INTER-INSTITUTIONAL PROGRAM LETTER OF AGREEMENT

This Inter-Institutional Program Letter of Agreement ("Agreement") is entered into between the residency training program in internal medicine ("Program") at the University of Illinois College of Medicine at Urbana ("UICOM-UC") and each of its major participating sites, Carle Foundation Hospital of Urbana, Illinois ("Carle"); Presence Covenant Medical Center of Urbana, Illinois ("Presence"); and the Veterans Affairs Illiana Healthcare System, Danville, Illinois ("VA") (collectively, "Sites"). It establishes the relationship required to permit residents at UICOM-UC to participate in clinical experiences through rotations at Sites. This Agreement is effective beginning on and will remain in effect for five years, or until amended or terminated by UICOM-UC and Sites. UICOM-UC and Sites agree to the following commitments with respect to the Program:

1. **Program Director**: There is a single Program Director, , who:
   a. Directs and coordinates Program activities, including but not limited to recruitment, curriculum, evaluations, Site assignments, patient service, and budget and finances;
   b. Manages Program budget;
   c. Has the authority to direct the Site Coordinators, Associate Program Directors, and Faculty at each Site;
   d. Works with the Site Coordinators and Associate Program Directors to carry out Program policies and procedures, including the policies for curriculum, supervision, teaching and formal evaluation;
   e. Reports to the Head of the Department of Internal Medicine at UICOM-UC regarding the Program.

2. **Site Coordinators and Faculty**: The following individuals are responsible for residents while rotating at their respective Sites:
   a. **Carle**: 
      i. , the Carle Site Coordinator, is responsible for routine administration, is accountable for resident education, and reports to the Program Director.
      ii. Faculty with educational &/or supervisory responsibilities for residents during a rotation are .
   b. **Presence**: 
      i. , the Presence Site Coordinator, is responsible for routine administration, is accountable for resident education, and reports to the Program Director.
      ii. Faculty with educational &/or supervisory responsibilities for residents during a rotation are .
   c. **VA**: 
      i. , the VA Site Coordinator, is responsible for routine administration, is accountable for resident education, and reports to the Program Director.
      ii. Faculty with educational &/or supervisory responsibilities for residents during a rotation are .

3. **Department Head**: The Head of the UICOM-UC Department of Internal Medicine ("Department Head"):  
   a. Is responsible for the Program;
   b. Appoints the Site Coordinators and Faculty for each Site after consulting with the Program Director and CEO of the respective Site;
c. Recommends to the Regional Dean the appointment of the Program Director; and

d. Reports to the Regional Dean of UICOM-UC on all academic matters of the Program.

4. **Executive Committee**: Meets regularly and serves as a planning, review and problem-solving body, consisting of the Program Director (chair), Associate Program Directors, Site Coordinators, and Faculty, Department Head, and Associate Dean for Graduate Medical Education at UICOM-UC.

5. **Graduate Medical Education Committee**: The Graduate Medical Education Committee is a UICOM-UC standing committee with ex-officio and elected members that reports to the Executive Committee. Functions of committee include those outlined by the Accreditation Council for Graduate Medical Education (“ACGME”) and the UICOM-UC Bylaws.

6. **Internal Medicine Residency Oversight Committee**: The Internal Medicine Residency Oversight Committee is ultimately responsible for the Program. The committee is composed of the following voting members: the Regional Dean of UICOM-UC (chair), two other UICOM-UC representatives, and three representatives from each Site. One of the representatives from each Site must be the Site CEO or Medical Center Director. Additional individuals may be invited to serve in a non-voting capacity.

   The committee performs the following functions: occasional informal reviews of the Program; resolving issues that have not been resolved at a lower level; and review of proposals that would significantly alter the structure or functioning of the Program. The committee meets on an occasional basis, as well as whenever requested by a committee member. The committee must act consistently with the rules, bylaws, and operating procedures of the governing bodies of UICOM-UC and Sites.

7. The attached curriculum documents delineate the educational goals and objectives of the Program and are intended to fulfill ACGME requirements. In cooperation with the Program Director, Associate Program Directors, Site Coordinators, and Faculty are responsible for the day-to-day activities of residents rotating at their respective Site, to ensure that the outlined goals and objectives are met during the course of the educational experiences at Site.

8. Residents will be assigned to this rotation for a period of four weeks, unless otherwise stated.

9. Faculty 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. Faculty shall, at the completion of a resident rotation, and at other times if necessary, provide formal written evaluations of resident performance.

10. The UICOM-UC policies and procedures will govern the residents’ education while rotating to Site. All such policies and procedures shall comply with ACGME requirements and can be viewed at: https://www.med.illinois.edu/depts_programs/GME/policies/. The residents also will be expected to adhere to relevant policies and procedures of the Site at which they are rotating.

11. In accordance with UICOM-UC policy, Program Director will evaluate the educational components of the experience and assure that residents’ schedules allow attendance at required conferences and clinics.

12. Procedures for resident progress, reappointment, and disciplinary actions shall be governed by UICOM-UC policy.

13. The total number of residents who will rotate to each Site is determined annually and communicated to the appropriate Site Coordinator a reasonable amount of time prior to the start of each rotation.
The Program Director, in conjunction with Associate Program Directors, Site Coordinators, and Faculty, will confirm the total number of residents at each Site.

14. The Program Director, in coordination with major participating sites, will confirm the total financial support to be provided by each Site.

15. The residents will be paid through UICOM-UC. The per diem cost for the resident’s salary and fringe benefits will be paid monthly by each Site to the Program’s revolving account.

16. Each Site is responsible for liability insurance for residents when they are assigned at the institution.

17. Each Site shall make available to residents appropriate facilities and resources, including: adequate facilities for residents to carry out patient care and personal self-education responsibilities; access to separate on-call quarters for men and women; adequate access to modern medical records systems which facilitate both quality patient care and education; adequate space allocated for instruction; adequate clinical support services such as pathology and radiology; and adequate library services.

18. Each Site certifies that it is fully accredited by the Joint Commission on Accreditation of Hospitals or another accrediting organization acceptable to the Centers for Medicare and Medicaid Services, and all other clinical accreditations necessary to achieve the intent of this agreement.

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Each individual signing below represents that he or she is authorized to sign in the capacity indicated and that this Inter-Institutional Program Letter of Agreement is intended to bind the party represented.

**For Carle Foundation Hospital of Urbana, IL:**

______________________________
Site Coordinator

___________
Date

______________________________
President and CEO

___________
Date

**For the Board of Trustees of the University of Illinois:**

______________________________
Walter K. Knorr

___________
Comptroller

___________
Date

**For Presence Covenant Medical Center of Urbana, IL:**

______________________________
Site Coordinator

___________
Date

______________________________
President and CEO

___________
Date

**For UICOM-UC Program:**

______________________________
Program Director

___________
Date

______________________________
Designated Institutional Official (DIO)

___________
Date

**For Veterans Affairs Illiana Healthcare System, Urbana, IL:**

______________________________
Site Coordinator

___________
Date

______________________________
President and CEO

___________
Date

Attachment: Curriculum Schedule

Revised 1/2015 AEZ