



NCC **National Capital Consortium**
F. EDWARD HÉBERT SCHOOL OF MEDICINE
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799

NCC Guidance for Completion of a PLA and MOU from Initiation to Full Execution

Program Letter of Agreement (PLA):

The NCC Program Director drafts a PLA with the preceptor from the participating institution. At a minimum the PLA must include:

- Name of the faculty member(s) who will assume both educational and supervisory responsibilities for residents (include reliable contact numbers and email address)
- Specific responsibilities for teaching, supervision, and formal evaluation of residents (educational goals and objectives that includes all of the ACGME Six Competencies)
- Duration and content of the educational experience
- Stated policies and procedures that will govern resident education during the assignment.

In preparation for internal program reviews and ACGME site visits all current PLAs must be available for the site visitor and should contain the four items listed above as well as the required signatures and a date less than five years old. PLAs should not be attached to the PIF. Agreements should be updated whenever there are changes in program director or site director, resident assignments, or revisions to the items specified in the CPR or the specialty requirements.

PLAs must be reviewed annually and renewed at least every five years. The program director must notify the NCC Administrative Office of any additions or deletions of participating sites.

Memorandum of Understanding (MOU):

NCC Program Directors (PDs) or their designated representatives can submit a proposal for an MOU by completing the required form posted at: <http://www.usuhs.mil/gme/mourequest.html>. The proposed MOU will then be presented to and voted upon by members of the Graduate Medical Education Committee (GMEC) at their next regularly scheduled monthly meeting. If approved, the MOU will then be drafted and the PDs, NCC Administrative Director, and USUHS Legal Advisor will receive a copy for review and concurrence.

Once all concurrences have been received two (2) original documents that have been signed by the Chair, Board of Directors will be mailed to the participating institution for signature by the designated authority. One original will be retained by the participating institution. One original will be returned to and maintained by the NCC Agreements Office. The MOU should be sent to the following address:

NCC Agreements Administrator (E2012)
Uniformed Services University of the Health Sciences
4301 Jones Bridge Road
Bethesda, MD, 20814-4799

The MOU is considered fully executed and in effect **ONLY** after the NCC Agreements Office has received the original document containing all required signatures from the participating institution and the PD has received a copy. The Agreements Administrator will provide to the PD a copy of the signed MOU.

Note: As required by the ACGME, a copy of the signed PLA must be forwarded to the NCC Agreements Office to update program files. Send all inquiries to: nccagreements@usuhs.mil or contact the Agreements Administrator at (301) 319-0709.