

PROGRAM AGREEMENTS

Overview

The Accreditation Council for Graduate Medical Education (ACGME) mandates that each sponsoring institution assure that residents are provided with a written agreement of appointment, work agreement, or contract outlining the terms and conditions of their appointment to an ACGME-accredited program and the institution must monitor the implementation of these terms and conditions. This document, when signed by the resident, ensures that they understand and will adhere to established practices, policies and procedures in each institution to which they are assigned. It is the duty of the program director to monitor the implementation and adherence of all established practices. Contracts are done on a yearly basis.

Organization

The agreement or contract must contain or provide reference to a minimum of the following:

- a. Period of employment, PGY level, starting and ending dates.
- b. Responsibilities of resident.
- c. Duties
- d. Where the conditions of salary and benefit information can be found.
- e. Where description and basic responsibilities, rules, regulations and general requirements can be found.
- f. How evaluation of performance is done and how often.
- g. How notification of conclusion of appointment by either program or resident is accomplished (due process).
- h. Both resident and program director should sign and date.

It is wise to have a legal department (if available) critique the final contract.

Suggested Program Coordinator's Role

- a. The Graduate Medical Education Office (GME) of each institution should provide an ACGME contract form as well as copies of the appropriate institutional policies to the coordinator of each program.
- b. The program coordinator should tailor each contract to fit each resident in the program, incorporating pertinent data.
- c. The program coordinator should obtain both resident and program Director's dated signatures. At this time, distribute the copies of the institutional policies.
- d. Usually, the originals are returned to the GME office and copies are placed in the resident's file.

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