Affiliation Agreements Department Point of Contact (POC) Responsibilities

Purpose:

Processing affiliation agreements is a complex legal process that requires specific background knowledge. For this reason, we need points of contact in each department who are:

1. Local experts who will educate their department on the different agreement types and the specific administrative processes required.
2. Departmental authorities who will be responsible for managing the required administrative processes, including submission of all agreement requests, for their department / work unit.
3. Central departmental contacts who will provide clarification to the Office of Graduate Medical Education (OGME) if more information is needed / questions arise regarding requested agreements.

Responsibilities

As your department POC, you will act as the liaison between your department and OGME. It is crucial to understand and follow *both* your own departmental processes, as well as central OGME processes, in order to:

1. Annually, determine which AIPAs and PLAs will be renewed, and if you will initiate new AIPAs and PLAs with any sites.
   a. If you do not renew an AIPA or PLA, it will expire on its end date.
   b. If OGME does not receive renewal information for an expiring AIPA or PLA, we assume this is deliberate and the program wishes to allow the agreement to expire.
   c. We will not be following up further on expired AIPA or PLAs.
2. Liaise between the affiliate and your program director(s)/administrator(s) to gather all required information needed to complete the AIPAs and / or PLAs you will be renewing or initiating.
   a. Some programs allow their individual programs to submit the form, this is ok. OGME will however still communicate with the POC.
3. Submit all required information via the appropriate form. Submit your requests as soon as possible. For AIPAs, processing times vary depending on the affiliate. For PLA renewals, we will begin processing renewals as soon as the Master Affiliation Agreement (MAA) has been signed and the new PLA template is available.
   a. If you are unsure which agreement request form to use, refer to the Affiliation Agreements Decision Tree.
   b. Affiliation Agreements Form
4. Monitor progress via Smartsheets
5. Handle all follow-up and administrative processing as advised by OGME.
6. Respond to questions in a timely manner from OGME and from your department / work unit related to agreements and processing.