



**Graduate Medical Education (GME)
Program Letter of Agreement (PLA) and Amendments Policy**

GMEC approved December 18, 2025

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 month-long rotation during 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).

ACGME Common Program Requirements effective July 1, 2025

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.

I.B.4. The program director must submit any additions or deletions of participating sites routinely providing educational experience, required for all residents, of one-month full time equivalent (FTE)

or more through the ACGME's Accreditation Data System (ADS). (Core) [The Review Committee may further specify]

Standardized Templates

1. Standardized templates have been developed for all UMKC SOM Program PLAs and amendments. *Templates are located in Box. There will be specific templates for participating sites. If not, use marked as Other.*
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 program will prepare the PLA using the most current template approved by GMEC. GME staff will be available to assist with programs in determining templates to use and uploading fully executed agreements in New Innovations.
 - b. In preparing the PLA document:
 - i. Follow last PLA for Financial Responsibility to use or consult with the GME Finance Office for confirmation. Templates for participating sites we have an institutional affiliation agreement with may not include this section.
 - ii. Amend a PLA if there are any changes in the information set forth in the PLA, e.g., Participating site director, Goals and Objectives of the educational experience.
 - iii. If PLA has expired, use PLA expired template. Effective date must be relative to first signature which should be the signature of the program director.
 - iv. Prepare the final PLA 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 participating site for final signatures.
 - d. File retention:
 - i. Retain the electronic PLA with signatures, including goals and objectives in program files.
 - ii. Upon receipt of signatures from the participating site, the Program will forward an electronic copy of the PLA, include the goals and objectives as attachments to gmeoffice@umkc.edu and cc: GME for UM/GME files and upload to NI.
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. Attach competency-based goals and objectives to the amendment if they have changed from those provided with the PLA.
 - c. Signatures and file retention: Follow same steps above.

Tracking and Monitoring

1. The GME Office will have oversight of PLAs on file for ACGME accredited programs.
2. This inventory will include at minimum:
 - a. The current participating sites for each Program;
 - b. Effective date of PLAs and amendments;
 - c. Date by which each PLA must be renewed;
 - d. Electronic copies of signed PLAs and amendments currently in effect.
3. To maintain and ensure currency, the Program should annually review PLAs.
 - a. The purpose of the review is to:
 - i. Monitor the clinical learning and working environment;
 - ii. Identify PLAs to be established for a new participating site;
 - iii. Identify PLAs no longer used that should be archived;
 - iv. Identify PLAs that need to be renewed; and
 - v. Identify where a PLA or amendment is needed because of changes.

Responsibilities

1. Each Program is responsible to:
 - a. Initiate the PLA process for new rotations, and new participating sites;
 - b. Identify participating sites no longer used, and alert GME to archive record;
 - c. Ensure PLAs and amendments accurately reflect the educational arrangement and content for all required rotations at participating sites, including teaching faculty, and participating site director;
 - d. Identify PLAs that need updated information due to changes such Participating site director, goals and objectives;
 - e. Attach competency-based rotation goals and objectives to the PLA;
 - f. Send PLAs to participating sites for final signature(s) and ensure their return to the program;
 - g. Retain fully executed electronic PLAs in program files;
 - h. Return fully executed PLA or amendment to umkccontracts.edu and GME office;
 - i. Maintain current contact information for each participating site; and
2. The GME Office, as assigned by the Designated Institutional Official (DIO), is responsible to:
 - a. Track and ensure programs are notified when PLAs are approaching a 10-year renewal date;
 - b. Ensure the use of standardized PLA and amendment templates approved by the GMEC, and compliance with ACGME requirements and UMKC-SOM policy;
 - c. Identify and confirm the funding arrangement for each PLA; and
 - d. Retain fully executed electronic PLAs.

For GMEC ACGME Reference

https://www.acgme.org/globalassets/pfassets/programrequirements/2025-prs/cprresidency_2025.pdf

<https://www.acgme.org/education-and-resources/program-directors-guide-to-the-common-program-requirements/>

<https://www.acgme.org/globalassets/pdfs/faq/common-program-requirements-faqs.pdf>

Suggested elements in PLAs will be found in the 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

Note:

- Program directors are responsible for PLAs. Designated institutional officials (DIOs) are required to review and approve all PLAs.
- PLAs must be updated and renewed at least every 10 years.
- PLAs are required only for sites providing required educational experiences.
- Although the ACGME does not require PLAs for sites providing elective rotations, an institution or GME office may require a PLA for those sites.
- PLAs are between a program and the participating site and include all rotations taking place at that participating site.

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Administered By:



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