



OMECO

Graduate Medical Education Policy

Approved by the GMEC (Graduate Medical Education Committee) on August 26, 2025

Effective Date: July 1, 2023

Review Date: August 26, 2025

Next Review Date: August 2030

Policy Title: Program Letters of Agreement Policy

Purpose: To define the requirements for Sponsoring Institution's (SI) program letters of agreement and its Accreditation Council for Graduate Medical Education (ACGME) Sponsored Programs.

Policy Type: Sponsoring Institution/Sponsored Program Policy

Program Letter of Agreement (PLA): A written document that addresses Graduate Medical Education (GME) responsibilities between an individual ACGME accredited Sponsored Program and a site other than the primary site at which Trainees have required educational experiences.

Participating Site: An organization providing educational experiences or educational assignments/rotations for Trainees. Examples of sites include: a university, a medical school, a teaching hospital which includes its ambulatory clinics and related facilities, a private medical practice or group practice, a nursing home, a school of public health, a health department, a federally qualified health center, a public health agency, an organized health care delivery system, a health maintenance organization (HMO), a medical examiner's office, a consortium or an educational foundation.

Sponsoring Institution: The organization (or entity) that assumes the ultimate academic responsibility for sponsored programs of graduate medical education consistent with the ACGME Institutional Requirements. The SI has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, or an educational foundation).

Sponsored Program: All ACGME accredited programs that fall under either OSU-CHS/OMECO as a Sponsoring Institution.

Policy Affiliation Agreement: The SI retains the ultimate responsibility for monitoring the quality of GME, including when Trainee education occurs at other sites. The SI along with the Graduate Medical Education Committee (GMEC) is responsible for the review and approval of additions and deletions of each of its ACGME Sponsored Programs' participating sites. Any affiliation agreement, educational and/or financial, that outlines the responsibilities between the Sponsored Program and a participating

site's institution and/or between a program and a participating site's institution should be reviewed by the local GMEC and then submitted to the Sponsoring Institution for approval and entry.

Procedure:

1. Sponsored Programs must develop a PLA using the GME PLA templates for any new participating site, located on the OSU-CHS/OMECO GME SharePoint site. If there are deviations from the PLA template, they will have to be approved by the Assistant Director of Graduate Medical Education in consultation with the DIO.
2. Sponsored Programs must complete the template to include the educational content addendum and obtain required signatures. The DIO's signature should be the last signature obtained.
3. Sponsored Programs will complete the fillable form request for addition and deletion of participating site and submit it to the office of the DIO.
4. The Sponsored Programs will obtain, review and approval of Program Letter of Agreement by the Assistant Director of Graduate Medical Education.
5. The Assistant Director of Graduate Medical Education will enter and ensure that all sites involved in graduate medical education under the sponsor are identified in the ACGME Accreditation Data System (WebADS).
6. It is the Program Directors responsibility to ensure that sites are accurate, up to date and representative of any rotation greater than four weeks in length in the ADS.
7. Programs must keep a copy of the signed document for their records. If New Innovations is the data entry software used by the sponsored program, it should be uploaded within New Innovations.
8. Programs must have a plan for ensuring that PLAs are current and should be renewed every 10 years.
 - a. If any changes are made in the Program Director, Site Director, Educational content, the PLA must be updated.

Additional PLA requirements:

The PLA must include the following:

- Identify the faculty who will assume educational and supervisory responsibility for the Trainees
- Specify the faculty responsibilities for teaching, supervision, and formal evaluation of Trainee performance
- Specify the duration and content of the educational experience
- State the policies and procedures that govern resident/fellow education during the assignment.

If there are discrepancies between Sponsored Program and Sponsoring Institution policies, in general the stricter of the two policies will apply; however, the Sponsoring Institution and the Sponsored Programs will work collaboratively to come to consensus in areas of debate.

References

ACGME Sponsoring Institution Requirements

I.A.5.b) The DIO must:

1.2.b. The DIO must approve program letters of agreement (PLAs) that govern relationships between each program and each participating site providing a required assignment for residents/fellows in the program. (Core)

Common Program Requirements

1.3. There must be a program letter of agreement (PLA) between the program and each participating site that governs the relationship between the program and the participating site providing a required assignment. (Core)

1.3.a. The PLA must be renewed at least every 10 years. (Core)

1.3.b. The PLA must be approved by the designated institutional official (DIO). (Core)

1.4. The program must monitor the clinical learning and working environment at all participating sites. (Core)

1.5. At each participating site there must be one faculty member, designated by the program director as the site director, who is accountable for resident education at that site, in collaboration with the program director. (Core)

1.6. The program director must submit any additions or deletions of participating sites routinely providing an educational experience, required for all residents, of one month full time equivalent (FTE) or more through the ACGME's Accreditation Data System (ADS). (Core)