

## Program Letter of Agreement (PLA) Process

The ACGME requires the Sponsoring Institution to assure each of its ACGME-accredited programs has established program letters of agreement with its participating institution in compliance with their specialty's Program Requirements (*ACGME Common Program Requirements I.B.*). PLAs are required for all **required** rotations (no minimum length of time) – including the parent institution, i.e. Pediatrics must have an agreement with WCHOB; and Offsite Rotations. With the exception of the Roswell agreements, these agreements should be reviewed and re-signed every five years. Roswell has a one-year stipulation.

### Process:

- Access the appropriate form on the GME website:
    - <http://wings.buffalo.edu/smb/GME/>
      - Go to the "Program Directors & Coordinators" section
      - Click on Forms
      - Click on the appropriate Program Agreement
  - Complete the sections highlighted in blue
  - Note: You may include multiple rotations on each agreement. (i.e. – your program rotates residents through a Dermatology rotation, an OB/GYN rotation, and a Cardiology rotation at ECMC. You may list all three on one ECMC agreement. The site supervisor for each rotation should be listed.)
  - Attach written goals & objectives specific to each rotation
  - Have the program director sign the agreement
  - Forward to the Hospital official for GME or Medical Director of the institution where the rotation occurs as follows:
    - Kaleida Health – Margaret Paroski, M.D. (*BGH, 100 High Street, Buffalo, NY 14203*)
    - ECMC – Brian Murray, M.D. (*462 Grider Street, Buffalo, NY 14215*)
    - Catholic Health System – Brian D'Arcy, M.D. (*515 Abbott Road, Buffalo, NY 14220*)
    - VAWNYHS – Miguel Rainstein, M.D. (*3495 Bailey Avenue, Buffalo, NY 14215*)
    - Roswell Park – Judy Smith, M.D. (*Elm & Carlton Streets, Buffalo, NY 14263*)
- Or:
- The Medical Director of the appropriate training site if it is not one of the affiliated hospitals.
  - If this is a new rotation and is not to one of your program's core hospitals, submit the PLA with your Offsite Rotation request. If it is at one of your core hospitals or is an update, send original agreement to Pat Krupp in GME for Dr. Berger's signature. A copy will be returned for your files.