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 AND CABELL HUNTINGTON SURGICAL CENTER

This letter of agreement is an educational statement that sets forth important points of agreement between Marshall University School of Medicine (MUSOM) and Cabell Huntington Surgery Center. 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, 2018, and will remain in effect for three (3) years, or until updated, changed, or terminated by the Obstetrics and Gynecology and/or Cabell Huntington Surgery Center. Such changes must be communicated with the MUSOM Office of Graduate Medical Education.

1. Persons Responsible for Education and Supervision

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

At Cabell Huntington Surgery Center:

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

Melanie Rash, Administrator

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

As 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 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. Marlene Poe, Obstetrics and Gynecology Program Coordinator, is responsible for oversight of some resident/fellow activities, including coordination of evaluations, arrangements of conferences, sick leave, annual leave and benefits.

4. Assignments

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. Residents/fellows will remain on MUSOM’s payroll; remain eligible for all resident benefits, including annual leave, sick leave, and health insurance, etc. Resident’s 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 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 to Cabell Huntington Surgery Center, residents/fellows will be under the general direction of MUSOM’s Graduate Medical Education Committee’s and Obstetric and Gynecology’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

**CABELL HUNTINGTON SURGERY CENTER**

[Signature]
Melanie Rash, Administrator
Kelli J. Brooks, Exec. Dir. Adm

5/4/18
Date

**MUSOM**

[Signature]
Kevin J. Conaway, M.D., Program Director
Paula Wehner, M.D., DIO, Vice Dean for GME
Joseph Shapiro, M.D.

6/1/18
Date
6/5/18
Date
6/6/18
Date
Goals and Objectives for the MUSOM Obstetrics and Gynecology Residency Program

Gynecology:

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