# Program Letter of Agreement between

**University of South Florida, Morsani College of Medicine,   
Graduate Medical Education Program and**

**Participating Site (Named Below)**

This document serves as the Program Letter of Agreement (“PLA”) between the following named University of South Florida (“USF”) Graduate Medical Education Program (the “USF Residency Program”) and the following named Participating Site to which USF Residents and Fellows (“Residents”) rotate for educational assignments (the “Participating Site”):

Name of USF Residency Program: Name of Participating Site:

This Program Letter of Agreement is effective from XX/XX/20XX, and will remain in effect until XX/XX/20XX, or until sooner updated, changed, or terminated by agreement of the USF Residency Program and the Participating Site.

This Program Letter of Agreement supersedes and replaces any and all prior Program Letter(s) of Agreement relative to the same USF Residency Program at the Participating Site.

# Persons Responsible for Education and Supervision

USF Program Director:

Participating Site Local Site Director:

Other faculty at Participating Site by name: (Please attach list to this document)

The above identified people are responsible for the education and supervision of Residents from the USF Residency Program while rotating at the Participating Site.

# Responsibilities

The faculty at the Participating Site must provide appropriate supervision of Residents in patient care activities and maintain a learning environment conducive to educating the residents in the competency areas identified by the Accreditation Council for Graduate Medical Education (“ACGME”) or other applicable accrediting bodies (GME-204). Supervision must provide safe and effective care to patients; ensure development of skills, knowledge, and attitudes required to enter the unsupervised practice of medicine and establish a foundation for continued professional growth. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at the completion of the assignment.

The Participating Site’s physicians (or other health care professionals, as applicable) who are designated by mutual concurrence of USF (through the Residency Program Director) and the Participating Site to have assigned responsibility for clinical training, instruction and supervision of Residents at the Participating Site’s designated facilities shall be eligible and encouraged to apply for appointment by the USF Morsani College of Medicine as non-tenure earning, voluntary Collaborative faculty members, with the appropriate appointment classification, academic rank, and title determined in accordance with the College’s applicable policies and procedures. (Such Participating Site physicians/professionals who are designated to train and supervise Residents are herein referred to as the “USF Clinical Supervisors”.)

# Content and Duration of the Educational Experiences

The content of the educational experiences has been developed according to ACGME Program Requirements applicable to the USF Residency Program and include the goals and objectives that are delineated in the attached document. In cooperation with the Program Director of the USF Residency Program, the Local Site Director and the USF Clinical Supervisors at the Participating Site are responsible for the day-to-day activities of the Residents to ensure that the outlined goals and objectives are met during the course of the educational experiences at the Participating Site.

The program will provide a method for the Residents to provide a confidential evaluation of the faculty members and the rotation. The Program Director is responsible for monitoring the clinical learning and working environment at the participating site through regular communication with the Local Site Director and feedback and evaluations from Residents.

The duration(s) of the activities/rotations at this Participating Site is/are across a year (e.g. 2 weeks, 4 weeks, 1 month, or refer to goals and objectives):

Identify what type of site this is: ☐ Elective Site OR ☐ Required Site by ACGME

***\*\*\*Note: All Rotational Goals & Objectives, including evaluation methods, for this site must be attached to this document   
or a link provided to their location.***Link to template: <https://usf.box.com/s/nwmt4wbaj5o7984ww14o8d4jxmgez2qb>***\*\*\****

☐ Attached to PLA OR ☐ Available at the following shared link:

# Policies and Procedures that Govern Resident Education

Residents will be under the general direction of the University of South Florida Graduate Medical Education Committee, the Housestaff Handbook, applicable GME Policies (<https://health.usf.edu/medicine/gme/policies>), the Participating Site’s applicable policies, and the applicable terms and conditions of any Affiliation Agreement (including any Operating Addenda and related Schedules thereto) between USF and the Participating Site.

# Professional Liability\*

The Residents are employees and agents of USF whose clinical practice at the Participating Sites’ facilities is an integral part of the Residency Program and their employment and agency relationship with USF. As a result, USF is vicariously liable under Section 768.28, *Florida Statutes*, for any injury or damage resulting from an act, event, omission, or negligence of a Resident in the scope of the person’s USF employment or function. USF shall provide and maintain, at its sole cost, at all times during the term of this Agreement, insurance coverage and protection for Residents against professional liability pursuant to the USF Health Sciences Center Self-Insurance Program, to the maximum extent permitted by Section 768.28, *Florida Statutes*.

*\* The Professional Liability section does not apply to VA Affiliates given coverage at the VA is governed by the Federal Tort Claims Act.*

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| **USF Morsani College of Medicine Residency/Fellowship Program** | **Participating Site** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program Director Signature Date    Printed Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Participating Local Site Director Signature\* Date    Printed Name |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Brad Clark, MBA, MS Date  Director of Graduate Medical Education | \* Local Site Director must also sign the [Site Director Responsibilities](#Responsibilities) document (provided below) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cuc Mai, MD Date  Senior Associate Dean, Graduate Medical Education  Designated Institutional Official |  |

Updated 9/10/2021

The Site Director, in collaboration with the Program Director (PD), is the official at the participating site who is responsible for supervising and overseeing resident education at that location. The Site Director, in collaboration with the PD, is generally responsible for ensuring that supervising faculty are fulfilling their responsibilities to provide education and supervision to residents and that ongoing evaluation of supervisors, residents, and the site are conducted.

The Site Director’s responsibilities are:

1. In collaboration with the PD, the director structures training program at the site, consistent with the requirements of the accrediting and certifying bodies and the affiliated participating entity.
   1. Examples: scheduling didactics, writing rotation goals and objectives
2. Ensures that residents are provided the opportunity to give feedback regarding their supervising faculty, the training program, and the site. Provides that feedback back to the program through the program evaluation committee.
   1. Examples: performs end of rotation feedback session with all trainees and participates in program evaluation committee to hear feedback regarding clinical and educational experiences at site
3. Arranges and ensures that all residents participate in an orientation to site’s policies, procedures, and the role of residents within the health care system. Also ensures that changes to participating site policies/procedures are communicated to the PD and residents.
   1. Examples: holds a monthly orientation to address policies, procedures specific to site
4. Assesses the documentation and monitoring of resident supervision and duty hours on rotations at that site by a systematic review process.
   1. Examples: reviewing duty hour logs for rotations and adjusting schedules when needed, developing an audit system to ensure residents are on rotations, providing chart review of resident documentation
5. Ensures that residents function within their assigned graduated level of responsibility.
   1. Examples: ensuring that the scope of practice document is updated and other health care professionals in addition to the trainees are aware of the trainees scope of practice
6. Serves as a point of contact for resident concerns/problems at that site.
   1. Examples: being a reliable contact for resident concerns such as a problems with IT or faculty supervision
7. In collaboration with PD, works with supervising faculty on faculty development and faculty performance improvement plans when necessary. Works with PD on annual faculty feedback.
8. Identifies opportunities for trainees to get involved in inter-professional projects within the healthcare system to achieve systems based practice competencies in the areas of quality improvement and patient safety.
   1. Examples: identifying committees or projects at the clinical site that help provide opportunities for trainees to engage in quality improvement, health disparities, or improvements in patient safety

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Local Site Director Signature Date Printed Name