

**Scope:** This Policy pertains to all University of Missouri – Kansas City School of Medicine sponsored residency and fellowship programs.

**Background:**

A Program Letter of Agreement (PLA) is a written document that addresses GME responsibilities between UMKC SOM as the Sponsoring Institution and a participating site at which residents and fellows receive a required part of their education.

**Purpose:**

To outline a process for developing, signing, retaining, and renewing PLAs and Amendments, ensuring compliance with the Accreditation Council for Graduate Medical Education (ACGME).

**Requirements**

1. A PLA is required if:
  - a. The rotation at the participating site is required by the resident's/fellow's Program; and
  - b. The rotation lasts at least 1 month.
2. The PLA shall:
  - a. Identify the faculty who will assume both educational and supervisory responsibilities for residents/fellows;
  - b. Specify the duration and content of the educational experience; and
  - c. State the policies and procedures that will govern resident/fellow education during the rotation.
3. Prepare a PLA for:
  - a. an assignment at a new participating site;
  - b. renewing an assignment at an existing participating site;
  - c. complying with changes in ACGME requirements for PLAs; or
  - d. as determined by the Program, GME Office, or GMEC.
4. PLAs must be renewed at least every ten (10) years.
5. An Amendment to a PLA is required if there are any changes in the information set forth in the PLA.

**Standardized Templates**

1. Standardized templates have been developed for all UMKC SOM Program PLAs and Amendments.
2. Templates for PLAs and Amendments will be:
  - a. Reviewed periodically by the GME Office, and always upon changes in ACGME Institutional, Common and/or Program requirements;
  - b. Revised as needed to meet current ACGME requirements and UMKC SOM policy; and
  - c. Reviewed and approved by the UMKC SOM Graduate Medical Education Committee.

**Process: Preparation; Signature; Retention**

1. The following process is used for preparing a PLA:
  - a. The PLA will be prepared using the most current template approved by GMEC. As funding permits, central GME staff will be available to assist Programs in generating documents
  - b. In preparing the PLA document:

- i. Consult with the GME Finance Office for confirmation of funding language to use
    - ii. Send a draft of the completed PLA to the GME Office for review.
    - iii. Prepare the final PLA document and attach the relevant competency-based rotation goals and objectives.
  - c. Signatures:
    - i. Obtain signature from the Program Director. Then forward the PLA, along with goals and objectives, to the GME Office.
    - ii. The GME Office or designee will then obtain signatures. The original signed PLA will be returned to the Program.
    - iii. The Program will then forward the PLA to the participating site for signature.
  - d. File retention:
    - i. Upon receipt of the signatures from the participating site, the Program will forward an electronic copy of the PLA, including the attached goals and objectives to [umkccontracts.edu](mailto:umkccontracts.edu) and cc. GME Office for central GME files.
    - ii. Retain the electronic PLA with signatures, including goals and objectives in program files.
2. The following process is used for preparing an Amendment to a PLA:
  - a. Amendments will be prepared using the most current template approved by GMEC;
  - b. Consult with the GME Office with any questions and for review of the Amendment; and
  - c. Attach competency-based goals and objectives to the Amendment if they have changed from those provided with the PLA.
3. Signatures and file retention: Steps 1.d and 1.e above will be used for an Amendment.

### **Tracking and Monitoring**

1. The GME Office will develop and maintain a master inventory of active PLAs.
2. This inventory will include at minimum:
  - a. The current participating sites for each Program;
  - b. Rotations at each participating site;
  - c. Effective date of PLAs;
  - d. Date by which each PLA must be renewed;
  - e. Effective date of Amendments; and
  - f. Electronic copies of signed PLAs and Amendments currently in effect.
3. To maintain and ensure currency, a PLA review will be done annually.
  - a. The GME Office programs do an annual review, identifying elements to check on each PLA and/or amendment.
  - b. The purpose of the review is to:
    - i. Ensure templates meet ACGME requirements;
    - ii. Identify PLAs that need to be established for a new rotation and/or participating site;
    - iii. Identify rotations and/or participating sites no longer used that should be deleted;
    - iv. Identify PLAs that need to be renewed; and
    - v. Identify where an Amendment or new PLA is needed because of changes from the PLA currently in effect.

### **Responsibilities**

1. Each Program is responsible for:
  - a. Initiating the PLA process for new rotations and new participating sites;
  - b. Identifying participating sites no longer used, and alert GME to delete in New Innovations;
  - c. Ensuring PLAs and Amendments accurately reflect the educational arrangement and content for all required rotations at participating sites, including names of teaching faculty, rotation site director, person(s) who is to sign from the participating site;

- d. Identifying PLAs that need updated information due to changes such as teaching faculty, goals and objectives, duration of assignment, program director and program contact information;
  - e. Attaching competency-based rotation goals and objectives to the PLA;
  - f. Sending PLAs to participating sites for signature and ensuring their return to the Program;
  - g. Returning fully executed PLA or amendment to [umkccontracts.edu](http://umkccontracts.edu) and GME office;
  - h. Maintaining current contact information for each participating site; and
  - i. Retaining fully executed electronic PLAs in Program files.
2. The GME Office, as assigned by the Designated Institutional Official (DIO), is responsible for:
- a. Tracking and ensuring programs are notified when PLAs are approaching a 10-year renewal date;
  - b. Ensuring the use of standardized PLA and Amendment templates approved by the GMEC, compliant with ACGME requirements and UMKC-SOM policy;
  - c. Coordinating annual reviews of PLAs and Amendments
  - d. Identifying and confirming the funding arrangement for each PLA; and
  - e. Retaining a master file of fully executed electronic PLAs.

### **Reference**

- ACGME Common Program Requirements for Program Letters of Agreement at <http://www.acgme.org>

**Common Program requirements** ©2022 Accreditation Council for Graduate Medical Education (ACGME)

I.B. Participating Sites A participating site is an organization providing educational experiences or educational assignments/rotations for residents.

I.B.1. The program, with approval of its Sponsoring Institution, must designate a primary clinical site. (Core) [The Review Committee may specify which other specialties/programs must be present at the primary clinical site]

I.B.2. There must be a program letter of agreement (PLA) between the program and each participating site that governs the relationship between the program and the participating site providing a required assignment. (Core)

I.B.2.a) The PLA must:

I.B.2.a).(1) be renewed at least every 10 years; and, (Core)

I.B.2.a).(2) be approved by the designated institutional official (DIO). (Core)

I.B.3. The program must monitor the clinical learning and working environment at all participating sites. (Core)

I.B.3.a) At each participating site there must be one faculty member, designated by the program director as the site director, who is accountable for resident education at that site, in collaboration with the program director. (Core)

Background and Intent: While all residency programs must be sponsored by a single ACGME-accredited Sponsoring Institution, many programs will utilize other clinical settings to provide required or elective training experiences. At times it is appropriate to utilize community sites that are not owned by or affiliated with the Sponsoring Institution. Some of these sites may be remote for geographic, transportation, or communication issues. When utilizing such sites the program must ensure the quality of the educational experience.

Suggested elements in PLAs will be found in the ACGME Program Director's Guide to the Common Program Requirements. These include:

- Identifying the faculty members who will assume educational and supervisory responsibility for residents
- Specifying the responsibilities for teaching, supervision, and formal evaluation of residents
- Specifying the duration and content of the educational experience
- Stating the policies and procedures that will govern resident education during the assignment

**Administered By:**

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