

# TEMPLE UNIVERSITY HOSPITAL GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

NUMBER: TUH GMEC – 301 (Formally TUHRAC – 301)  
TITLE: Affiliation Agreements  
EFFECTIVE DATE: 11/00/1999  
LAST REVIEWED: 09/01/2005, 08/01/2006, 05/22/2007, 08/2009  
LAST UPDATED: 01/07/2011  
REFERENCES:

## PURPOSE

This policy and procedure describes the TUH Affiliation Agreement and its use in all Graduate Medical Education programs.

## POLICY

It is the policy of Temple University Hospital that all Graduate Medical Education programs will complete a formal TUH Affiliation Agreement when rotating residents to other healthcare institutions/facilities. A standard Affiliation Agreement will be developed and periodically reviewed by the Graduate Medical Education Committee.

## PROCEDURES

1. The Hospital and/or any Program Director may seek to affiliate with other healthcare institutions/facilities to ensure the number and variety of patients consistently available to the program is sufficient to meet the educational needs of all residents in the program.
2. Affiliations are for educational purposes and, as such, must meet the requirements of each graduate medical education program as outlined by the Accreditation Council for Graduate Medical Education.
3. Affiliate healthcare institutions/facilities must demonstrate a commitment to graduate medical education and should be accredited by The Joint Commission; accredited by another entity with reasonably equivalent standards as determined by the Institutional Review Committee; accredited by another entity granted "deeming authority" for participation in Medicare under federal regulations; certified as complying with all conditions of participation in Medicare set forth in federal regulations; or recognized by another entity with reasonably equivalent standards as determined by the IRC.

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4. It is the responsibility of each Program Director who wishes to rotate a resident (or residents) to another healthcare institution/facility to initiate an Affiliation Agreement. Approval of the Chief Executive Officer or his/her designee and the affiliate healthcare institution/facility is required to complete the agreement.
5. It is the responsibility of each Program Director to complete ALL parts of the Affiliation Agreement, except Attachment “D” which is completed in the Graduate Medical Education Office.
6. When an educational rotation is desirable and of very short duration (e.g. one month or less) a Memorandum of Understanding (MOU) is acceptable as an alternative to the Affiliation Agreement if such a document is acceptable under ACGME standards and acceptable to all parties. The MOU must contain all the elements of the Affiliation Agreement (i.e. length of agreement, TUH responsibilities, Affiliate responsibilities, joint responsibilities, responsible parties, rotation schedule, educational goals and objectives, reimbursement considerations and signatures of authorized individuals) in abbreviated form.

It is recommended that Program Directors use the four attachments to the standardized TUH Affiliation Agreement as attachments to the MOU.

7. It is the responsibility of the Graduate Medical Education Office to provide a current copy(ies) of the Affiliation Agreement to all TUH Program Directors on request. Copies are available on paper or on disc.
  8. It is the responsibility of the Graduate Medical Education Office to assist all Program Directors in the completion of their Affiliation Agreements.
  9. The Graduate Medical Education Office is responsible for maintaining files of all Affiliation Agreements.
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