

PROGRAM LETTER OF AGREEMENT

between

The University of Texas Rio Grande Valley (**Name of Program**) and (**Participating Site**)

This document serves as an agreement between The University of Texas Rio Grande Valley, UTRGV (**Name of Program**) and (**Participating Site**) involved in Graduate Medical Education of medical residents/fellows. This agreement is effective from (**DATES**), and will remain in effect for three years, or until updated, changed or terminated by the UTRGV (**Name of Program**) and (**Participating Site**). Any modifications or changes to this agreement must be in writing and signed by all parties. This agreement may be canceled by either party upon written notice to the other party 90-days prior to termination.

I. Persons Responsible for Education and Supervision

- a. At UTRGV: (**Program Director**)
- b. At (**Participating Site: Local Director**)
- c. **If any other faculty are involved, list by name or group**
- d. The above listed individuals are responsible for the education, supervision and evaluation of the residents/fellows while rotating at (**Participating Site**). If this responsibility is assumed by another individual, the program director will receive prior notification in writing for approval of the successor.

II. Responsibilities

- a. The faculty at (**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 ACGME competency areas. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at completion of the assignment. Residents are expected to complete confidential faculty evaluations upon completion of the assignment.
- b. It is understood that UTRGV, as the Sponsoring Institution of the training program, continues to have responsibility for the quality of this educational experience and must retain authority over the residents' activities. UTRGV has the right to conduct an on-site review of the training policies and practices relevant to this training. UTRGV will support faculty appointments for (**Participating Site**) faculty in accordance with the policies and procedures of the University.

III. Content and Duration of the Education

- a. The content of the educational experiences has been developed according to the ACGME Residency/Fellowship Program Requirements.
- b. The educational purpose of this rotation is to (**insert purpose**). The goals and objectives to (**XX rotation**) are attached. These goals will be met by (**insert teaching methods, including patient population and resident responsibilities**)

- c. Residents will rotate in (insert duration, ex. one month, 6 weeks, etc), as scheduled by the program director and on site coordinator. Prior notice, when possible, will be made for any changes in these rotations. (you may insert more specifics in terms of number of residents and blocks if appropriate)

IV. Policies and Procedures that Govern Resident Education

- a. During assignments at, (Participating Site). , residents/fellows will be under the general direction of the UTRGV Graduate Medical Education Committee’s and (Name of Program) Policy and Procedure Manual and (Participating Site). policies for resident physicians and graduate medical education. The (Participating Site). shall provide adequate parking and work space, shall take reasonable steps to ensure the safety of the residents/fellows during assignments.
- b. The training will be in compliance with the requirements for duty hours and resident supervision requirements of the Accreditation Council for Graduate Medical Education.
- c. The (Local Director) of (Participating Site) shall have the right to require UTRGV (Name of Program)to remove resident physicians from this rotation with or without cause.
- d. Residents shall cooperate in the prompt preparation of documentation of all examinations, procedures and other professional services performed by them at the training site in accordance with local regulations and bylaws. The ownership and right of control of all reports, records and supporting documents prepared in connection with this belong to the (Participating Site).

(Participating Site)

Name, Faculty of Participating Site

University of Texas Rio Grande Valley

(Name of Program Director)
(Name of Program) Program Director

Yolanda Gomez, MD
Associate Dean, Graduate Medical Education
Designated Institutional Official