Program Letter of Agreement

between

University of Florida College of Medicine Department of **INSERT NAME**

for its **INSERT NAME Program**

and

**INSERT NAME OF EXTERNAL INSTITUTION**

This document serves as a Letter of Agreement between the **University of Florida College of Medicine Department of INSERT NAME (UF COM), for its Training Program** and **INSERT NAME OF EXTERNAL INSTITUTION**

This Letter of Agreement is effective **INSERT DATE**, and will remain in full force and effect for ten years, or until updated, changed or terminated by the UF COM – **INSERT NAME TRAINING Program.**

1. Persons Responsible for Education and Supervision of residents participating in the **INSERT NAME OF TRAINING** Program:

At University of Florida College of Medicine: **INSERT NAME, MD, Program Director**

At **INSERT NAME OF EXTERNAL INSTITUTION:** **INSERT NAME OF SUPERVISING PHYSICIAN, MD**

2. The individual listed above will provide appropriate supervision of residents in *patient care activities and maintain a learning environment conducive to educating the residents in each of the Accreditation Council for Graduate Medical Education (ACGME) competency areas. The site director and site faculty evaluate resident performance in a timely manner during each rotation / educational assignment and document this evaluation at the completion of the rotation / assignment as defined by the residency program’s goals and objectives and evaluation process.*

3. The content of the educational experiences has been developed according to ACGME Residency Program Requirements, and include the following goals and objectives:

As specified on the attached.

*In cooperation,* ***INSERT NAME, MD,*** *Training Program Director, and the site director are each responsible for the day-to-day activities of the residents and they ensure that the outlined goals and objectives are met during the course of the educational experiences at INSERT NAME OF EXTERNAL INSTITUTION.*

*The duration of the rotations / assignments to* ***INSERT NAME OF EXTERNAL INSTITUTION*** *are defined in the goals and objectives and yearly rotation schedules.*

1. Policies and Procedures that Govern Resident Education

Residents will be required to comply with the Training Program’s Policies and the University of Florida’s Graduate Medical Education Committee’s Policies and applicable policies of **INSERT NAME OF EXTERNAL INSTITUTION**.

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**INSERT NAME, MD**

Program Director

**INSERT NAME Program**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSERT NAME, MD**

**SITE DIRECTOR**

**INSERT NAME OF EXTERNAL INSTITUTION**

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Julia Close, MD

Associate Dean

Designated Institutional Official

Graduate Medical Education

College of Medicine/Gainesville

University of Florida