

## Medical Education Policy: Developing a New Training Location

Facility: CMC  
Origin Date:  
Revision Date: November 2021  
Sponsor: GMEC

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### 1. PURPOSE:

It is the policy of the Office of Graduate Medical Education to provide valid and fair procedures for residency/fellowship programs to assign residents to teaching locations that are not currently used by their program to allow residents to obtain educational experiences that are currently not available at the base institution.

### 2. SCOPE:

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

### 3. DEFINITIONS:

**Designated Institutional Official, or DIO**, is the individual who has the authority and responsibility for oversight and administration of CMC's accredited Graduate Medical Education programs.

**Resident** refers to all interns, residents, and fellows participating in CMC post-graduate training programs.

**Participating Site** is an organization providing educational experiences or educational assignments/rotations for residents.

**Program Director** is the lead practitioner appointed by the Institution and registered with the appropriate review committee of the ACGME, CODA, or CPME to provide academic and administrative oversight of the residency program and to ensure that residents progress through the program in an appropriate fashion.

**Program Letter of Agreement (PLA)** is a written document that addresses GME responsibilities between an individual accredited program and a site other than the sponsoring institution at which residents receive a required part of their education.

#### 4. PROCEDURE:

- A. The Program Director must notify the DIO of their request to send residents to a training location outside of the Institution.
- B. If the participating site will be a required rotation for all residents, a Program Letter of Agreement must be created between the program and the participating site that governs the relationship between the two.
  - a. The PLA must be renewed every 10 years and approved by the DIO.
  - b. Elements in the PLAs will include:
    - Identity of the faculty members, including a site director, who will assume educational and supervisory responsibility for residents
    - Responsibilities for teaching, supervision, and formal evaluation of residents
    - Duration and content of the educational experience
    - The policies and procedures that will govern resident education during the assignment
- C. If the participating site routinely provides a required educational experience and its duration is one-month full time equivalent (FTE) or more, the site must be submitted through the ACGME Accreditation Data System (ADS).
- D. The participating site must be approved by the Graduate Medical Education Committee (GMEC). The Program Director must present the following to the GMEC regarding the participating site:
  - a. The educational rationale and clinical needs for the additional location(s).
  - b. Assurance that the resident rotation to the new training location will not adversely affect the clinical learning environment for the other residents of the requesting program (i.e., unreasonable increase of clinical workload) or of residents in other programs (i.e., competition for limited clinical experiences)
  - c. The system of monitoring clinical and educational work hours.
  - d. A statement regarding whether the accrediting body will require approval of the new training location prior to utilization of the site.
- E. The proposed participating site will be presented to the GMEC where a vote will be taken to determine if the rotation(s) will be approved
- F. The decision of the GMEC is final.

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<b>Name</b>	<b>Title</b>	<b>Dept./Committee</b>	<b>Date</b>
Daniel Harrington, MD	DIO	GMEC	January 1, 2012
Donald Kees, MD	DIO	GMEC	January 20, 2015
Donald Kees, MD	DIO	GMEC	August 21, 2018
Arthur Ollendorff, MD	DIO	GMEC	November 16, 2021