



### **309 11b Overview: Affiliation Agreement**

Affiliation agreements must be in place between the sponsoring institution and any facility that provides a rotation(s) for residents. Common affiliation agreements include a different hospital; nearby free-standing surgery centers; colleges of podiatric medicine; private medical practices; skilled nursing facilities etc. Affiliation agreements must be current and in effect. They must be signed by the chief administrative officer of each institution. They are necessary for any location the residents train other than the hospital campus or hospital owned facilities. If residents train at the office of faculty members under contract with hospitals (i.e. paid faculty) no affiliation agreement is needed. When residents work at a doctor's private office even if he/she is a paid employee of the sponsor an affiliation agreement is necessary. When residents receive training at a doctor's office that is not a paid employee of the sponsor an affiliation agreement must be in place.

The affiliation agreement must identify responsibilities of each party, a designated on-site coordinator, and any other pertinent issues. The affiliation agreement can state that it will renew annually unless either party terminates with appropriate notice, however it still must be executed every five years.

Please be aware that when residents rotate at facilities that are not part of the corporate structure of the sponsoring institution, the sponsor will not receive graduate medical education (GME) funding from the Center of Medicare Services (CMS). If the affiliated institution has the ability to bill CMS, they are able to do so for the period of time that they are providing education to the resident. The sponsor then may choose to charge the affiliate for the services provided by the resident.

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***FROM CPME 320:***

#### **Affiliated Training Site**

**An affiliated training site is an institution or facility that provides a rotation(s) for residents. Examples of sites include: a college of podiatric medicine, a teaching hospital including its ambulatory clinics and related facilities, a private medical practice or group practice, a skilled nursing facility, a federally qualified health center, a public health agency, an organized health care delivery system, or a health maintenance organization (clinical facility).**

#### **Requirements: (1.3)**

**The sponsoring institution shall formalize arrangements with each training site by means of a written agreement that defines clearly the roles and responsibilities of each institution and/or facility involved.**

**When training is provided at an affiliated training site, the participating institutions must**

- **Indicate their respective training commitments through an affiliation agreement that is reaffirmed at least once every five years.**

**This document must:**

- **Acknowledge the affiliation and delineate financial support (including resident liability) and educational contributions of each training site.**
- **Be signed and dated by the chief administrative officer or designee of each participating institution or facility.**
- **Be forwarded to the program director.**

**If the program director does not participate actively at the affiliated institution or facility, or if a significant portion of the program is conducted at the affiliated institution or facility, a site coordinator must be designated formally to ensure appropriate conduct of the program at this training site. The site coordinator must hold a staff appointment at the affiliated site and be a faculty member actively involved in the program at the affiliated institution or facility. Written confirmation of this appointment must include the signatures of the program director and the site coordinator.**

**The entirety of training experiences provided at sites located beyond daily commuting distance from the sponsoring institution and/or co-sponsor must not exceed one-sixth of the residency.**

**Training provided abroad may not be counted toward the requirements of any training resource.**