# 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](http://www.uthscsa.edu/gme/formstemplates.asp)).
- **Be sure the correct needlestick process is included** ([http://www.uthscsa.edu/gme/residentsfellows.asp](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](http://www.uthscsa.edu/gme/formstemplates.asp).
- Send a copy of the fully executed (fully signed) PLA to the GME office.

## ACGME Accredited Programs

<table>
<thead>
<tr>
<th>UHS</th>
<th>CHRISTUS Santa Rosa</th>
<th>VA Hospital</th>
<th>Methodist Hospital</th>
<th>Other Institutions (including Electives*)</th>
</tr>
</thead>
</table>
| PLAs must be sent to UHS Professional Staff Services office for processing (Marilyn Dahl or Catherine Gardner) | Use template specific to CHRISTUS

- If residents go to both the Adult and Children’s, it is best to have two separate PLAs
- PLAs must be sent to Jann Harrison, RN, for CEO and CFO signatures only
| Attach a note indicating:
  - PLA is a renewal, or
  - the changes made to the PLA

- PLA must be taken to the Education Office for processing (Marleen Mueller)
| One PLA includes these hospitals:
  - Methodist (Main)
  - Methodist Children’s
  - Methodist Specialty and Transplant
  - Methodist Texan
  - Metropolitan Methodist
  - Northeast Methodist

- Individual PLA for the following (has own Tax ID)

  - Methodist Ambulatory Surgery Hospital (MASH)
  - Methodist Stone Oak

- POC: Nelly Pecina
| PLA - use either:
  - Our template - preferred
  - Their template - may be required by the institution where the rotation will take place

  - Contact GME to insure the template meets our standards
  - Need be aware of other requirements (e.g. malpractice coverage, healthcare, licensure, needlestick, etc.) if rotation is outside Bexar County, Texas, or USA

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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:
  - MARC and CTRC
  - 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.
- 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.
- 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*