

# University of Colorado School Medicine Graduate Medical Education

## Policies and Procedures

Policy: Educational Letter of Agreement	Policy #
Effective date:	Revision Date:
Total Number of Pages: 2	

### I. Purpose:

Consistent with our mission to educate physicians for a leadership role in clinical and academic medicine as well as to protect, improve and maintain the health of our patients, we adopt this policy and procedure setting standards for educational letter of agreements between Programs and Participating Institutions.

### II. Application and Definitions

This policy and procedure applies to all GME training programs sponsored by the University of Colorado School of Medicine and Affiliated Hospitals, independent of accreditation status or location of training.

- A. **Sponsoring Institution:** refers to the University of Colorado School of Medicine (UCSOM).
- B. **Participating Institution:** refers to any of the Institutions or sites where residents receive training.

### III. Policy

- A. It shall be the policy of the UCSOM- Graduate Medical Education Committee that all graduate medical education training programs have written Educational Letters of Agreement with every Participating Institutions where residents spend 2 weeks or longer.
- B. The Educational Letter of Agreement must be maintained up-to-date. It must be updated at least every five years or when there is a change in the conditions or individuals responsible.
- C. The Educational Letter of Agreement must at a minimum include the following information:
  - 1. The name of the faculty the participating institution or facility who will assume administrative, educational and supervisory responsibilities for the resident(s)
  - 2. An outline of the educational goals and objectives to be attained within the participating institution
  - 3. Specify the length of the assignment of the resident(s) to the participating institution, the financial arrangements, and details of the insurance and benefits coverage.

4. Describe the Participating Institution's responsibility for teaching, supervision, formal evaluation of residents' performance, finances, etc
  5. Description of what policies and procedures will govern the residents while rotating to the Participating Institution.
  6. Specify the number of residents at the Participating Institution per month.
- D. Program Directors are responsible for including any additional information as listed in the appropriate ACGME program requirements.

#### **IV. Procedure**

- A. Programs may complete the Educational Letter of Agreement using the Template available from the office of GME. To obtain it go to our web-site at [www.uchsc.edu/sm/gme](http://www.uchsc.edu/sm/gme)
- B. Programs must send the Letter of Agreement to the Associate Dean of GME for signature and review.
- C. Once all signatures are obtained the program must send a copy of the signed agreement to the Office of GME to be kept in the educational letters of agreements file.