Program Letter of Agreement 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 ten 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

<Institutional Sponsor>

_________________________________________________________________
Designated Institutional Official Signature  Date