

**Program Letter of Agreement  
Between  
Augusta University Program Name Residency Program  
and  
Charlie Norwood VA Medical Center**

This document serves as an Agreement between the AU Program Name Residency Program and the Charlie Norwood VA Medical Center involved in resident education.

This Letter of Agreement is effective from Date, and will remain in effect for five years, or until updated, changed or terminated by the AU Program Name Residency Training Program and the Charlie Norwood VA Medical Center.

### **1. Persons Responsible for Education and Supervision**

At Sponsoring Institution: Program Director

At Participating Site: Site Director

List other faculty by name or general group:

Group Name: AU Program Name

The above-mentioned people are responsible for the education and supervision of the residents while rotating at the Charlie Norwood VA Medical Center.

### **2. Responsibilities**

The faculty at the Charlie Norwood VA Medical Center must provide appropriate supervision of residents in patient care activities and maintain a learning environment conducive to educating the residents in the ACGME competency areas. The Charlie Norwood VA Medical Center faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at completion of the assignment.

The Charlie Norwood VA Medical Center faculty shall also be responsible for: orientating the residents; assigning didactic material as appropriate; arbitrating problems between residents and attending physicians and/or staff; working to ensure numbers and variety of cases commensurate with residents' experience; reporting to the MCG Department of Department/Program Name Residency Program Evaluation Committee as necessary; co-signing residents' notes; and providing regular and timely feedback to residents.

In cooperation with Program Director, the faculty at the Charlie Norwood VA Medical Center are responsible for the day-to-day activities of the Residents to ensure that the outlined goals and objectives are met during the course of the educational experiences at the Charlie Norwood VA Medical Center. The duration(s) of the assignment(s) to the Charlie Norwood VA Medical Center is as follows: Enter information concerning the duration. The resident is expected to keep an up to date procedure log during the month. Current ACGME duty hour rules will apply.

Evaluation:

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1. Daily milestone-based feedback by Name of Specialty Board board certified physicians providing on-site supervision of the Program Name resident.
2. Formal written evaluation of resident at end of rotation by on-site Program Name supervising faculty, within 30 days of rotation completion. Written evaluation of rotation by the Program Name residents will take place at the end of each rotation.
3. Formal testing on annual Name of Specialty Board In-Training Examination and departmental quizzes on topics addressed on the rotation and accompanying didactics.
4. Annual curriculum review by Program Director, faculty, and residents.

**3. Content and Duration of the Educational Experiences**

The content and duration of the educational experiences has been developed according to ACGME Residency Program Requirements; is specified in the MCG Department of Program Name Resident Manual; and includes the following goals and objectives:

**Clinical activities:**

Training will occur at the Charlie Norwood VA Medical Center during all AU Program Name rotations. Supervision will be by Name of Specialty Board board certified or board eligible physicians working in the department. Name of Participating Site Faculty will provide the primary on-site supervision. Residents will participate in all aspects of patient care. Residents will be given responsibilities consistent with their level of training.

**INCLUDE GOALS AS SHOWN IN THE EXAMPLE BELOW**

**Goals:**

1. To acquire the knowledge and skills necessary to provide optimal, compassionate care for a diverse group of patients presenting for treatment in a modern emergency department.
2. To gain experience practicing emergency medicine in a non-AU environment.

**INCLUDE MILESTONES AS SHOWN IN THE EXAMPLE BELOW**

| <b>Objectives for Performance at Each Training Level</b>                                     |  |
|--|--|
| <b>Core Competency</b>   | <b>Objective</b>   |
| <b>Medical Knowledge</b><br>(Command of emergency medicine facts and overall knowledge base) | <b>EM1</b> Progressively develops diagnostic approach to common ED presentations. Recognizes potential life-threatening conditions.      |
|  | <b>EM2</b> Possesses a solid diagnostic approach to common ED presentations. Independently recognizes and treats common life threatening |

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|   |            |  |
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|   |            | conditions. Can provide an extensive differential.   |
|   | <b>EM3</b> | Has mastered diagnostic approach to common ED presentations, life threatening presentations and resuscitation issues. Is able to teach and supervise more junior residents and students. |
| <b>Patient Care</b><br>(Application of knowledge, data gathering, ability to initiate therapy, perform procedures and make appropriate dispositions.)   | <b>EM1</b> | Provides compassionate, timely and effective care. Appropriately prioritizes patients based on acuity. Proficient in basic procedures.   |
|   | <b>EM2</b> | Maintains adequate patient flow. Proficient in all resuscitation procedures. Effectively directs care of critical patients.  |
|   | <b>EM3</b> | Maintains flow of an entire team. Facilitates patient dispositions. Troubleshoots administrative problems. Supervises all ED procedures. Anticipates delays in diagnosis and therapy.    |
| <b>Systems-Based Practice</b><br>(Effective resource utilization to provide optimal health care.)   | <b>EM1</b> | Uses resources judiciously. Utilizes consultants appropriately.  |
|   | <b>EM2</b> | Uses system resources to provide optimum patient care.   |
|   | <b>EM3</b> | Effectively supervises the utilization of system resources by more junior residents and students. Anticipates delays.  |
| <b>Professionalism</b><br>(Commitment to carrying out professional responsibilities, adherence to ethical principles, sensitivity to an diverse patient population.)                              | <b>EM1</b> | Punctual. Completes patient related tasks prior to departure.  |
|   | <b>EM2</b> | Maintains ethical and professional behaviors even in the face of higher acuity patients, increased patient loads, stress.  |
|   | <b>EM3</b> | Teaches and acts as a behavioral role model for supervisees.   |
| <b>Interpersonal and Communication Skills</b> (Use of interpersonal and communication skills that result in effective information exchange with patients, families, and professional associates.) | <b>EM1</b> | Communicates effectively to patients, families, and healthcare providers. Utilizes interpreter services appropriately.   |
|   | <b>EM2</b> | Communicates effectively during resuscitations. Manages conflict. Documents appropriately.   |
|   | <b>EM3</b> | Communicates effectively to all team members. Manages conflict. Documents appropriately.   |
| <b>Practice-Based Learning</b><br>(Use of evidence in clinical decision-making, learns from previous patient encounters.)   | <b>EM1</b> | Actively seeks feedback and appropriately modifies practice.   |
|   | <b>EM2</b> | Routinely incorporates scientific evidence into medical decision-making.   |
|   | <b>EM3</b> | Teaches evidence-based methodologies to supervisees.   |

**4. Policies and Procedures that Govern Resident Education**

Residents will be under the general direction of the Medical College of Georgia's Graduate Medical Education Committee and the Policies and Procedures of the AU Program Name training program.

Medical College of Georgia

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**Program Director** Date  
AU Program Director,  
**Program Name**

\_\_\_\_\_  
**Site Director** Date  
VA **Program Name** Program  
Site Director

\_\_\_\_\_  
Michael Spencer, M.D. Date  
Acting ACOS, Affiliations and  
Education  
Charlie Norwood VA Medical Center

\_\_\_\_\_  
Walter J. Moore, M.D. Date  
Sr. Associate Dean for Graduate  
Medical Education and VA Affairs