Program Letter of Agreement

between

San Antonio Uniformed Services Health Education Consortium (SAUSHEC)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residency/Fellowship Program

 and

Participating Site

 This program letter of agreement is to formalize the arrangement to provide a training experience at (insert name of participating site) for SAUSHEC (insert program name) residents within the framework of the existing Institutional Affiliation Agreement. This agreement is effective upon final signature by the Dean of SAUSHEC and will remain in effect for five years, or until updated, changed or terminated by the residency/fellowship program and participating site.

 a. It is understood that SAUSHEC as the institutional sponsor of the training program continues to have responsibility for the quality of this educational experience and must retain authority over the residents' activities.

 b. The training will take place at (insert location of training site- actual facility, not health system).

 c. Administrative, educational, and supervisory responsibility for the resident(s) at the training site will be the responsibility of the site director, in conjunction with the SAUSHEC program director. This responsibility includes direct or indirect supervision of the resident; assigning faculty instructors; ensuring appropriate teaching of the resident; and timely submission of resident evaluations by the faculty. If this responsibility is passed to another individual, the program director will receive prior notification for approval of the successor.

 **Specific Persons Responsible for Education and Supervision**

**At Sponsoring Institution: insert name of Program Director**

**At Participating Site: insert name of Site Director**

 **Other faculty: list by name or general group [such as “all (list specialty) staff credentialed as independent providers by (list participating site)”]**

 d. The educational purpose, as well as goals and objectives, of this rotation are outlined: (use one of three options) [insert goals & objectives into document here], [attach Attachment A. “Goals and Objectives”] or [are specified in the resident handbook page ##]). The program director will provide the site director and/or faculty with resident evaluation forms. The program director will also obtain evaluations of the rotation and its faculty from the residents.

 e. Residents will rotate for assignments of (insert time length), as scheduled by the program director and site director. When possible, prior notice will be given for any changes in these rotations. (insert more specifics in terms of numbers of residents and time if appropriate)

 f. This training will be in compliance with all the requirements of the Accreditation Council for Graduate Medical Education (www.acgme.org), specifically--but not limited to--duty hour and supervision restrictions approved by the ACGME effective July 1, 2011.

 g. The site director shall have the right to require that SAUSHEC remove resident physicians from this rotation; however, any resident academic action taken will be in accordance with SAUSHEC Due Process policy which is available at <http://www.bamc.amedd.army.mil/saushec/> . The SAUSHEC Dean will be the decision authority for academic actions.

SAUSHEC (Insert name of Participating Site)

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(Insert name of Program Director), M.D. (Insert name of Site Director), M.D.

Program Director, (Insert Name of Program) Site Director

# Date Date

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Woodson Scott Jones, M.D.

Dean, SAUSHEC

# Date