MARSHALL UNIVERSITY SCHOOL OF MEDICINE

MEDICAL ONCOLOGY FELLOWSHIP PROGRAM

LETTER OF AGREEMENT FOR THE COOPERATIVE TRAINING OF
RESIDENTS/FELLOWS FROM MARSHALL UNIVERSITY JOAN C. EDWARDS
SCHOOL OF MEDICINE (MUSOM) AND EMOGENE DOLIN JONES HOSPICE
HOUSE (EDJHH)

This letter of agreement is an educational statement that sets forth important points of
agreement between Marshall University School of Medicine (MUSOM) and Emogene
Dolin Jones Hospice House. This statement of educational purpose does not affect
current contracts and institutional affiliation agreements between the two institutions.

This Letter of Agreement is effective from July 1, 2012, and will remain in effect for three
(3) years, or until updated, changed, or terminated by MARSHALL UNIVERSITY
SCHOOL OF MEDICINE MEDICAL ONCOLOGY FELLOWSHIP PROGRAM and/or
EMOGENE DOLIN JONES HOSPICE HOUSE. Such changes must be communicated
with the MUSOM Office of Graduate Medical Education.

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

   At MUSOM: Maria T. Tirona, MD, FACP, Program Director
              Medical Oncology Fellowship

   At EDJHH:  Chuck McCormick, MD, Medical and Site Director
              Emogene Dolin Jones Hospice House

   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 the ACGME Residency/Fellowship Program Requirements and are delineated in the attached goals and objectives for each rotation.

As program director, Dr. Tirona is ultimately responsible for the content and conduct of the educational activities at all sites, including Emogene Dolin Jones Hospice House. The 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.

The Medical Oncology Fellowship Program maintains a continuity practice at the Edwards Comprehensive Cancer Center. One aspect of continuity practice includes hospice and palliative care. The Emogene Dolin Jones Hospice House offers the opportunity for fellows to attain hospice and palliative care in a supervised setting. Elective experiences as arranged with individual residents – each rotation is two weeks.

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

4. **Assignments**

MUSOM Medical Oncology Fellowship will provide EDJHH the name of the fellow assigned to the site, the service they will be training on and other relevant information. Fellows will remain on MUSOM’s payroll; remain eligible for all fellows benefits, including annual leave, sick leave, and health insurance, etc. Fellows will be covered under MUSOM’s malpractice policy in the amount of one million dollars per occurrence. The policy also provides tail coverage and legal defense.

5. **Responsibility for Supervision and Evaluation of Residents**

Residents 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’s 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 Marshall University School of Medicine Medical Oncology Fellowship 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 to Emogene Dolin Jones Hospice House, fellows will be under the general direction of MUSOM’s Graduate Medical Education Committee’s and Marshall University School of Medicine’s Medical Oncology Fellowship Program’s Policy and Procedure Manual as well as the policies and procedures of the Participating Site for patient confidentiality, patient safety, medical records, etc.

7. **Authorized Signatures**

**EMOGENE DOLIN JONES HOSPICE HOUSE**

Chuck McCormick, MD,
Site and Medical Director

1/14/13

**MUSOM**

Maria T. Tirona, MD, FACP
Program Director

1/11/13

Paulette Wehner, MD, DIO
Sr. Associate Dean for GME

1/17/13

Joseph Shapiro, MD
Dean

1-31-13