


Name of Policy: <u>Residency Affiliation Agreements</u> Policy Number: 3364-133-128 Department: Pharmacy Approving Officer: Senior Hospital Administrator Responsible Agent: Director of Pharmacy Scope: University of Toledo Medical Center	 Effective Date: 4/25/2022 Initial Effective Date: 6/1/2019
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Master Affiliation Agreements are required agreements between a Sponsoring Institution and all major participating sites involved in residency education. In addition to developing master affiliation agreements, a sponsoring institution must assure that each of its accredited programs has program letters of agreement (PLA) with sites involved in educating residents.

Program Letters of Agreement are required between the residency program and all sites to which residents rotate for required education or assignments.

(B) Purpose of Policy

Master Affiliation and Program Letters of Agreement provide details on faculty, supervision, evaluation, educational content, length of assignment and policy and procedures for each required assignment that occurs outside of the sponsoring institution. These documents are intended to protect the residents by ensuring an appropriate educational experience under adequate supervision.

(C) Procedure

Program Letters of Agreement must:

- identify the faculty who will assume both educational and supervisory responsibilities for residents;
- specify their responsibilities for teaching, supervision, and formal evaluation of residents;
- specify the duration and content of the educational experience; and,
- state the policies and procedures (including Due Process) that will govern resident education during the assignment.

Program Letters of Agreement must include the signatures of the program director as initiating the letter, the local director at the participating site, and the individual responsible for supervising and overseeing resident education at that location, e.g., the primary preceptor, the local director or, in some cases, the medical director.

Agreements should be updated whenever there are changes in program director or participating site director or resident assignments.

Program Letters of Agreement must be renewed at least every five years. If nothing in the agreement has changed at the end of five years, it is acceptable to add an amendment signifying review and extension of the agreement with signatures.

The program director must submit a request to the American Society of Health-Systems Pharmacists Accreditation Services Division to add or discontinue a site to train residents. That is, when there are multiple residents in a program and they are home-based in separate sites or if a residency is conducted at multiple sites (a single site where residents spend greater than 25% of the program time away from the main site).

Approved by:	Review/Revision Date: 4/22
<u>/s/</u> Lindsey Eitniew, PharmD, BCPS, AAHIVP Director of Pharmacy	<u>04/25/2022</u> Date
<u>/s/</u> Russell Smith, PharmD, MBA, BCPS Senior Hospital Administrator	<u>04/25/2022</u> Date
<i>Review/Revision Completed By:</i> <i>Pharmacy</i>	
	Next Review Date: 4/1/2025
Policies Superseded by This Policy:	