PROGRAM LETTER of AGREEMENT

This Program Letter of Agreement (“PLA”) is an educational agreement that sets forth important points between the XX training program at the University of California at San Diego (“UCSD”) and at the XXhospital (for example; Veterans Administration Medical Center, San Diego (“VAMC”). Current contracts and Institutional Agreements between the two institutions are not affected by this statement of educational purpose. PLA is valid for 10 years from date of signing.

1. Responsible Persons

**At UCSD**: XX XX, MD

 Program Director, XXXX

 Professor of XXXXX

 XX XX

 Program Coordinator

**At XXhosp**: XX XX, MD

 Residency/Fellow Site Supervisor

 Professor of XXXX (or appropriate title)

As Program Director at UCSD, Dr. XX XX is responsible for the content and conduct of all educational activities at all teaching sites including the XXhospital.

As Residency/Fellow Site Supervisor at the XXhospital, Dr. XX XX is responsible for the day-to-day supervision and oversight of resident/fellow activities. This includes such activities as trainee performance, scheduling sick leave, etc. The UCSD House Officer Policy and Procedure Document shall apply to residents while at the XXhospital.

1. Educational Goals and Objectives

The Goals and Objectives for the XXhospital rotation are attached.

The XXhospital rotation will provide educational opportunities in aspects of XXspecialty training. A particular emphasis exists for providing experience with patients that have XXconditions and other acute/chronic medical problems including XXconditions. The strengths of the XXhospital experience include:

* Large patient volume (as an example)
* Specialty-specific referrals (as an example)
* XX
* XX
1. Assignments

Residents/Fellows rotating at the XXhospital will be assigned as follows: (Briefly describe training experience here; 2-3 sentences; inpatient, outpatient, clinic, unit, required to take call, length of rotation/experience, what year of training, etc.).

Resident/Fellow salary, benefits and professional liability insurance are provided and paid by UCSD with reimbursement from the affiliate pursuant to the institutional affiliation agreement between UCSD and XXhospital. Residents/Fellows will be under the general direction of the policies outlined in the UCSD House Officer Policy and Procedure Document to include the policies related to benefits and leave time.

1. Responsibility for Teaching, Supervision and Evaluation of Residents

While at the XXhospital, residents/fellows from UCSD will receive supervision and instruction from members of the Department of XX. Residents/Fellows will be supervised in all of their activities commensurate with the complexity of care being given and the resident's / fellow's own abilities. Such activities include, but are not limited to the following:

* Patient care in clinics/inpatient ward/emergency department
* Conferences and lectures
* Minor procedures such as XX
* Interactions with administrative staff and nursing personnel

Resident’s/Fellows’ evaluations will be both formal and informal. Faculty members/Supervising physicians with significant contact with a resident/fellow will complete an evaluation form at the conclusion of the XXhospital rotation. UCSD residents/fellows shall complete evaluation forms for the XXhospital rotation and the teaching faculty/supervising physicians after each rotation.

1. Policies and Procedures for Education

The Program Director is responsible for the oversight of all resident/fellow activities. While at the XXhospital, the resident/fellow will take an active role in searching for educational opportunities; but, the responsibility for teaching, supervision and the formal evaluation of the resident’s/fellow’s performance are the duties of the faculty/supervising physicians. The educational policies and procedures governing resident/fellow activity will conform to the ACGME Essentials of Accredited Residencies including the Program Requirements and Institutional Requirements.

Signature Page

|  |  |  |
| --- | --- | --- |
| XX XX, M.D. UCSD Training Program Director XX Program |  | Date |
| XX XX, M.D. XXhospital Residency/Fellow Site SupervisorXX Program/Department |  | Date |
| Charles Goldberg, M.D. Associate Dean for Graduate Medical Education and DIO |  | Date |
|  |  |  |