

# **MARSHALL UNIVERSITY SCHOOL OF MEDICINE OBSTETRICS AND GYNECOLOGY RESIDENCY TRAINING PROGRAM**

LETTER OF AGREEMENT FOR THE COOPERATIVE TRAINING OF RESIDENTS/FELLOWS FROM MARSHALL UNIVERSITY JOAN C. EDWARDS SCHOOL OF MEDICINE (MUSOM), AND CABELL HUNTINGTON SURGERY CENTER (Participating Site)

This letter of agreement is an educational statement that sets forth the relationship between MUSOM and CHH. This statement of educational purpose is not intended to supercede or change any current contracts and institutional affiliation agreements between the institutions.

This Program Letter of Agreement is effective from July 1, 2021, and will remain in effect for ten (10) years, unless updated, changed, or terminated as set forth herein. All such changes, unless otherwise indicated must be approved in writing by all parties.

## **1. Persons Responsible for Education and Supervision**

At MUSOM: **Kevin J. Conaway, M.D.**, Program Director, Obstetrics and Gynecology Residency Program.

At Cabell Huntington Surgery Center:

**Kevin J. Conaway, M.D.**, Site Director and  
Director of University Continence Center, Department of  
Obstetrics & Gynecology for Benign Gynecology.

**Kara Eplin**, Executive Director of Perioperative Services

The above mentioned people are responsible for the education and supervision of the Residents/Fellows while rotating at the Participating Site.

## **2. Responsibilities**

The faculty at the Participating Site must provide appropriate supervision of Residents/Fellows in patient care activities and maintain a learning environment conducive to educating the Residents/Fellows in the ACGME competency areas. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at completion of the assignment.

### **3. Content and Duration of the Educational Experiences**

The content of the educational experiences has been developed according to AOA/ACGME Residency/Fellowship Program Requirements and are delineated in the attached goals and objectives for each rotation. See Exhibit B.

The Program Director, Dr. Kevin Conaway is ultimately responsible for the content and conduct of the educational activities at all sites, including Cabell Huntington Surgery Center. The MUSOM Program Director, Participating Site director and the faculty are responsible for the day-to-day activities of the Residents/Fellows to ensure that the outlined goals and objectives are met during the course of the educational experiences.

Rotations may be in two (2) week blocks, but generally rotations are a month in duration.

The day-to-day supervision and oversight of resident/fellow activities will be determined by the specialty service where they are assigned. The Program Coordinator, Marlene Poe, is responsible for oversight of some resident/fellow activities, including coordination of evaluations, arrangement of conferences, sick leave and annual leave as mandated by MUSOM.

### **4. Assignments**

In accordance with the Affiliation Agreement between MUSOM and Cabell Huntington Surgery Center, MUSOM will provide to Cabell Huntington Surgery Center, the name of the resident(s)/fellow(s) assigned to the site, the service they will be training on and other relevant information.

### **5. Responsibility for supervision and evaluation of residents**

Resident/Fellows will be expected to behave as peers to the Faculty, but be supervised in all their activities commensurate with the complexity of care being given and the Resident/Fellow own abilities and level of training. Such activities include, but are not limited to the following:

- Patient care in clinics, inpatient wards and emergencies
- Conferences and lectures
- Interactions with administrative staff and nursing personnel
- Diagnostic and therapeutic procedures
- Intensive Care unit or Ward patient care

The evaluation form will be developed and administered by the Obstetrics and Gynecology Residency Program. Residents will be given the opportunity to evaluate the teaching faculty, clinical rotation and Participating Site at the conclusion of the assignment.

**6. Policies and Procedures for Education**

During assignments at the Participating Site, Residents/Fellows will be under the general direction of MUSOM's Graduate Medical Education Committee's and the Obstetrics and Gynecology Residency Program's Policy and Procedure Manual as well as the policies and procedures of Participating Site, including but not limited to, policies related to patient confidentiality, patient safety, medical records.

**6. Authorized Signatures**

**Cabell Huntington Surgery Center**



Kara Eplin, Executive Director of  
Perioperative Services

7/6/21

Date

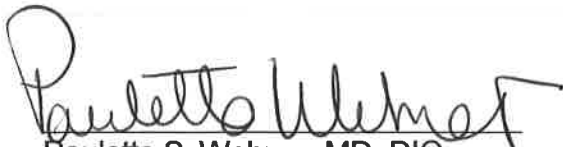
**MUSOM**



Kevin Conaway, MD  
Program Director - MUSOM and

7-9-2021

Date



Paulette S. Wehner, MD, DIO  
Vice Dean for GME

7/14/21 -

Date

## Exhibit B: Goals and Objectives for the MUSOM Obstetrics and Gynecology Residency Program

### **Gynecology:**

- To perform benign gynecological surgical procedures in an outpatient setting.