

## CHRISTIANA CARE HEALTH SERVICES

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|-----------------------|---------------------------------|
| <b>POLICY:</b>        | <b>Institutional Agreements</b> |
| DEPARTMENT:           | GMEC                            |
| DATE OF ORIGIN:       | October 26, 1994                |
| LAST REVISION DATE:   | July 1, 2014                    |
| REGULATORY REFERENCE: | ACGME                           |

### **POLICY:**

The Graduate Medical Education Committee will oversee the quality and appropriateness of all residency programs, including their components in affiliated institutions. Negotiation of affiliation agreements for resident rotations at other institutions or for resident rotations to a CCHS program will be coordinated by the Office of Academic Affairs.

### **PURPOSE:**

To define the necessity for all residency affiliations to be monitored by the DIO.

### **SCOPE:**

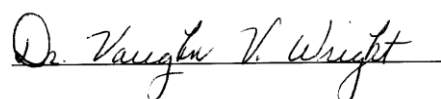
All CCHS graduate medical education programs.

### **PROCEDURE:**

Each affiliation agreement should provide details of the Institutional responsibilities for program activities, the period of resident assignment, goals and objectives, and any financial commitment to support the program. The final affiliation agreement is approved and signed by the Designated Institutional Official (DIO). The completed affiliation agreement is announced at the GMEC meeting and will be kept on file in the Office of Academic Affairs, Legal Affairs, with a copy kept on file in the respective program's department.

In cases of occasional short-duration (e.g., one month) elective resident rotations, a Program Letter of Agreement (PLA) shall be prepared between the Sponsoring Institution and the Participating Institution. The agreement will include: Supervision, Goals and Objectives; Policies and Procedures; Evaluation, Environment, Compensation, Insurance, and Regulatory Compliance. All PLA's will be signed by the Sponsoring and Participating Institution Program Directors, followed by the DIO. This signed letter of agreement will be kept on file in the Office of Academic Affairs, Legal Affairs, with a copy kept on file in the respective program's department.

### **SIGNATURES/APPROVALS:**



Reviewed 03/01/2017