



PROGRAM LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS AND HEALTH PROFESSIONS EDUCATION PROGRAMS OF SPONSORING INSTITUTIONS

(For use when VA RECEIVES health professions trainees from an Academic Institution, School or Program)

This is a Program Letter of Agreement (PLA) between _____ from _____ and United States Department of Veterans Affairs Medical Facility Augusta VA Health Care System _____. This document governs health professions trainee (HPT) activities at the Participating VA. This PLA is associated with the current Affiliation Agreement (AA) between the Sponsoring Institution and the Participating VA Site for the HPE program named, and incorporates by reference, and is subject to, the terms and conditions contained in the AA.

This PLA is effective from _____ and will remain in effect for up to 10 years or until updated, changed, or terminated by the Sponsoring Institution's HPE program and the Participating VA or as otherwise provided herein. This PLA will automatically terminate immediately upon the termination of the associated AA. This PLA may also be terminated in writing at any time by mutual consent with due consideration of patient and educational commitments or by written notice by either party 6 months in advance of the next training experience. In the event of any conflict between the terms of the AA and this PLA, the terms of the AA shall control.

1. Persons Responsible for Education and Supervision

Sponsoring Institution Program Director:

Participating VA Site Designated Education Officer:

Constance Lavieri-Reynolds, M.D., FACEP

Participating VA Site Director:

Participating VA supervising faculty members:

☐ as delineated in the attached document.

☐ or as listed below:

2. Responsibilities

The VA faculty members must provide appropriate teaching and supervision of HPTs in patient care activities and maintain a clinical learning and working environment conducive to educating the HPTs in accordance with VHA 1400 series directives and HPE-specific accreditation standards and requirements. The VA faculty members must assess HPT performance in a timely manner during each rotation or similar educational assignment and document this evaluation at the completion of the assignment.

3. Content and Duration of the Educational Experiences

The content, including the goals and objectives, and duration of the educational experiences at the VA Participating Site has been developed according to the program requirements specified in the accreditation standards for the HPE identified in this PLA,

☐ and are specified in the HPE program's HPT Handbook, pg(s) which is available to all parties.

☐ **or**
☐ and are delineated in the attached document.

In cooperation with the Program Director, the Participating VA Site Director and VA faculty members are responsible for the day-to-day activities of the HPTs at the Participating VA. The VA Site Director and VA faculty members must ensure the outlined goals and objectives of the HPE program are met.

4. Policies and Procedures that Govern HPT Education

The Sponsoring Institution's program and institutional policies and procedures regarding educational matters approved by the Sponsoring Institution's HPE Committee and the VA participating site's policies, rules and regulations will govern the HPE program activities at the participating VA.

Sponsoring Institution

Participating VA

Program Director Signature

Date

Site Director Signature

Date

Responsible Institutional Official Signature

Date

Designated Educational Officer Signature

Date

Dean Medical College of Georgia

Date