



Regional Academic Affairs

TITLE: Academic Agreements	POLICY NUMBER: S-27
DEPARTMENT: Graduate Medical Education	Effective Date: 01/02
	Revised: 10/23
	Reviewed: 10/23
	Date of next Review: 10/25

POLICY:

Program Directors and Program Coordinators will be responsible to keep all contracts relating to their residency programs current. The Program Directors and Program Coordinators will coordinate contract maintenance with the office of Academic Affairs on new or existing contracts naming any Mercy Health facility or residency program.

PROCEDURE:

- Resident/Fellow (“Resident”) Contracts: Programs in conjunction with the office of Academic Affairs have the responsibility to meet regulatory timelines when issuing resident/intern contracts. The GMEC will review and approve compensation and the benefits approved by Human Resources annually. Resident contracts will be administered via the current residency management software, with the exception of off-cycle contracts which require communication from the program to the resident. Neither the Sponsoring Institution nor any of its ACGME-accredited programs will require a resident/fellow to sign a non-competition guarantee or restrictive covenant.
- Faculty/Preceptor Contracts: The office of Academic Affairs will keep and monitor the master list of employed and contracted physicians that relate to education. As contracts approach their expiration date, the office of Academic Affairs will contact the appropriate Program Director and Program Coordinator to confirm that the faculty is still actively participating in the residency program to begin the process of renewal or termination. Notification will be three months prior to the contract expiration date.
 - The Program/Education Director will communicate the contract information to the Regional manager of GME, who will be responsible to prepare the contract approval form.
 - The contract approval form will be prepared by the Designated Institutional Official (“DIO”) or their designee forwarded to the Legal department.
 - The Program Director will be responsible to complete annual performance reviews for the faculty/preceptors associated with their residency program.
 - The office of Academic Affairs will maintain current and compliant preceptor contracts for all faculty physicians.
- Affiliation Agreements: The Program Director and Program Coordinator will be responsible to ensure affiliation agreements exist between their residency program and each participating institution/sites. Policy S-21, Institution and Program Letters of Agreement, list the guidelines to follow. All new affiliation agreements with any entities must be submitted to the Academic Affairs office at least 90 days in advance of the resident’s actual date of rotation at that institution.
- ACGME Business Agreement: must also be signed by the clinical sites.
- HIPAA Agreements: It is the responsibility of the office of Academic Affairs to determine when an ACGME Business Agreement is needed. The office of Academic Affairs will coordinate with the respective residency offices to maintain current and compliant HIPAA agreements (provided by ACGME) with each clinical site that is not owned and operated by Mercy.

Approved by:

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