MARSHALL UNIVERSITY
JOAN C. EDWARDS SCHOOL OF MEDICINE

FAMILY PRACTICE RESIDENCY TRAINING PROGRAM

LETTER OF UNDERSTANDING FOR THE COOPERATIVE TRAINING OF RESIDENTS FROM MARSHALL UNIVERSITY SCHOOL OF MEDICINE (MUSOM) AND CABELL HUNTINGTON HOSPITAL (CHH).

I. Scope of the Affiliation

Cabell Huntington Hospital serves as a cooperating agency with Marshall in the development and implementation of clinical education programs for family medicine residents. The hospital shall provide clinical opportunities as well as the clinical facilities and equipment necessary for the conduct of such programs. The family medicine residency program at Marshall shall be responsible for the planning, implementation and evaluation of the clinical education programs for the family practice residents. The residency program shall also determine adequate preparation in theoretical knowledge, basic skills, professional ethics, attitude and behavior of the family practice residents.

An explanation detailing the full scope of the affiliation is documented in the “Affiliation Agreement By and Between Marshall University Joan C. Edwards School of Medicine and Cabell Huntington Hospital, Inc.”

This Letter of Agreement is effective from July 1, 2018, and will remain in effect for three (3) years or until updated, changed, or terminated by the Family Practice Residency Training Program and/or Cabell Huntington Hospital, Inc. Such changes must be communicated with the MUSOM Office of Graduate Medical Education.

II. Responsible Persons

At MUSOM: Tammy Bannister, M.D., Family Medicine Residency Director

At CHH:

Adam Franks, M.D., Site Director for family practice hospital service rotations and continuity obstetrics
Susan Flesher, M.D., for pediatric rotations and NICU
Kevin Conaway, M.D., for obstetrics rotations
Beth Toppins, M.D. and Mitch Charles, M.D., for emergency medicine rotations
Ellen Thompson, M.D., for cardiology rotations
Paul Ferguson, M.D., for neurology rotations
Mehiar El-Hamdani, MD, for medical intensive care rotations
Farid Mozaffari, MD, for inpatient 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 CHH. The day-to-day supervision and oversight of family practice resident activities will be determined by the specialty service where they are assigned. This includes such activities as scheduling, evaluations, conflict resolution, conferences, etc.
III. Content and Duration of Rotations Involved:

The family medicine residents will be at Cabell Huntington Hospital for the following inpatient rotations:

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Duration</th>
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<tbody>
<tr>
<td>NICU/ NBN</td>
<td>½ month during first year of residency</td>
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<tr>
<td>Intensive Care</td>
<td>1 month during first year of residency</td>
</tr>
<tr>
<td>Surgery</td>
<td>1 month during first year of residency</td>
</tr>
<tr>
<td>Obstetrics</td>
<td>2 months during first year of residency</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>2 months during first year of residency</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>2 months during first and second or third years of residency</td>
</tr>
<tr>
<td>Family Practice Hospital Service</td>
<td>3 months during first, second and third years of residency</td>
</tr>
</tbody>
</table>

Furthermore, residents have several rotations (both required and elective) where they may be involved with patients at Cabell Huntington Hospital. Required one-month rotations include: Surgical Subspecialties (ENT, Ophthalmology, Urology), Outpatient Surgery, Cardiology, Neurology and Orthopedics. Residents also have one month or a medical subspecialty, one month of a pediatrics elective, and four elective months which may involve experiences at Cabell Huntington Hospital.

To maintain continuity, residents are required to attend clinic duties while on outside rotations. Residents are also required to attend mandatory lectures and events. Notifications are sent to outside rotations prior to the start of the rotation outlining these required responsibilities.

IV. Educational Goals and Objectives

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

V. Assignments

Each month MUSOM will provide to CHH 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 CHH 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.

VI. 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.

VII. Responsibility for Teaching, Supervision and Evaluation of Residents

While at CHH, 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 Practice Residency Program. Residents will be given the opportunity to evaluate the teaching faculty and clinical rotation at the conclusion of the assignment.

VIII. Policies and Procedures for Education

The program director at MUSOM is responsible for the oversight of all resident activities while at CHH. 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 CHH will provide an orientation session to all residents to acquaint them with the policies and procedures of MUSOM and CHH that govern their training and ensure they comply with hospital rules and regulations.

IX. Authorized Signatures

MUSOM

FM Residency Director

FM Department Chair

Paulette Wehner, MD, DIO
Senior Associate Dean for GME