

IDENT	GME17
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	8/20/2020
Date of Next Review	8/20/2023



TITLE: Program Letters of Agreement (PLA) for All External Rotations

POLICY: Rotations required by ACGME or the GME training program that cannot be provided by the UVM Medical Center should be completed at external sites and require Program Letters of Agreement (PLA). In addition, external elective rotations require PLAs. The DIO and the GMEC must approve external rotations. .

PROCEDURE:

Requirements for PLA

- All external required and elective rotations regardless of the length of the rotation or regardless of the number of residents/fellows participating in the external rotation require a PLA if the external site is not under the governance of the UVM Medical Center.

PLA

- The PLA must identify the residents/fellows completing the rotation.
- One PLA can be used for all the residents/fellows completing the external rotation for the academic year meaning more than one name can be used on the PLA.
- The PLA must be signed annually by the program director and the supervising physician from the external site.

Requirements for Entering External Site into ACGME Accreditation Data System (ADS)

- If the external rotation is required for all residents/fellows and lasts at least 4 weeks over the length of the training program then the external rotation site must be listed in ACGME ADS. Four (4) weeks is defined as one or more of the following:
 - Four continuous weeks;
 - One or more noncontiguous weeks that add up to 4 weeks over the length of the program;
 - Regularly occurring days (half or full days, e.g. continuity clinics) that add up to 4 weeks over the length of the program.

DEFINITIONS:

An external rotation is a rotation that residents/fellows in a GME training program complete and the site of the rotation (called the participating site) is not under the governance of UVM Medical Center.

REFERENCES: Accreditation Council for Graduate Medical Education, Institutional Requirements

REVIEWERS: Karen Miller, Dir GME

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APPROVING OFFICIAL: Melissa Davidson MD, GMEC