

## Program Letter of Agreement (PLA) Process

The ACGME requires the Sponsoring Institution (UBGME) to assure each of its ACGME-accredited programs has established program letters of agreement “between the program and each participating site providing a required assignment”<sup>1</sup> in compliance with their specialty’s Program Requirements (*ACGME Common Program Requirements I.B. 1.*). Programs are responsible for reviewing their specialty RRC requirements for additional PLA requirements. PLAs are mandatory for all ***required*** rotations (no minimum length of time) - including appropriate affiliated hospitals, *i.e.*: Pediatrics must have an agreement with WCHOB. These agreements should be reviewed and renewed every five years with the exception of the Roswell agreements. Roswell has a one-year stipulation.

### **Process:**

- Access the appropriate PLA form on the GME website:
  - <http://wings.buffalo.edu/smbgs/GME/>
    - Go to the “Directors & Administrators” tab at the top of the web page
    - Click on Forms
    - Click on the appropriate PLA template:
      - [Program Letter of Agreement - Template](#)
      - [Program Letter of Agreement CHS - Template](#)
      - [Program Letter of Agreement RPCI - Template](#)
- Complete the sections highlighted in blue, save document, and print.
- ***The ACGME requires that competency based goals & objectives specific to each required rotation and PGY level are attached to each PLA.*** PLAs are incomplete without proper goals & objectives (by PGY level and competency based).

### **Signatures needed on PLA:**

**Hospital Setting:** If the required rotation occurs at a hospital setting, three signatures are needed (with the exception of #4 below):

- 1) Program Director signature.
- 2) Signature of the faculty member who will assume both educational and supervisory responsibilities for residents at the rotation site, including completion of evaluations for the rotation(s).
- 3) DIO (Designated Institutional Official) Dr. Roseanne C. Berger.
- 4) Additionally, Catholic Health System requires that Dr. Brian D’Arcy sign all PLAs for CHS based rotations and Dr. Judy Smith sign all PLAs for RPCI.

**Non-Hospital Setting:** If the required rotation occurs at a non-hospital setting, three signatures are needed:

- 1) Program Director signature.
- 2) Signature of the faculty member who will assume both educational and supervisory responsibilities for residents at the rotation site, including completion of evaluations for the rotation(s).
- 3) DIO (Designated Institutional Official) Dr. Roseanne C. Berger.

- Forward original PLA agreement to Pat Krupp (GME, 117 Cary Hall, UB South Campus) for DIO signature after the other signatures are obtained. A signed copy will be returned for your files. A PDF of the PLA will be available through E\*Value.

**Find ACGME PLA FAQs at:** [http://www.acgme.org/acWebsite/about/ab\\_FAQAgreement.pdf](http://www.acgme.org/acWebsite/about/ab_FAQAgreement.pdf)

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<sup>1</sup> ACGME Common Program Requirement IB1