LEHIGH VALLEY HOSPITAL
Graduate Medical Education
Institutional Agreements

I. POLICY

It is an ACGME Institutional Requirement that the Sponsoring Institution's GMEC develop and implement a formal written policy governing Institutional Agreements.

II. SCOPE

All ACGME, AOA, and ADA approved postgraduate training programs at Lehigh Valley Health Network (LVHN).

III. DEFINITIONS

ACGME – Accreditation Council for Graduate Medical Education

CODA – Council on Dental Accreditation

AOA – American Osteopathic Association

GMEC – Graduate Medical Education Committee

Sponsoring Institution – The institution that assumes the ultimate responsibility for a program of GME

Participating Institution – The institution that provides some part of the resident's training outside of LVH.

IV. PROCEDURE

A. LVHN retains responsibility for the quality of GME even when resident education occurs in other institutions.

B. Current institutional agreements (i.e., master affiliation agreements and/or program letters of agreement) must exist between the sponsoring institution and all of its major and participating institutions, in accordance with ACGME, AOA, and CODA requirements.

C. LVHN must assure that each of its ACGME-, AOA-, or CODA- accredited programs has established agreement (or memoranda of understanding) with its participating institutions in compliance with the specialty's program requirements. A copy of agreements covering recurrent rotations must be filed in the Division of Education's Graduate Medical Education office, in the Department of Finance, and as appropriate be uploaded to the respective accrediting body's information system.

The letter of agreement should:

1. Identify the faculty who will assume both educational and supervisory responsibilities for residents;

2. Specify their responsibilities for teaching, supervision, and formal evaluation of residents;

3. Specify the duration and content of the educational experiences; and

4. State the policies and procedures that will govern resident education during the assignment.

V. ATTACHMENTS

N/A

VI. DISTRIBUTION

All Postgraduate Medical and Dental Education Programs, GMEC, Department of Education

VII. RESPONSIBILITY

GMEC

VIII. REFERENCES

N/A

IX. REVISIONS

Statement of Right as Follows:

Network reserves the right unilaterally to revise, modify, review, rescind or alter the terms and conditions of the policy within the constraints of the law, by giving reasonable notice.

Approved by the Graduate Medical Education Committee