

## Regional Graduate Medical Education

### Institutional Guidelines for Affiliation Agreements

An Affiliation Agreement is a formal legal contract that defines the responsibilities of Kaiser Permanente Northern California (KPNC) and external participating sites to ensure accreditation-compliant training for all rotations occurring between institutions, whether KPNC sends trainees to an affiliate or hosts trainees from an external program. The agreement defines the terms and conditions under which residents and fellows may engage in clinical or educational training at the affiliate site. It provides the legal authority to conduct educational activities and is distinct from the Program Letter of Agreement (PLA). Participating sites may include:

- **Academic institutions** (e.g., schools of medicine)
- **Healthcare organizations** (e.g., Stanford Health Care, Sutter Health)
- **Community-based organizations** (e.g., Planned Parenthood)
- **Private practices**

Affiliation Agreements are not required for rotations conducted at other Kaiser Permanente facilities within Northern California or other KP regional locations (e.g., Hawaii; SCAL).

#### Affiliation Agreement Key Features

- Establishes an institutional contract outlining legal, financial, liability, and risk-related terms between KPNC and the affiliate.
- Executed by RGME executive leadership (e.g., DIO, Regional Medical Director) and the affiliate institution’s leadership (e.g., CEO, Academic Dean, Legal Counsel).
- The KPNC Regional Paralegal serves as the primary point of contact, supporting programs throughout the process.
- Requires a minimum lead time of 120 days to allow adequate coordination between institutions and leadership.
- Programs must verify in the “Affiliation Agreements” folder in MedHub that a current and active Affiliation Agreement is in place before submitting a PLA for signature.
- Rotations may not proceed until the Affiliation Agreement has been fully executed.

#### Affiliations Agreement – Process Flow at-a-Glance

Phase	Responsible Party	Key Actions	System/Tool	Timing
<b>1. Rotation Identification</b>	Program Director, APD, or Faculty Leaders	Identify new external site(s) and confirm educational alignment.	Coordinate Next Steps with Program Manager	≥ 120 days prior to rotation start
<b>2. Initiation</b>	Program Manager	Notify RGME Paralegal to initiate agreement drafting.	KPNC Institutional Template	≥ 90 days prior to rotation start

<b>3. Drafting &amp; Review</b>	RGME Paralegal and Leadership	Outline legal, financial, and risk terms; Secure Internal & External Signatures	KPNC Institutional Template	≥60 days prior to rotation start  Process may take at least a month based on timeline for Affiliate Counsel or Leadership to approve drafts
<b>4. Approval &amp; Signatures</b>	DIO / Regional Medical Director / Affiliate Leadership	Execute agreement through authorized signatories.	KPNC Institutional Template	≥60 days prior to rotation start  Process may take at least a month based on timeline for securing signatures.
<b>5. Institutional-Level Maintenance &amp; Tracking</b>	RGME Office	Status Tracking Sheet available in MedHub's <b>Resources</b> Section; Reviewed annually; Updated frequently.	MedHub	Ongoing
<b>6. Program-Level Maintenance &amp; Tracking</b>	Program Manager	For ACGME Programs, update WebADS to add Core Participating Site, including CEO & other information. Additionally, update local tracking sheets to ensure compliance and timely renewal to avoid outdated agreements.  For CPME Programs, update local tracking sheets to ensure compliance and timely renewal to avoid outdated agreements.	ACGME WebADS (Core Rotations)  Or  Local monitoring tracking system	Ongoing