**Program Letter of Agreement**

The University of Texas

Health Science Center at Houston

**[Program Name] Residency Program**

The Accreditation Council for Graduate Medical Education (ACGME) requires a current Program Letter of Agreement (“Agreement”) between each residency program and each participating site which provides one or more required assignments for that residency program.

This Agreement is entered into by and between The University of Texas Health Science Center at Houston (“UTH”), represented by the Designated Institutional Official, on behalf of its above named Residency Program (“Program”), represented by its Program Director and **[insert Facility name]** (“Facility”), represented by **[insert Site Director’s name]**, the Program’s Site Director at the Facility (“Site Director”) at in order to implement and facilitate a supervised educational training experience for the residents enrolled in the Program.

1. **Effective Date**

This Agreement shall become effective on **[insert date]** and shall remain in effect for ten years or until updated, changed or terminated by either the UTH or Facility. Written notification of termination of this Agreement by either party must be provided to the other party at least 90 days prior to termination

1. **Faculty who assumes the educational and supervisory responsibility for the residents:**

The following faculty at UTH and Facility assume both the educational and supervisory responsibilities for the residents from the Program who are assigned to the facility:

At UTH: **[insert Program Director’s name]**

Program Director

At Facility: **[insert Site Director’s name]**

Site Director

**[insert Facility name]**

1. **Faculty responsibilities for teaching and supervision of residents:**

With the cooperation of the Program and its Program Director, the Site Director and her/his designees as approved by the Program, the faculty at the participating site 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.

Program residents must be supervised in all their activities in the Facility as commensurate with the Supervision Policy established by the Program, the complexity of care being given and the residents’ own abilities and experience.

1. **Faculty responsibilities for formal evaluation of residents:**

The Site Director and her/his designees as approved by the Program will be responsible for completing evaluations in a manner prescribed by UTH. Residents ‘evaluations will be both formal and informal and may be based upon direct observation, review of patient evaluations, direct assessment of knowledge and clinical problem solving. At the conclusion of each period of assignment at the Facility the Site Director and her/his designees as approved by the Program agree to provide formal written evaluation of the resident’s performance during the assignment. All evaluations are to be sent to the Program Director in the manner prescribed by UTH.

1. **Content of the educational experience:**

With the cooperation of the Program and the Program Director, the Site Director and her/his designees as approved by the Program will be responsible for the day to day activities of the residents to assure that those goals and objectives are met during the course of their assignment at the Facility.

Residents are required by the Program to attend departmental conferences and/or continuity clinics and/or other educational activities on a regular basis. The Site Director, her/his designee(s) as approved by the Program and Facility agree that residents assigned to Facility shall be released from clinical duties in order to attend such activities as required by the Program.

1. **Duration of the educational experience:**

In accordance with the curriculum of the Program, residents at the following post-graduate year (PGY) level(s) will be assigned to the Facility for the period and in the clinical arena(s) below specified.

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| --- | --- | --- | --- |
| **PGY year** | **Assignment length**  **(in months)** | **Assignment nature (I=inpatient; O=outpatient; B=both)** | **Note Attachment or Link to Educational Objectives for assignment** |
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1. **Policies and procedures that will govern resident education during the assignment**

UTH is ultimately responsible for the Program and retains responsibility for the quality of graduate medical education of residents. Its policies and procedures, including duty hour limitations consistent with the Common Program Requirements of the ACGME, will apply to residents during their assignment at the Facility. Facility’s rules, regulations, policies, procedures, and medical staff bylaws will also govern the residents’ educational experience at Facility. Any exceptions to these policies will take effect only with a written agreement between the responsible officials at UTH and Facility and will be placed as an addendum to this Letter of Agreement.

Facility shall have the right to require UTH to remove Residents from this Rotation with or without cause.

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**[Program Director Name] [Site Director Name]**

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Pamela Promecene, M.D.

UTH Designated Institutional Official