

# Programs with Existing Affiliation Agreement

## PROGRAM LETTER OF AGREEMENT

### 1. **PROGRAM**

This Program Letter of Agreement (“PLA”) is an educational agreement that sets forth important understandings and agreements between the department of \_\_\_\_\_ at Harbor-UCLA Medical Center (“Harbor-UCLA”) and the department of \_\_\_\_\_ at \_\_\_\_\_ (“AFFILIATE”). This document taken together with the current Affiliation agreement between Los Angeles County and Affiliate constitutes the full understanding of the parties. This PLA will be in effect from \_\_\_\_\_ until \_\_\_\_\_ and shall be subject to the terms and conditions contained in the Affiliation Agreement.

### 2. **RESPONSIBLE PERSONS**

Harbor-UCLA Medical Center  
1000 W. Carson St.  
Torrance, CA 90502

Name/Title: \_\_\_\_\_  
Department Name \_\_\_\_\_

Administrative Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Department Name \_\_\_\_\_

AFFILIATE Hospital/Institution:  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Name/Title: \_\_\_\_\_  
Department Name \_\_\_\_\_

Administrative Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Department Name \_\_\_\_\_  
Office Phone Number \_\_\_\_\_

#### A. **Responsibilities of Harbor-UCLA Program Director:**

Program Director \_\_\_\_\_, develops curriculum, approves teaching staff and assigns residents/fellows to ensure an educational experience which meets the Program Requirements for \_\_\_\_\_ of the Essentials of Accredited Residencies. The Program Director, working with the faculty, determines the educational goals and objectives to be achieved by rotations of residents/fellows to other institutions. The Program Director is responsible for the selection of residents/fellows and the overall coordination of the \_\_\_\_\_ residency program.

#### B. **Responsibilities of Program Director at AFFILIATE:**

As Residency Supervisor in \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ is responsible for the day-to-day supervision and oversight of resident/fellow activities while at Affiliate. This includes at least the following: compliance and monitoring of resident/fellow work hours to stay in compliance with ACGME and Harbor-UCLA policy; daily and team scheduling; evaluation of residents/fellows; providing conflict resolution; offering educational sessions; provision of adequate work conditions for residents/fellows as defined by the ACGME and Harbor-UCLA. Unless otherwise specifically stated, the GME Policies of the AFFILIATE shall apply to residents/fellows while at \_\_\_\_\_ under the supervision of \_\_\_\_\_ faculty. The teaching staff at AFFILIATE who are responsible for supervising residents/fellows during their rotations are selected by \_\_\_\_\_ at AFFILIATE with the concurrence of the Program Director at Harbor-UCLA Medical Center.

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#### C. Responsibility of the AFFILIATE Institution:

The AFFILIATE will provide a work environment conducive to the educational goals and meeting the ACGME and Harbor-UCLA work environment requirements as indicated in the ACGME Institutional Essentials and Harbor-UCLA Policy. These will include at least parking, security, rest facilities, provision of call rooms and food services, patient support services, effective laboratory and radiology information retrieval system, access to the internet and medical records.

#### EDUCATIONAL GOALS AND OBJECTIVES

Assignment of residents/fellows to AFFILIATE will contribute to their education by achieving the Goals and Objectives attached as Exhibit I. The AFFILIATE agrees to provide the resources necessary to meet these educational goals and objectives, and will monitor success in achieving them.

#### ASSIGNMENTS

During the academic year, trainees will be assigned to AFFILIATE in the following manner:

- Number of trainees: \_\_\_\_\_
  - Status:  Resident/s or  Fellow/s
  - Level:  PGY1  PGY2  PGY3  PGY4  PGY5  PGY6  PGY7
  - may elect or  will undertake a
  - Two week or  One Month or  Custom: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Changes in assignment may be made at the discretion of the AFFILIATE Residency Supervisor and based on educational content with concurrence of the Harbor-UCLA Program Director.

#### BENEFITS

Resident/fellow salary and benefits are provided and paid for by Harbor-UCLA. With respect to benefits, residents/fellows will be under the general direction of the Memorandum of Understanding between Los Angeles County and the Interns and Resident Physicians Employee Representation Unit currently in effect. AFFILIATE agrees to provide policies, procedures, and facilities that meet the ACGME's Institutional Requirements, Section II.D, Quality Assurance and Common Program Requirements, Section VI, Resident Duty Hours and Work Environment, which includes requirements for Resident Supervision.

Any exceptions to these policies will take effect only with a written agreement between the responsible Officials of Harbor-UCLA and AFFILIATE and will be placed as an addendum to this PLA.

#### RESPONSIBILITY FOR TEACHING, SUPERVISION AND EVALUATION OF RESIDENTS/FELLOWS

While at AFFILIATE, residents from Harbor-UCLA will receive supervision and instruction from active members of the AFFILIATE's faculty. Residents will be expected to behave as colleagues to the AFFILIATE's faculty, but will be supervised in all their activities commensurate with the complexity of care being given and the resident's own abilities. Residents will receive evaluations and feedback both formally and informally. AFFILIATE agrees to provide the Harbor-UCLA Program Director with written evaluations of the performance of the residents who participate in the program at the end of each rotation, or more frequently as agreed to with the Program Director. Residents will have an opportunity to evaluate the faculty at AFFILIATE and the overall rotation in writing and also informally.

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7. **POLICIES AND PROCEDURES FOR EDUCATION**

\_\_\_\_\_ at Harbor-UCLA is responsible for the oversight of all resident activities. While at AFFILIATE, Harbor-UCLA residents will take an active role in availing themselves of all educational opportunities; but, the responsibility for teaching, supervision and the formal evaluation of the Residents' performances are the duties of the AFFILIATE and respective faculty as directed by \_\_\_\_\_.

The educational policies and procedures governing resident activity will conform to the ACGME Essentials of Accredited Residencies including the Program Requirements and Institutional Requirements.

8. **INSURANCE**

All insurance provisions of the existing Affiliation Agreement between the parties shall apply.

9. **SIGNATURES**

Harbor-UCLA Medical Center

Affiliate \_\_\_\_\_

X \_\_\_\_\_  
\_\_\_\_\_  
**Program Director of** \_\_\_\_\_  
**Date** \_\_\_\_\_

X \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title/Dept.** \_\_\_\_\_  
**Date** \_\_\_\_\_

X \_\_\_\_\_  
\_\_\_\_\_  
**Chair, Dept. of** \_\_\_\_\_  
**Date** \_\_\_\_\_

X \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title/Dept.** \_\_\_\_\_  
**Date** \_\_\_\_\_

X \_\_\_\_\_  
**Darrell W. Harrington, M.D.**  
**Designated Institutional Official**  
**Date** \_\_\_\_\_

X \_\_\_\_\_  
\_\_\_\_\_  
**Title (equivalent to DIO)** \_\_\_\_\_  
**Date** \_\_\_\_\_

X \_\_\_\_\_  
**Kimberly McKenzie, RN, MSN**  
**CEO, Harbor-UCLA Medical Center**  
**Date** \_\_\_\_\_

X \_\_\_\_\_  
\_\_\_\_\_  
**Title (equivalent to CEO)** \_\_\_\_\_  
**Date** \_\_\_\_\_