

Frequently Asked Questions related to the Program Letters of Agreement (PLA) can be found [here](#).

**Sample PLA between  
Sponsoring Institution's Residency/Fellowship Program  
and Participating Site**

*This document serves as an Agreement between Sponsoring Institution's Residency/Fellowship Program and Participating Site involved in resident/fellowship education.*

This Letter of Agreement is effective from \_\_\_/\_\_\_/\_\_\_\_, and will remain in effect for five years, or until updated, changed or terminated by the Residency/Fellowship Program and Participating Site.

**1. Persons Responsible for Education and Supervision**

At Sponsoring Institution: Program Director

At Participating Site: Local Director

List other faculty by name or general group:

The above mentioned people are responsible for the education and supervision of the residents/fellows while rotating at Participating Site.

**2. Responsibilities**

The faculty at Participating Site must provide appropriate supervision of residents/fellows in patient care activities and maintain a learning environment conducive to educating the residents/fellows in the ACGME competency areas. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at completion of the assignment.

**3. Content and Duration of the Educational Experiences**

The content of the educational experiences has been developed according to ACGME Residency/Fellowship Program Requirements,

and include the following goals and objectives:

or

and are specified in the Resident Handbook, pg. \_\_\_\_\_

or

and are delineated in the attached document.

In cooperation with Program Director, Site Director and the faculty at Participating Site are responsible for the day-to-day activities of the Residents/Fellows to ensure that the outlined goals and objectives are met during the course of the educational experiences at Participating Site.

The duration(s) of the assignment(s) to Participating Site is (are):

**4. Policies and Procedures that Govern Resident Education**

Residents/Fellows will be under the general direction of the Sponsoring Institution's Graduate Medical Education Committee's and Program's Policy and Procedure Manual and Participating Site's policies for \_\_\_\_\_.

Sponsoring Institution

\_\_\_\_\_  
Program Director Signature                      Date

Participating Site

\_\_\_\_\_  
Site Director Signature                      Date