



## **National Capital Consortium**

UNIFORMED SERVICES UNIVERSITY  
OF THE HEALTH SCIENCES  
F. EDWARD HÉBERT SCHOOL OF MEDICINE  
4301 JONES BRIDGE ROAD  
BETHESDA, MARYLAND 20814-4799

### ***NCC Guidance for Completion of PLA and MOU from Initiation to Full Execution***

***Program Letter of Agreement:*** *There must be a program letter of agreement (PLA) between the program and each participating site providing a required assignment. The PLA must be renewed at least every five years.*

*The NCC Program Director Drafts a Program letter of Agreement (PLA) with the Preceptor from the outside training facility. The PLA must:*

- *Identify the faculty who will assume both educational and supervisory responsibilities for residents (include - name and reliable contact numbers)*
- *Specify their responsibilities for teaching, supervision, and formal evaluation of residents (education goals and objectives that includes all of the ACGME Six Competencies)*
- *Specify the duration and content of the educational experience*
- *State the policies and procedures that will govern resident education during the assignment.*
- ❖ *All current PLAs should be available for the site visitor; they should not be attached to the PIF; they should contain the four items listed above as well as the required signatures and a date less than five years old. Agreements should be updated whenever there are changes in program director or site director, resident assignments, or revisions to the items specified in the CPR or the specialty requirements.*
- ❖ *The program director must submit any additions or deletions of participating sites*

*routinely providing an educational experience, required for all residents, of one month full time equivalent (FTE) or more through the Accreditation Council for Graduate Medical Education (ACGME) Accreditation Data System (ADS)*

- ❖ *Copies must to be forwarded to the NCC Administrative Office.*

### **Memorandums of Understanding**

*NCC Program Director initiates a request for a Memorandum of Understanding with the Preceptor from the outside training facility by submitting the following information via e-mail to Mr. Edward Hawkins, USUHS Agreements Officer at [ehawkins@usuhs.mil](mailto:ehawkins@usuhs.mil) with a copy to Ms Lisa Proctor-Reaves, NCC Supervisory Program Analyst at [lreaves@usuhs.mil](mailto:lreaves@usuhs.mil):*

- *Name of GME Program (e.g., Sports Medicine Fellowship)*
  - *Name of NCC Program Director*
  - *Institution with which the Agreement is to be established*
  - *Point of Contact information for the outside training Institution*
  - *Name*
  - *Degree (if any)*
  - *Complete Mailing Address*
  - *Commercial (not DSN) Phone Number*
  - *E-mail Address (VERY IMPORTANT)*
  - *Additional Comments:*
- ❖ *Renewals – Also include the following for Renewals:*
    - *Current Agreement Number (if any):*
    - *Updated point-of-contact information for the outside institution*

### **Conclusion of the MOU**

*The USUHS Agreements Manager will mail two original copies of your agreement that are signed by the Chair, Board of Directors to the outside training facility for final signature. Please ensure that the Agreements Manager has good contact information for the outside institution. The following is the conclusion process:*

- *Both MOUs must be signed by an appropriate signature authority from the outside training facility*
- *One original copy will be retrained by the outside training facility*
- *One original will be returned to the USUHS Agreement Manager for distribution. The Agreement should be sent to the following address:*

*Agreements Manager (A1040B)  
Uniformed Services University of the Health Sciences  
4301 Jones Bridge Road, Bethesda, Maryland 20814-4799*

*Once the Agreements Manager has received the NCC MOU original copy containing all signatures from the outside training facility and has received your electronic copy of the concluded MOU from the Agreements Manager, you can consider the MOU as FULLY EXECTUED, CURRENT, AND IN Effect. Additionally, as required by the ACGME, a copy of the signed PLA must be forwarded to the NCC Administrative Office to update our program files. Please contact the NCC Registrar at 301-295-3445 or the undersigned at 301-295-2749 should you require additional information or assistance.*

*Lisa Proctor-Reaves  
Supervisory Program Analyst*

Updated: 29 January 2008