas. The faculty must evaluation 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 (goals and objectives) of the educational experiences has been developed according to ACGME residency/fellowship program requirements and are delineated in the attached document.

In cooperation with [Program Director], [Site Director] and the faculty at Veteran's Administrative Central California Health Care System (VACCHCS) 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 education experiences at Veteran's Administrative Central California Health Care System (VACCHCS).

The duration(s) of the assignment(s) to the Veteran's Administrative Central California Health Care System (VACCHCS) is (are):

PGY Level x ☒ Weeks ☐ Months (select one)

PGY Level x ☐ Weeks ☐ Months (select one)

PGY Level x ☐ Weeks ☐ Months (select one)

4. Policies and Procedures that Govern Resident Education

Residents/fellows will be under the general direction of UCSF Fresno's Graduate Medical Education Committee's and [Residency/Fellowship Program]'s Policy and Procedure Manual and Veteran's Administrative Central California Health Care System (VACCHCS) policies for graduate medical education.

Site Director Program

Program Director Program

Lori Weichenthal, MD DIO, UCSF Fresno
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Wessel H. Meyer, MD Associate Chief of Staff for Education Designated Official VA Central California Healthcare System
