TITLE: Program Letters of Agreement (PLA), Required External Rotations

POLICY: Rotations required by ACGME or the GME training program that cannot be provided by the UVM Medical Center must be completed at external sites and require Program Letters of Agreement (PLA). The GMEC must initially review and approve PLAs prior to the DIO signing the initial PLAs and thereafter at the time the PLAs are renewed which is every 5 years.

PROCEDURE:
Requirements for PLA

- All required external rotations regardless of the length of the rotation or regardless of the number of residents require a PLA if the external site is not under the governance of the UVM Medical Center Board of Trustees or the supervising physician at the site is not a member of the UVM Medical Center teaching faculty/medical staff.

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

- If the external rotation lasts at least 4 weeks over the length of the training program (not necessarily a continuous 4 weeks, one month = 20 days, one month = half-day per month across 40 months), then the external rotation site must be listed in ACGME ADS.

PLA Addendums

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

DEFINITIONS:
A required external rotation is a rotation that residents/fellows in a GME training program must complete and the site of the rotation (called the participating site) is not under the governance of UVM Medical Center Board of Trustees or the supervising physician is not a member of the UVM Medical Center teaching faculty/medical staff.

REFERENCES: Accreditation Council for Graduate Medical Education, Institutional Requirements

REVIEWERS: Karen Miller, Dir GME

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