MARSHALL UNIVERSITY
JOAN C. EDWARDS SCHOOL OF MEDICINE

FAMILY PRACTICE RESIDENCY TRAINING PROGRAM

LETTER OF AGREEMENT FOR THE COOPERATIVE TRAINING OF RESIDENTS/FELLOWS FROM MARSHALL UNIVERSITY JOAN C. EDWARDS SCHOOL OF MEDICINE (MUSOM) AND VETERANS ADMINISTRATION MEDICAL CENTER (VAMC) (Participating Site)

This letter of agreement is an educational statement that sets forth important points of agreement between Marshall University Joan C. Edwards School of Medicine (MUSOM) and Veterans Administration Medical Center (VAMC). 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 the Marshall University Joan C. Edwards School of Medicine and/or Veterans Administration Medical Center. Such changes must be communicated with the MUSOM Office of Graduate Medical Education.

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

   At MUSOM: W. Mitchel Shaver, M.D., Family Medicine Residency Director

   At VAMC: William Cocke, Jr, M.D., Site Director for Outpatient surgery rotations

   As program director, W. Mitchel Shaver, M.D., is ultimately responsible for the content and conduct of the educational activities at all sites, including VAMC. The day-to-day supervision and oversight of family medicine resident activities will be determined by the specialty service where they are assigned. This includes such activities as scheduling, evaluations, conflict resolution, conferences, etc.

2. **Content and Duration of Rotations Involved:**

   The family medicine residents will be at Veterans Administration Hospital for the following inpatient rotations:

   **Outpatient Surgery** 1 month during second year of residency

3. **Educational Goals and Objectives**

   A list of goals and objectives for each rotation are attached.
4. Assignments

Each month MUSOM will provide to VAH the names of the residents assigned to the hospital, the service they will be training on and other relevant information as outlined in the Affiliation Agreement. Resident's rotating through VAMC may be in all levels of training. Residents will remain on MUSOM's payroll, remain eligible for all resident benefits, including annual leave, and sick leave, etc.

5. Duties and Patient Care Responsibilities

Junior residents on inpatient services are responsible for initial patient assessments, formulation of a treatment plan, writing orders, presenting their patients at report, following assigned patients daily, arranging for patient discharge and completing discharge summaries. Senior residents are responsible for direct supervision of the clinical activities of the junior residents. Specific activities and structure of rotations of residents are determined by the residency faculty and family practice program director, in consultation with the directors of the various services.

6. Responsibility for Teaching, Supervision and Evaluation of Residents

While at VAMC, residents from MUSOM will receive supervision and instruction from active recognized supervising faculty of the Family Practice Service and other qualified faculty members from the Marshall University Joan C. Edwards School of Medicine. Residents will be supervised by faculty in all their activities and at all times, 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, operating and delivery suites, and the emergency room.
- Interactions with administrative staff and nursing personnel.
- Conferences and lectures.
- Attendance at conferences and lectures.

Junior residents may be supervised by senior residents with ultimate supervision of all resident activities by qualified attending faculty.

Resident evaluations will be completed in a timely manner by supervising faculty. The evaluation form will be developed and administered by the Family Medicine Residency Program. Residents will be given the opportunity to evaluate the teaching faculty and clinical rotation at the conclusion of the assignment.
7. Policies and Procedures for Education

The program director at MUSOM is responsible for the oversight of all resident activities while at VAMC. The educational policies and procedures governing resident activity will conform to the ACGME Essentials of Accredited Residencies including the Program Requirements and Institutional Requirements.

MUSOM and VAMC will provide an orientation session to all residents to acquaint them with the policies and procedures of MUSOM and VAMC that govern their training and ensure they comply with hospital rules and regulations.

8. Authorized Signatures

VETERANS ADMINISTRATION MEDICAL CENTER

[Signatures and dates]

W. Mitchel Shaver, MD
Program Director

Paulette Wehner, MD, DIO
Senior Associate Dean for GME

Joseph Shapiro, MD
Dean
SURGERY II ROTATION

Goals

Augment the resident's surgical skill by directly interacting with an attending physician primarily in the outpatient setting.

Objectives

1. Assess patients in the outpatient setting on a consultative, acute, elective and continuity basis for surgical disposition.
2. Differentiate medical and surgical management of common diagnoses.
3. Discuss management options for patients seen in the outpatient setting with attending physician.
4. Observe and participate in procedural skills; particularly endoscopies, sigmoidoscopies, fine needle aspirations, lesion removals, wound care and others useful for the family physician.
5. Participate in outpatient postoperative care.
6. Practice physical examination skills of palpation of soft tissue masses.
7. Integrate knowledge obtained through rotation into repertoire of patient counseling.