POLICY: 200-050385-004

Residency Program Annual Report to GMEC

In order for the Graduate Medical Education Committee (GMEC) to carry out its responsibility for oversight over all of the institution’s accredited residency programs, each program shall deliver an annual report to the GMEC. These reports shall be documented in the committee’s minutes.

Policy

The GMEC has determined that each accredited residency program shall present a written report to the GMEC/DIO annually. The report shall include but is not limited to the following topics and must be completed using the approved GME Annual Training Program Evaluation template:

- Major changes in the program since the last report.
- The quality and quantity of applicants to the program. Match results
- Status of addressing ACGME citations or concerns, if any.
- Status of addressing concerns from internal reviews, if any.
- Adequacy of patient population in numbers and variety; numbers and variety of diseases or conditions; numbers and variety of procedures to meet residency requirements.
- Problems in compliance with either Institutional or Program Requirements.
- The value of each affiliation to the educational goals of the program, and the degree of interaction and oversight of the affiliation by the program director.
- The success of residents on in-service examinations and the success of graduates on certification examinations.

The annual report shall be supplemented by the following documents to be made available to the GMEC for review at the time of the report submission:

- The program’s Policies and Procedures Binder
- The program’s completed Annual Report Form.
- The program’s most recently completed Self-Evaluation Form.

Program Annual Self-Evaluation:

The Program Requirements of the ACGME require that all residency programs have periodic self-evaluation by the teaching staff. At least one resident should participate in this self-evaluation and written evaluations by the residents should be used in the process. In order to ensure that all programs comply fully with the self-evaluation process, the GMEC developed an Annual Self-Evaluation Form that shall be used by each program to meet this requirement.
Affiliation Agreements and Letters of Agreements:

An Affiliation Agreement is an agreement between Los Angeles County and an outside institution. A Letter of Agreement is an agreement between a department at Harbor and a department at an outside institution. Both documents must be in place before a Harbor resident can rotate to an outside institution and/or before an outside resident can rotate into Harbor for a rotation here. Affiliation Agreements must be reviewed or updated every 5 years.

Affiliation Agreement:

Affiliation Agreements should be completed with the support of the Graduate Medical Education Office. Please call (310)222-2912.

Payment Exemption Amendment to the Affiliation Agreement:

As written, the Affiliation Agreement requires institutions accepting our residents as rotators to pay Los Angeles County a certain dollar amount. The Payment Exemption Amendment to the Affiliation Agreement does away with the billing and payment section of the agreement. Therefore, institutions willing to sign the Affiliation Agreement but refusing to pay will need to request payment exemption. Below please find the County’s Payment Exemption Policy and the Request for Payment Exemption form.

Harbor departments wishing to affiliate with other institutions that are requesting payment exemption should complete the Request for Payment Exemption form and submit it to the Graduate Medical Education Office.

Letters of Agreement - for Harbor residents rotating to outside (Affiliate) Institution:

Each department can complete Letters of Agreement by using the Institutional template found at the Institutional website, and submitting it to the GME Office for signatures. All departmental signatures must be in place before submission to the GME Office. Once all Harbor signatures are in place the LOA will be returned to the department for mailing to the Affiliate department for signatures. Once all signatures are obtained from Harbor and the Affiliate, a fully executed copy of the LOA must be sent to the GME Office.

Letters of Agreement – for outside residents rotating to Harbor-UCLA:

The sending institution should complete an LOA using their institution’s template. The sending institution should fully sign their LOA before sending it to the Harbor Department they wish to form an agreement with. The Harbor department should sign the LOA and then submit to the GME Office for signature by the Designated Institution Official and Hospital CEO. The GME office will keep a copy of the LOA and return the original to the requesting Harbor department.