KAISER PERMANENTE® | **Undergraduate & Graduate Medical Education**
Northern California

Regional Graduate Medical Education

Institutional Guidelines for Program Letters of Agreement (PLA)

As the sponsoring institution, Kaiser Permanente Northern California (KPNC) requires a fully executed and current PLA for all Core, Elective, and Global Health rotations at each participating site where residents or fellows train. Each PLA must:

- Define the educational objectives, rotation dates, and participating trainees.
- Outline supervision and evaluation structures.
- Ensure compliance with applicable ACGME or CPME* accreditation standards.
- Be signed by the Program Director, Affiliation Site Director, and the Designated Institutional Official (DIO). Additional leadership signatures may be obtained after the primary approvals (e.g., DIO and Program Director) have been secured to avoid delays prior to the start of the rotation.

The Program Director is responsible for verifying educational integrity, alignment with institutional and accreditation standards, and ensuring compliance prior to submission.

Program Letter of Agreement Key Features

- All rotations must comply with the latest ACGME or CPME standards, including objectives, supervision, scheduling, work hours, and moonlighting policies.
- Additional considerations for Core rotations include site distance, reimbursement guidelines, and trainee safety and wellness (e.g., fatigue mitigation).
- Programs must use the institutional PLA template in MedHub and follow the guidance in the MedHub PLA Module.
- PLAs must be submitted to RGME at least 60 days prior to the rotation start date. Rotations may not begin until the PLA is fully executed. This also includes global health rotations.
- The RGME Institutional Administrator reviews submissions to verify:

  o Compliance with accreditation and institutional requirements.
  o Accuracy of rotation dates and content.
  o Incomplete or noncompliant PLAs will be returned for revision.
  o The DIO performs the final review and signature, authorizing the rotation.
  o Programs and trainees should not make travel or lodging arrangements until all documentation is fully executed.

Program Letter of Agreement and Program-Level Maintenance and Tracking

- Programs must monitor and renew PLAs prior to expiration to ensure uninterrupted educational experiences.
- Regular audits should be conducted to verify accuracy and continued alignment with accreditation standards, especially after site or leadership changes.
- PLAs may be renewed on a 3- to 5-year cycle or up to 10 years, depending on programmatic needs.
- Programs must use MedHub for ongoing tracking and as the institutional repository of record.
- Participating (or Affiliate) site information must be kept current in MedHub and ACGME WebADS, particularly for Core rotations, to maintain compliance.

*ACGME= Accreditation Council of Graduate Medical Education, Common Program Requirements.
**CPME= Council on Podaitric Medical Education, Standard and Requirements.

Program Letters of Agreement – Process Flow at-a-Glance

Phase	Responsible Party	Key Actions	System/Tool	Timing
1. Rotation Identification	Program	Determine needs for Core, Elective, or Global Health rotation.		≥ 60 days prior to rotation start
2. Review	Program	Confirm rotations goals & objectives, supervision, and rotation dates. Submit to RGME for review.		≥ 60 days prior to rotation start
3. Initiation & Submission	Program	Submit PLA in MedHub using institutional template and MedHub features	MedHub	≥ 60 days prior to rotation start. Institutional review process begins
4. Institutional Review	RGME Institutional Administrator	Verify PLA compliance and completeness; return to Program for edits if needed.	MedHub	≥ 30 days prior to rotation start. Signature process begins
5. Program Director Signature	Program Director	Final approval and signature authorizing rotation.	MedHub	≥ 30 days prior to rotation start.
6. DIO Review & Signature	Designated Institutional Official (DIO)	Final approval and signature authorizing rotation.	MedHub	≥ 30 days prior to rotation start.
7. External (or Affiliate) Site Director Review & Signature	Affiliate Site Director	Final approval and signature authorizing rotation.	MedHub	≥ 30 days prior to rotation start.

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8. Program-Level Maintenance & Tracking	Program	Track expiration, renew according to Program needs or ACGME/CPME standards, audit regularly.	MedHub as a repository and Local Monitoring Tracking system Participating (or Affiliate) Site information must be kept current in MedHub and ACGME WebADS, particularly for Core rotations, to maintain compliance.	Ongoing

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