

Program Letters of Agreement (PLAs)

As of February 10, 2016

General Information

When should PLAs be renewed:

- o Must be renewed every three years (stricter than the ACGME requirements).
- o Whenever there are **significant** changes to any facts (e.g., signers, goals & objectives, PD, Site Director, etc.).

1. Be sure you are using the most current template (<http://www.uthscsa.edu/gme/formstempltes.asp>).
2. All PLAs must be on letterhead.
3. Signature blocks for the major institutions are posted on the GME website.
4. Provide two copies of UHS and VA PLAs.
5. Goals and objectives (**DO NOT INCORPORATE INTO THE PLAs**):
 - a. Provide the link where they can be accessed, **or**
 - b. Attach a copy to the PLA prior to submitting for signature
6. Needle-stick Policies
 - a. The needle-stick policy link for UHS, VA, CHRISTUS, Methodist, and SAUSHEC is in the PLA Template: <http://www.uthscsa.edu/gme/residentsfellows.asp>.
 - b. If the PLA is for a site other than UHS, VA, CHRISTUS, Methodist, or SAUSHEC, you must provide a statement, in paragraph IV.c. of the PLA, either describing the policy or noting that it is attached to the PLA.
7. Process for submitting the PLA for signature:
 - a. Prior to obtaining signatures, a draft of the PLA may be emailed to the GME Accreditation Manager for review.
 - i. If no corrections are required and emailed PLA is on letterhead, the GME Manager will sign.
 - ii. If corrections are needed, the PLA will be returned to the program for correction.
 - b. After the GME manager signs the document, it will be returned to the program to obtain all the remaining signatures except the DIO's. **EXCEPTION:** UHS PLAs must be signed by Dr. Bready prior to obtaining Dr. Alsip's and Mr. Hernandez's signatures.
 - c. After all signatures are obtained, the PLA should be returned to the Accreditation Manager to obtain the DIO's signature.

ACGME Accredited Programs Signatures

<u>UHS</u>	<u>CHRISTUS Santa Rosa</u>	<u>VA Hospital</u>	<u>Methodist Hospital</u>	<u>SAUSHEC</u>
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Resident Rotations at a Program within the Sponsoring Institution

- Generally, PLAs are not required by ACGME, but are strongly encouraged as a means to clearly communicate conditions of the rotations. Examples:
 - o MARC and CTRC
 - o On-campus clinics, such as those in psychiatry and ophthalmology

Resident Visiting from Another Institution

- It is the responsibility of the program *sending* the resident, not the program *accepting* the resident to provide a PLA.
- It is the responsibility of the accepting UT PD to decide that the training of your residents will not be impacted by a visiting resident. If the PD signs the PLA, that is an indication that your residents' training is not impacted by the visitor.
- The DIO does not need to sign unless required by the visiting resident's institution.

Non-ACGME Accredited Programs

- Are there requirements for your fellowship that require a PLA? (You need to provide these requirements for DAR as well.)
- If your program wants to have a PLA in place, you may use the GME template and modify it to fit your program's needs.

*As defined by program requirements – see www.acgme.org