**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-New Orleans (LSUSOM-NO) (program name) Residency/Fellowship Program and (Ochsner site).

This Letter of Agreement is effective from the (date) day of (month), (year), and will remain effective for **ten years or** until updated, changed, or terminated by the LSU School of Medicine-New Orleans (program name) (residency/fellowship) and (Ochsner site).

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

|  |  |
| --- | --- |
| At LSU School of Medicine – New Orleans: | (Program director’s name)  (Program name)  Program Director |
|  |  |
| At (Ochsner site) | (name of person responsible for residents/fellows)  (Department)  Site Director |
|  |  |
| Additional Faculty Supervisors: | (name of additional faculty if any) |

The above-mentioned people are responsible for the administration, education, and supervision of the (resident(s)/fellow(s)) while rotating at (Ochsner site).

**2. Educational Goals and Objectives**

Educational goals and objectives to be obtained by the LSU School of Medicine-New Orleans (program name) (resident(s)/fellow(s)) while rotating at (Ochsner site) have been developed jointly between LSU School of Medicine-New Orleans (program name) and (Ochsner site). The following are those educational goals and objectives:

*\*Competency Based goals and objectives listed here, or can be a separate, attached page*.

In addition to the outlined educational goals and objectives, (resident(s)/fellow(s)) 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 LSU School of Medicine-New Orleans (program name) Program Director, the (individual site director(s)) at (Ochsner site) will be responsible for the day-to-day activities of the (resident(s)/fellow(s)) to assure that the outlined goals and objectives are met for the (resident(s)/fellow(s)) during the course of rotation at (Ochsner site).

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

To assure that the proper educational goals and objectives are obtained by the (resident(s)/fellow(s)), the recommended period of assignment will range from (program to specify length i.e. two-week, one-month, etc.) rotations as assigned by LSU School of Medicine-New Orleans (program name) and (Ochsner site).

Financial arrangements i.e. resident salary, benefits, and professional liability insurance are provided and paid by LSU School of Medicine-New Orleans with or without reimbursement from the Affiliating Entity pursuant to the Affiliation Agreement and Supplement(s) thereto between LSU School of Medicine-New Orleans and (Ochsner site). (Resident(s)/fellow(s)) will be under the general direction of the LSU School of Medicine-New Orleans House Staff Manual to include, in part, policies related to benefits and leave time.

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

(The individual site director at Affiliating Entity) as appointed by the LSU School of Medicine-New Orleans (program name) Program will be responsible for providing adequate supervision of the (resident(s)/fellow (s)) during the course of their educational experience while rotating at (Ochsner site) as embodied by both LSU School of Medicine-New Orleans House Staff Manual and (Ochsner site)’s 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 an LSU School of Medicine-New Orleans resident/fellow will complete an evaluation form supplied by the LSU School of Medicine – New Orleans (name of department/program) Residency/Fellowship Program at the conclusion of the resident’s rotation at (Ochsner site). LSU School of Medicine-New Orleans (name of department/program) residents/fellows shall complete evaluations for (Ochsner site) rotation and the teaching faculty. Evaluations are to be sent to (Program Director’s name).

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

(Program Director’s name) at LSU School of Medicine-New Orleans (name of department/program) Residency/Fellowship Program is ultimately responsible for the oversight of all resident activities. The policies and procedures as specified in the Affiliation Agreement and Supplements thereto with (Ochsner site) 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-New Orleans and (Ochsner site) and will be placed as an addendum to this Letter of Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| (Name)  Program Director  (Program Name) Program  LSU School of Medicine – New Orleans | Date | (Name)  Site Director  (Ochsner site) | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Lee Engel, MD, PhD, DIO  Associate Dean for Academic Affairs  LSU School of Medicine-New Orleans |  | (Name)  Designated Institutional Official  (Ochsner site) | Date |
|  | |  | |  |
|  |  |  |  |
|  |  |  |  |