

## PROGRAM LETTER OF AGREEMENT

*This document serves as an agreement between the Sponsoring Institution's [insert Sponsoring Institution's Name] residency and/or fellowship program and the participating site, **Baylor Scott & White Medical Center-Temple** involved in resident/fellow education.*

This Program Letter of Agreement is effective from \_\_/\_\_/\_\_\_\_, and will remain in effect for 10 years or until updated, changed, or terminated by the residency or fellowship program and the participating site.

### 1. Persons Responsible for Education and Supervision

At the program: Program Director \_\_\_\_\_  
Name

At the participating site: Local Director \_\_\_\_\_  
Name

List other faculty members by name or general group:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

The above-mentioned faculty members are responsible for the education and supervision of the **residents/fellows** while rotating at the **participating site**.

### 2. Responsibilities

The faculty members 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. The faculty members must evaluate resident/fellow performance in a timely manner during each rotation or similar educational assignment, and document this evaluation at completion of the assignment.

### 3. Content and Duration of the Educational Experiences

The content of the educational experiences has been developed according to the ACGME Program Requirements for Graduate Medical Education in the

specialty/subspecialty,

and include the following goals and objectives:

[Insert goals and objectives]

or

and are delineated in the attached document. (See Attachment A)

In cooperation with the **program director**, the **site director**, and the members of the faculty at the participating site are responsible for the day-to-day activities of the residents/fellows to ensure the outlined goals and objectives are met during the course of the educational experiences at the participating site.

The duration(s) of the assignment(s) to the participating site is (are):

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#### **4. Policies and Procedures that Govern Resident Education**

Residents/Fellows will be under the general direction of the Sponsoring Institution's and program's policies and procedures and the participating site's policies for Baylor Scott&White Medical Center and [Insert Program Name].

#### **Program / Sponsoring Institution**

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Program Director Signature Date

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DIO Signature Date

#### **Participating Site**

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Site Director Signature Date

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Belinda M. Kohl-Thomas, M.D., DIO Date

Revised June 2022

## **Attachment A**