

**Institutional Policy on Program Letters of Agreement**  
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE  
Graduate Medical Education Committee  
Policies and Procedures

**PURPOSE**

As the sponsoring institution, the University of Arizona College of Medicine must ensure that each of its graduate medical education training programs has Program Letters of Agreement with sites involved in educating residents and fellows. The purpose of the Program Letter of Agreement (PLA) is to provide details on faculty, supervision, evaluation, educational content, length of assignment and policies for each assignment that occurs outside of the sponsoring institution. This document is intended to protect the residents/fellows by ensuring an appropriate educational experience under adequate supervision.

PLAs will originate at the program level and are required for each participating site providing a required assignment or away elective rotation. An educational rationale for the experience is required for all rotations outside the home institution. A completed/approved Program Letter of Agreement must be on file *prior* to resident/fellow participation at an outside institution. Any host institution requiring a fully executed master Affiliation Agreement will be processed through the University's Contract & Research Support Program.

**PROCESS**

1. The "Request for New Rotation/Away Elective" must be completed and signed/approved by the resident/fellow's Program Director. Completed applications should be sent to the Office of Graduate Medical Graduate at least 60-90 days in advance to allow for processing. Incomplete applications will be returned to the program.
2. The DIO will submit the completed request to the AMC Education Committee for review and discussion. Approved requests will be forwarded to the AMC for final approval.
3. Once final approval is granted, the Office of Graduate Medical Education will prepare a Program Letter of Agreement (PLA) based upon information provided by the program and submit to the participating site for signature/approval.
4. The Office of Graduate Medical Education will maintain a central repository of all approved PLAs. The program will receive a copy of the final PLA.

Effective: September 1, 2015

Revised: November 21, 2016