

PROGRAM LETTER OF AGREEMENT

between

DLP Conemaugh Memorial Medical Center, LLC, d/b/a Conemaugh Memorial Medical Center

and

Participating Site

CMMC Program/Site	Participating Site
Date:	
DLP Conemaugh Memorial Medical Center, LLC, d/b/a Conemaugh Memorial Medical Center, 1086 Franklin Street, Johnstown, PA 15905-4398	Hospital/Site Name & Address:
Program Name:	Program Name:
ACGME Number:	ACGME Number: N/A
Program Director Name:	Program Director Name:
Program Director Phone:	Program Director Phone:
Program Director E-Mail:	Program Director E-Mail:
Department Chair Name:	Department Chair Name(if applicable):
Administrator/Coordinator Name:	Administrator/Coordinator Name:
Administrator/Coordinator Phone	Administrator/Coordinator Phone:
Administrator/Coordinator	Administrator/Coordinator
	Rotation Director Name (If other than PD):
	Rotation Director Phone:
Required Rotation: <input type="checkbox"/> Elective Rotation: <input type="checkbox"/>	Rotation Director Email:

Term and Termination

This Program Letter of Agreement (PLA) shall continue for an initial term of one year from the effective date. The effective date is the date the agreement is fully executed by both parties. Either party may terminate this Agreement without cause by providing at least four (4) months prior written notice to the other party of its intention to do so. Any Resident/Fellow already on rotation at the time of the termination of this Program Letter of Agreement will be allowed to complete the rotation in accordance with the terms of this Program Letter of Agreement.

Goals and Objectives

List or attach the competency-based goal(s) and specific learning objectives for this assignment:

Please see attached.

Other Persons Responsible for Education and Supervision, if applicable

Other than the Program and Rotation Director identified above, list other faculty, and their titles, who will assume educational and/or supervisory responsibilities for this assignment/rotation (if applicable):

Please see attached.

Resident(s)/Fellow(s) Rotating

The following are the names and PGY-levels of the Resident(s)/Fellow(s) will rotate pursuant to this Agreement:

NAME PGY- DATES

NAME PGY- DATES

NAME PGY- DATES

Responsibilities

The faculty at Participating Site agrees to provide appropriate supervision of Resident in patient care activities and maintain a learning environment conducive to educating the Resident in the competency areas for the Program and to meet the personal goals and objective set forth in Exhibit A. the faculty agrees to evaluate resident performance in a timely manner during each rotation or similar education assignment and document this evaluation at completion of the assignment.

The Participating Site agrees to comply with the Sponsoring Institution's Program duty hours policy in compliance with the ACGME Common Program Requirements.

Faculty supervisors at Participating Site who supervise Residents shall complete required evaluations of the assigned Residents on the form(s) provided by the Sponsoring Institution, and within a time period reasonably requested by the Sponsoring Institution.

Participating Site and Sponsoring Institution will mutually agree on the number of residents rotating at Participating Site.

Content and Duration of the Educational Experience

The Sponsoring Institution represents that the content of the Program educational experience has been developed according to the accrediting bodies governing the Program, and includes the goals and objectives delineated in Exhibit A.

In cooperation with the Sponsoring Institution Program Director, the Participating Site Director and the faculty at Participating Site will provide day-to-day supervision of the activities of the Residents in furtherance of the outlined goals and objectives during the course of the Program education experience at Participating Site. The duration of the assignment to Participating Site is **one (1) month block rotation.**

Policies and Procedures that Govern Resident Education

Residents will be under the general direction of the Sponsoring Institution Graduate Medical Education Committee's Program Policy and Procedure Manual and Participating Site's policies applicable to rotating residents.

Disciplinary Action

Any disciplinary action will be conducted by MMC in compliance with institutional and departmental policies with cooperation from the faculty and staff of Participating Site. However, Participating Site shall have the right to request the removal of any resident whose performance, health; general conduct or failure to abide by any policy, directive, rule or regulation is determined to be detrimental to patients or the achievement of the program's objectives.

REQUIRED SIGNATURES

My signature below indicates my commitment to this agreement to fully comply with all of the dictates outlined in this document.

On behalf of:
Conemaugh Memorial Medical Center

On behalf of:
Participating Site

Program Director Name
Residency Program

Site Director

Steve Tucker, Chief Executive Officer
Conemaugh Memorial Medical Center

Other signatory (if applicable)