Louisiana State University Health Sciences Center

**LSU School of Medicine Graduate Medical Education ACGME Letter of Agreement**

This document will serve as an Agreement between **LSU School of Medicine (program name) (Residency/Fellowship) Program** and **Woman’s Hospital Foundation (“Woman’s Hospital”)**.

from the (date) day of (month), (year), and will remain effective for **ten (10) years or** until updated, changed, or terminated by the (program name) (residency/fellowship) and and Woman’s Hospital.

1. **Responsible Persons for Resident Education and Supervision**

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| At LSU School of Medicine: | (Program directors name)(Program name)Program Director |
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| At Woman’s Hospital: | (name of person responsible for residents/fellows)(Department)Site Director |

The above-mentioned people are responsible for the administration, education, and supervision of the residents while rotating at Woman’s Hospital.

1. **Educational Goals and Objectives**

Educational goals and objectives to be obtained by the (program name) (resident(s)/fellow(s)) while rotating at Woman’s Hospital have been developed jointly between LSU School of Medicine (program name) and Woman’s Hospital. **The goals and objectives for all rotations at this site are attached to this Program Letter of Agreement.**

In addition to the outlined educational goals and objectives, residents can and will be encouraged to participate in core didactic activities at the primary clinical site during the rotation at the participating site. With the cooperation of the school’s (program name) Program Director, the (individual site director(s)) at will be responsible for the day-to- day activities of the residents to assure that the outlined goals and objectives are met for the residents during the course of rotations at Woman’s Hospital.

1. **Period of Assignment of Residents, Financial Support and Benefits**

To assure that the proper educational goals and objectives are obtained by the residents, the recommended period of assignment will vary according to the resident level of training, as assigned by LSU School of Medicine’s (program name) Program Director and Woman’s Hospital.

Financial arrangements i.e., resident salary, benefits, and professional liability insurance are provided and paid by LSU School of Medicine with or without reimbursement from the Affiliating Entity pursuant to the Affiliation Agreement and Supplement(s) thereto between LSU School of Medicine and Woman’s Hospital. Residents will be under the general direction of the

LSU School of Medicine House Staff Manual to include, in part, policies related to benefits and leave time.

1. **Responsibility for Teaching, Supervision, and Evaluation of Residents**

(The individual site director), as appointed by the (program name) (Residency/Fellowship) Programwill be responsible for ensuring adequate supervision of the residents during the course of their educational experience while rotating at Woman’s Hospital as embodied by both LSU School of Medicine House Staff Manual, and Woman’s Hospital staff policies. Residents will be expected to be supervised in all their activities commensurate with the complexity of care being given and the residents own abilities and experience.

Resident evaluations will be formal and informal. Physicians with significant contact with a LSU School of Medicine resident will complete an evaluation form supplied by (name of program) at the conclusion of the (resident’s or fellow’s) rotation at Woman’s Hospital. LSU School of Medicine residents and fellows shall complete evaluations for Woman’s Hospital rotations and the teaching faculty. Evaluations are to be sent to (Program Director).

1. **Policies and Procedures for Education that Govern Residents**

The Program Director at LSU School of Medicine is ultimately responsible for the oversight of all resident activities. The policies and procedures as specified in the Affiliation Agreement and Supplements thereto with Woman’s Hospital will govern residents.

Any exceptions to these policies will take effect only with a written agreement between the responsible officials at LSU School of Medicine and Woman’s Hospital and will be placed as an addendum to this Letter of Agreement.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lee Engel, MD, PhD, DIOAssociate Dean for Academic AffairsLSU School of Medicine-New Orleans | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rene Ragas, FACHE Chief Executive OfficerWomen’s Hospital |