

## SECTION FOUR – INSTITUTIONAL RESPONSIBILITIES

### POLICY NO: 4.3

### SUBJECT: AFFILIATION AGREEMENTS

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#### I. PURPOSE

To ensure that SPUH enters into an Affiliation Agreement with each Affiliated Institution, which will provide, among other things, that SPUH shall retain responsibility for the quality of an Affiliated Resident's education.

#### II. RESPONSIBILITIES/REQUIREMENTS

##### A. Scope.

This policy shall apply to house staff who rotate to an Affiliated Institution for more than one (1) month per academic year.

##### B. Affiliation Agreement.

SPUH requires that an Affiliation Agreement exist and follow the sample form attached. Among other things, the Affiliation Agreement shall provide a description of the functional rotations at that training site, and that SPUH shall retain overall authority over Affiliated Residents, while they are rotating at the Affiliated Institutions. More specifically, the Affiliation Agreement shall address the following essentials as required by the ACGME:

1. Identification of the faculty who will assume the educational and supervisory responsibility for the house officers and the specific faculty responsibilities for teaching, supervision, and formal evaluation of each house officer's performance;
2. the educational goals and objectives to be attained by the house officers during the assignment;
3. the period of assignment; and
4. the policies that will govern the education of the house staff during the assignment.

Upon the Affiliation Agreement's completion, it must be executed by (i) the Program Director and the Department Chair of the applicable Postgraduate Program; (ii) the Associate Dean of Medical Education; (iii) the person in charge of the house officer at the Affiliated Institution; and (iv) the Affiliated Institution's Chief Executive Officer. The Affiliation Agreement must be signed by all parties prior to the academic year in which the house officer will rotate at the Affiliated Institution.