MARSHALL UNIVERSITY SCHOOL OF MEDICINE

MARSHALL FAMILY MEDICINE RESIDENCY PROGRAM

LETTER OF AGREEMENT FOR THE COOPERATIVE TRAINING OF RESIDENTS/FELLOWS FROM MARSHALL UNIVERSITY JOAN C. EDWARDS SCHOOL OF MEDICINE (MUSOM) AND HUNTINGTON INTERNAL MEDICINE GROUP (HIMG).

This letter of agreement is an educational statement that sets forth important points of agreement between Marshall University School of Medicine (MUSOM) and Huntington Internal Medicine Group. 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, 2017, and will remain in effect for five (5) years, or until updated, changed, or terminated by MARSHALL FAMILY MEDICINE RESIDENCY and/or HUNTINGTON INTERNAL MEDICINE GROUP. Such changes must be communicated with the MUSOM Office of Graduate Medical Education.

1. Persons Responsible for Education and Supervision

   At MUSOM: Tammy Bannister, MD, Program Director
               Marshall Family Medicine Residency

   At HIMG: Brian Heaberlin, MD, ENT, Site Director
             Huntington Internal Medicine Group

   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 rotations and objectives for each rotation.

As program director, Dr. Bannister is ultimately responsible for the content and conduct of the educational activities at all sites, including Huntington Internal Medicine Group. 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 week blocks but generally 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. Vicky Blackshire, Residency Coordinator, is responsible for oversight of some residents/fellow activities, including coordination of evaluations, arrangement of conferences, sick leave, annual leave and benefits.

4. **Assignments**

MUSOM will provide HIMG the name of the resident/fellow 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. Residents 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 Family Medicine 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 Huntington Internal Medicine Group, residents/fellows will be under the general direction of MUSOM's Graduate Medical Education Committee's and Marshall Family Medicine Residency 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

HUNTINGTON INTERNAL MEDICINE GROUP

Brian Heaberlin, MD, ENT - Site Director

Floyd E. Metzger, CEO

Mark Murray, Richard Quinn

MUSOM

Tammy Bannister, MD
Program Director

Paulette Wehner, MD, DIO
Vice Dean for GME

Joseph Shapiro, MD
Dean

Date

Date

Date

Date
SURGICAL SUBSPECIALTY ROTATION

ENT

I. ENT

Goal

To gain an understanding of common ENT problems, including assessment, diagnosis, management and indications for referral.

Objectives

By the end of the rotation, the resident will be able to:
1. Manage middle ear problems and identify the criteria for tympanotomy tubes.
2. Understand criteria for appropriate tonsillectomy and adenoidectomy.
3. Manage allergic rhinitis and related disorders and identify criteria for skin testing.
4. Understand problems of hearing impairment and the criteria for hearing aids.
5. Utilize procedural skills in ENT medicine usually conducted by family physicians (tympanometry, etc.).
# Preliminary

## Family Medicine

### ENT Rotations

#### Master Schedule

**2017-2018**

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<thead>
<tr>
<th>Month</th>
<th>Provider Name</th>
<th>Dates</th>
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<tbody>
<tr>
<td>July</td>
<td>Sarah Dennemeyer, MD</td>
<td>7/1 to 7/15</td>
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<tr>
<td>August</td>
<td>Audrey Plummer, DO</td>
<td>8/1 to 8/15</td>
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<tr>
<td>September</td>
<td>William &quot;Clay&quot; Mitchell, MD</td>
<td>9/1 to 9/15</td>
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<td>October</td>
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<td>November</td>
<td>Brandon Flores, MD</td>
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<td>December</td>
<td>Syeda &quot;Curie&quot; Mansur, MD</td>
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<tr>
<td>January</td>
<td>Shawndra Barker, MD</td>
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REVISED: 5/31/17
May 31, 2017

Brian Heaberlin, MD
5170 US Route 60 East
Huntington, West Virginia 25705

Dear Dr. Heaberlin:

Thank you for agreeing to work with our resident this year as part of their Family Medicine Residency ENT Rotation. We know that our residents will gain valuable experience in this two-week rotation that will greatly benefit them in their future practice.

Please find attached our standard letter of agreement and let us know if any conflicts are noted. If agreeable, please complete and return to us at your soonest opportunity. I have also included a 2017-18 schedule – please let us know if you can accommodate these times for our residents.

Thanks again for working with our residents!

Best regards,

Tammy Barrister, MD

TB:vmb

Enclosures
Health Care information is personal and sensitive. This is being faxed to you with authorization from the patient or under circumstances that do not require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Redisclosure without additional consent as permitted by law is prohibited. Unauthorized re-disclosure of failure to maintain confidentiality could subject you to penalties described in federal and state law.

This communication is intended only for the use of the individual or entity to which it is addressed and may contain information that is strictly confidential, privileged and exempt from disclosure under applicable law. It is intended for the sole use of the individual or entity noted above. If you are not the intended recipient, you are hereby notified that any use, dissemination, duplication or publication of the communication by a person or entity other than that as named above is strictly prohibited.

If you received this communication by mistake, please notify the HIMG compliance officer immediately by telephone at 304-399-2452 and return it to the sender at Huntington Internal Medicine Group, 5170 U. S. Route 60 East, Huntington WV 25705 at our expense.