

**GRADUATE MEDICAL EDUCATION CONSORTIUM OPERATING PRINCIPLES
DOCUMENT FOR
WUSM/BJH/SLCH GME CONSORTIUM
*Section XXI. Inter-Institutional Affiliation Agreements***

XXI. Inter-institutional Affiliation Agreements (CPR section I.B.1 – I.B.2)

The Hospital GME office and the Designated Institutional Official (DIO) will facilitate execution of appropriate inter-institutional affiliation agreements. Program directors must maintain appropriate Program Letters of Agreements (PLA), as applicable, that are signed, and updated at least every five (5) years, by the director and site supervisors of off-site rotations detailing the following:

- The person responsible for administration, supervision, evaluation and teaching of house staff
- The specific educational goals and objectives for the rotation
- The expected length of the rotation
- Any RC specification requirements outlined in the relevant program requirements
- State in the letter that the policies and procedures outlined in the GME Consortium Operating Principles document will govern house staff at all training sites.

The template developed by the GME consortium for off-site rotations can be used as a guide. Copies of updated PLAs must be made available upon request at program reviews.

In order to provide programs with appropriate Business Associate Agreements (BAA), which are mandated by HIPAA, program directors must notify the GME Office when there is a change in the covered entity or participating training site.

Program Directors must notify the GME office when there is a major change in the involvement (i.e., new site, discontinuation of a site, substantial change in the program at a site, etc.) of a participating institution. Programs must utilize the policy and procedure for requesting GMEC approval of major changes to accredited training programs before notifying the RC of the change. (See Appendix L – Policy/Procedure for GMEC Approval of Major Changes to Accredited Training Programs).