Graduate Medical Education Policy	Adding or Removing Participating Sites
Facility/Sponsor	CMC/GMEC
Policy Origin Date	2012
Revision Date	May 2025

PURPOSE

While all residency programs must be sponsored by a single ACGME-accredited Sponsoring Institution, many programs will utilize other clinical settings to provide required or elective education and training experiences. At times it is appropriate to utilize community sites that are not owned by or affiliated with the Sponsoring Institution. Some of these sites may be remote for geographic, transportation, or communication issues. When utilizing such sites the program must ensure the quality of the educational experience.

Residency and fellowship programs accredited by the ACGME must function under the ultimate authority and oversight of one Sponsoring Institution (SI). Oversight of resident/fellow assignments and of the quality of the learning and working environment by the SI extends to all participating sites.

Participating sites will reflect the healthcare needs of the community and the educational needs of the residents. A wide variety of organizations may provide a robust educational experience, and thus, Sponsoring Institutions and participating sites may encompass inpatient and outpatient settings including but not limited to a university, medical school, teaching hospital, nursing home, school of public health, health department, public health agency, medical examiner's office, a physician group practice, federally qualified health center, or educational foundation.

SCOPE

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

DEFINITIONS

Primary Clinical Site: the most commonly used facility designated for clinical instruction in the program.

Designated Institutional Official (DIO): the individual who has the authority and responsibility for oversight and administration of CMC's accredited Graduate Medical Education programs.

Resident: refers to all interns, residents, and fellows participating in CMC post-graduate training programs.

Participating Site: an organization providing educational experiences or educational assignments/rotations for residents/fellows.

Program Director: the lead practitioner appointed by the Institution and registered with the appropriate review committee of the ACGME, CODA, or CPME to provide academic and administrative oversight of the residency program and to ensure that residents progress through the program in an appropriate fashion.

Program Letter of Agreement (PLA): a written document that addresses GME responsibilities between an individual accredited program and a site other than the sponsoring institution at which residents or fellows have required educational experiences.

PROCEDURE

The Program Director must notify the DIO of their request to send residents to a training location outside of the Sponsoring Institution or primary clinical site.

The program must monitor the clinical learning and working environment at all participating sites.

At each participating site, there must be one faculty member, designated by the Program Director, as the Site Director. In collaboration with the Program Director, the Site Director is accountable for resident education at that site.

There must be a program letter of agreement (PLA) between the program and each participating site that governs the relationship between the program and the participating site providing an assignment. Although the ACGME does not require PLAs for sites providing elective rotations, Carilion Medical Center as the SI, may require a PLA for those sites.

The PLA must be renewed every 10 years and approved by the DIO.

Elements in the PLAs will include:

- Identity of the faculty members, including a site director, who will assume educational and supervisory responsibility for residents
- Responsibilities for teaching, supervision, and formal evaluation of residents
- Duration and content of the educational experience
- The policies and procedures that will govern resident education during the assignment

The Program Director must submit any additions or deletions of participating sites routinely providing an educational experience, required for all residents, of one-month full time equivalent (FTE) or more through ACGME's Accreditation Data System (ADS).

The addition or deletion of a participating site must be approved by the Graduate Medical Education Committee (GMEC). The Program Director must present the following to the GMEC regarding the participating site:

- The educational rationale and clinical needs for the additional location(s).
- Assurance that the resident rotation to the new training location will not adversely affect the clinical learning environment for the other residents of the requesting program (i.e., unreasonable increase of clinical workload) or of residents in other programs (i.e., competition for limited clinical experiences)
- The system of monitoring clinical and educational work hours.
- A statement regarding whether the accrediting body will require approval of the new training location prior to utilization of the site.

The proposed additional participating site will be presented to the GMEC where a vote will be taken to determine if the rotation(s) will be approved.

The decision of the GMEC is final. Once a site is added or removed from ADS, the Review Committee is notified, and the change is reviewed. The Review Committee will notify the program of approval.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	January 1, 2012
Donald Kees, MD	GMEC	January 20, 2015
Donald Kees, MD	GMEC	August 21, 2018
Arthur Ollendorff, MD	GMEC	November 16, 2021
Arthur Ollendorff, MD	GMEC	May 20, 2025