Documents Status: APPROVED

IDENT	GME17
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	9/17/2026
Date of Next Review	9/17/2029

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). All external rotations require a PLA and GMEC approval.

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 be approved by the DIO.
- 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, i.e., more than one name can be used on the PLA.
- The PLA must be signed annually by the DIO, program director, and the supervising physician from the external site.

DEFINITIONS:
An external rotation is a rotation that residents/fellows in a GME training program complete, and the location 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: Dir GME

OWNER: Dir GME

APPROVING OFFICIAL: DIO, GMEC

DISCLAIMER: Only the online policy is considered official. Please compare with on-line document for accuracy.