

## Program Letters of Agreement (PLAs)

As of March 22, 2012

### General Information

- When should PLAs be renewed:
  - Must be renewed every three years (stricter than the ACGME requirements).
  - Whenever there are changes to any facts (e.g., signers, goals & objectives, PD, Site Director, etc.).
- Be sure you are using the most current template (<http://www.uthscsa.edu/gme/formstemplates.asp>).
- Be sure the correct needlestick process is included (<http://www.uthscsa.edu/gme/residentsfellows.asp>).
- Prior to obtaining signatures, email a draft of the PLA to the GME Manager for review.
- Dr. Bready signs the PLA first.
- All PLAs must be on letterhead.
- Submit two originals for signature.
- Signature blocks for the major institutions are posted on the GME website.
- Link to templates and signature block information: <http://www.uthscsa.edu/gme/formstemplates.asp>.
- Send a copy of the fully executed (fully signed) PLA to the GME office.

### ACGME Accredited Programs

<a href="#">UHS</a>	<a href="#">CHRISTUS Santa Rosa</a>	<a href="#">VA Hospital</a>	<a href="#">Methodist Hospital</a>	<b>Other Institutions</b> (including Electives*)
<ul style="list-style-type: none"> <li>• PLAs must be sent to UHS Professional Staff Services office for processing (Marilyn Dahl or Catherine Gardner)</li> </ul>	<ul style="list-style-type: none"> <li>• Use template specific to CHRISTUS</li> <li>• If residents go to both the Adult and Children's, it is best to have two separate PLAs</li> <li>• PLAs must be sent to Jann Harrison, RN, for CEO and CFO signatures only</li> </ul>	<ul style="list-style-type: none"> <li>• Attach a note indicating:                             <ul style="list-style-type: none"> <li>• PLA is a renewal, or</li> <li>• the changes made to the PLA</li> </ul> </li> <li>• PLA must be taken to the Education Office for processing (Marleen Mueller)</li> </ul>	<ul style="list-style-type: none"> <li>• One PLA includes these hospitals:                             <ul style="list-style-type: none"> <li>• Methodist (Main)</li> <li>• Methodist Children's</li> <li>• Methodist Specialty and Transplant</li> <li>• Methodist Texan</li> <li>• Metropolitan Methodist</li> <li>• Northeast Methodist</li> </ul> </li> <li>• Individual PLA for the following (has own Tax ID)                             <ul style="list-style-type: none"> <li>• Methodist Ambulatory Surgery Hospital (MASH)</li> <li>• Methodist Stone Oak</li> </ul> </li> <li>• POC: Nelly Pecina</li> </ul>	<ul style="list-style-type: none"> <li>• PLA - use either:                             <ul style="list-style-type: none"> <li>• Our template - preferred</li> <li>• Their template - may be required by the institution where the rotation will take place</li> </ul> </li> <li>• Contact GME to insure the template meets our standards</li> <li>• Need be aware of other requirements (e.g. malpractice coverage, healthcare, licensure, needlestick, etc.) if rotation is outside Bexar County, Texas, or USA</li> </ul>
		<p><a href="#">SAUSHEC</a> Signature Block</p>		

Resident Rotations at a Program within the Sponsoring Institution	Resident Visiting from another Institution
<ul style="list-style-type: none"> <li>• Generally, PLAs are not required by ACGME, but are strongly encouraged as a means to clearly communicate conditions of the rotations. Examples:               <ul style="list-style-type: none"> <li>○ MARC and CTRC</li> <li>○ On-campus clinics, such as those in psychiatry and ophthalmology</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• It is the responsibility of the program <u>sending</u> the resident, not the program <u>accepting</u> the resident</li> <li>• 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, then that would indicate that your residents are not impacted by the visitor.</li> <li>• The DIO does not need to sign unless required by the visiting resident's institution.</li> </ul>
<b>Non-ACGME Accredited Programs</b>	
<ul style="list-style-type: none"> <li>• Are there requirements for your fellowship that require a PLA? (You need to provide these requirements for DAR as well.)</li> <li>• 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.</li> </ul>	

\*As defined by program requirements – see [www.acgme.org](http://www.acgme.org)