

University of Colorado School of Medicine

Graduate Medical Education

Policy: Program Letters of Agreement (PLA)		
Original Approval: March 16, 2022	Effective date:	Revision Date: March 28, 2022 (editorial)

In this document, “Resident” refers to both specialty Residents and subspecialty Fellows.

Purpose: A PLA is required between the training program and each site where residents and fellows rotate for education or assignments. PLAs are required for the following purposes:

1. By the Accreditation Council for Graduate Medical Education (ACGME) for documentation of supervision and educational requirements including details on faculty, supervision, evaluation, educational content, length of assignment, and policies and procedures for each required assignment
2. By University of Colorado School of Medicine including but not limited to documentation of professional liability insurance, governing law, governmental immunity, and responsibility for injuries.

Definitions:

1. **Program Letter of Agreement** is the formal educational agreement between the University of Colorado School of Medicine Graduate Medical Education (CUSOM GME) residency or fellowship and the training site.
2. **Visiting Resident Program Letter of Agreement** is the formal educational agreement between the visiting Resident’s sponsoring institution and the CUSOM GME residency or fellowship.
3. **Sponsoring Institution** - The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of graduate medical education consistent with the ACGME Institutional Requirements.
4. **Participating Site** - An organization providing educational experiences or educational assignments/rotations for residents/fellows.
5. **Site Director** - The official signing for the participating site to which the Residents rotate. Should be the individual responsible for supervising and overseeing resident education at that location (e.g., the local director or, in some cases, the medical director)¹.
 - a. **Qualifications:** For in-state rotations, the Site Director must possess the following:
 - i. University of Colorado School of Medicine (Regular, Clinical, or Research) Faculty Appointment in the appropriate department
 - ii. Qualifications in their field for Resident supervision:
 1. For ACGME, the Site Director must have current sub/specialty board certification or possess qualifications judged acceptable by the Residency Review Committee.²
 - iii. Credentials at the participating site
 - b. For out-of-state/international rotations, the Site Director must possess the same qualifications that apply to in-state rotations with the exception of a CU Faculty Appointment.

¹ Common Program Requirements FAQs, Page 3

² Accreditation Council for Graduate Medical Education Common Program Requirement II.B.3.b. (1)

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6. **Designated Institutional Official (DIO)** - The individual in a Sponsoring Institution who has the authority and responsibility for all of that institution's ACGME-accredited programs.

Policy:

Program Letters of Agreement must:

2. Be renewed a minimum of every 10 years, or immediately for any of the following reasons:
 - a. Change in Program Director,
 - b. Change in Participating Site Director
 - i. For participating sites within the state of Colorado, the Site Director must have a CUSOM Faculty Appointment
 - c. Changes in rotation
 - i. Required versus elective, duration, and/or goals/objectives
3. Be signed by the following in advance of the rotation effective date:
 - a. CUSOM GME Program Director
 - b. Participating Site Director
 - c. CUSOM GME Designated Institutional Official
 - d. Dean, School of Medicine
 - e. Hospital Executive Leadership (as required by the Participating Site)
 - i. Hospital CEO approval is required for establishing new hospitals or new medical centers as training sites.
4. A confirmed funding source is required for all training sites.
 - a. Approval must be obtained in advance to use existing hospital funding for any training site that is located away from that hospital.

Visiting Residents:

A Visiting Resident PLA is required for Residents from other ACGME Sponsoring Institutions to participate in CUSOM GME Residency or Fellowship rotations at the CUSOM GME affiliated teaching hospitals.

The Visiting Resident PLA is required to ensure CUSOM GME complies with the following ACGME requirements:

The presence of other learners and other care providers, including, but not limited to, residents from other programs, subspecialty fellows, and advanced practice providers, must enrich the appointed residents' education.³

The program must report circumstances when the presence of other learners has interfered with the residents' education to the DIO and Graduate Medical Education Committee (GMEC).⁴

Out-of-state and International rotations:

³ Accreditation Council for Graduate Medical Education Common Program Requirement: I.E.

⁴ Accreditation Council for Graduate Medical Education Common Program Requirement: I.E.1

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PLAs are required for out-of-state electives and international rotation requests.

- Refer to the GME [International Residency Rotations Policy](#)
- Refer to the **Out-of-State Elective Request form** on MedHub: *Home > Resources/Documents/Forums/ GME Resources and Documents > PLAs, Rotators, and International Rotations > Forms & Templates > Out-of-State Elective Request Form*