



SUBJECT TEACHING AGREEMENTS	POLICY NUMBER 100.011	PAGE 1 of 3
SOURCE Academic Affairs - Administration	ORIGINATION OR LAST REVISION DATE 11/08/07	EFFECTIVE DATE 12/11/07

I. POLICY

It is the policy of St. Joseph's Hospital and Medical Center (SJHMC) Academic Affairs that agreements with other institutions and teaching physicians are in place and current in order to ensure that the quality of graduate medical education is maintained even when resident education occurs in other institutions or teaching sites.

II. PROCEDURE

A. On-site teaching agreements that require honoraria must be in place prior to teaching engagement for physicians not employed by the hospital.

1. Letter Agreements are obtained for on-site teaching that is provided either one time only or periodically (payment is made when services are provided), i.e., precepting, ward rounds, lectures, CME.
2. Teaching Agreements are obtained for on-site teaching that is provided on a regular and on-going basis and/or involves a regular hourly/monthly payment for teaching and/or precepting services.
3. All physicians teaching on the clinical services on our campus must have Medical Staff Privileges.

B. Off-site teaching agreements must be provided under either an "Off-Site Rotational Agreement" or an "Interinstitutional Agreement".

1. Off-Site Rotational Agreements are obtained for all rotations to physician's offices or non-hospital settings on an annual bases.
2. Interinstitutional Agreements are obtained for all rotations to other hospitals with an addendum_for each individual rotation.



- C. Initiation or renewal of agreements must be made at least 90 days in advance, and must use the most current template issued and approved by the legal department.
 - 1. Individual programs are to initiate or renew program specific teaching or rotational agreements using the template approved by the legal department.
 - 2. Per hospital protocol, the authorized signatory for St. Joseph's Hospital is the CEO or designee.
 - 3. Interinstitutional agreements will be maintained through the Academic Affairs Department. Any changes to existing agreements including renewals or addenda, and initiation of new interinstitutional agreements will be coordinated between the Academic Affairs Department and the Legal Department.
 - 4. All agreements must be routed to the legal department for final review with a contract coordination sheet attached. The academic chair, Director of Academic Affairs or Manager of Academic Affairs must initial the contract coordination sheet signifying approval in order for legal department to approve and forward to authorized hospital signatory.

- C. The following are required elements for teaching agreements:
 - 1. Identifies physician responsible for resident education and supervision.
 - 2. Outlines educational goals and objectives (may be submitted as "Attachment").
 - 3. Specifies period of assignment of residents as well as who will pay resident's salary, benefits and professional liability.
 - 4. Specifies whether physician/contracted party will receive payment for services provided.
 - 5. Specifies institutional responsibility for teaching, supervision, and evaluation of residents.
 - 6. Specifies policies and procedures that govern residents.
 - 7. Specifies PGY level of resident and number of residents per rotation period.
 - 8. Specifies any requirement for continuity clinic.



REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	11/08/07
CHW	11/08/07
JC	11/08/07
RISK/LEGAL	11/08/07
HUMAN RESOURCES	11/08/07
REVISED & APPROVED BY	
Policy/Procedure Committee	11/08/07
Organized Medical Staff	11/08/07
GMEC	12/11/07