**PLA Cover Sheet for VISITING RESIDENT/FELLOW**

**This page is not part of the PLA and is for VUMC internal use only, NOT to be included with the PLA when sending to the Affiliate Institution for signature. *Do* include this page when submitting the PLA to GME for Dr. Terhune’s signature (She should be the final signature).**

**VUMC Program Name: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Type (check one): € Residency € Fellowship**

**Visiting Institutions : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VUMC Contract ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required) PEER ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If applicable)**

**Type of rotation this PLA covers (check one):**

**\_\_\_\_\_**Required (designated for completion by all residents/fellows as part of the program)

**\_\_\_\_\_**Elective (selected by the resident in consultation with the program director)

**If Elective, how many residents/fellows is this PLA anticipated to cover? (check one):**

**\_\_\_\_\_**Multiple

**\_\_\_\_\_**One Resident/Fellow, as far as we know (name of Resident/Fellow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLA procedure**

1. Wherever you see **highlighted text** in the PLA template, replace it with the correct corresponding information.
2. Obtain signatures, the last signature should be Dr. Terhune’s signature which will be obtained by the GME office (***do*** include this page when you send the PLA to the GME Office for her signature. PLA’s will not be accepted by the GME Office without the cover page.)
	* **If the PLA is part of a contract being initiated at the same time**, upload the PLA (without this page) into PEER (<https://peer.app.vumc.org/login>) to get signatures from the affiliate institution on both the PLA and contract at once. Note in the comments field that PLA is uploaded to obtain signatures. Upload this page separately and name it “PLA Cover Sheet”.
3. An electronic copy of the fully signed PLA will be uploaded to New Innovations, where the VUMC program will have access to view.
4. PLAs are good for 5 years from the effective date or until there is a change in the rotation information, related VUMC or GME policies or ACGME requirements, or until there is a change in the program’s PD or the Affiliate Institution’s director. New Innovations will send automatic notifications when 5 years is almost up so the PLA can be renewed, if needed.
5. All VISITING PLAs should be routed to Lisa King (lisa.king-rowan@vumc.org) for Dr. Terhune’s signature electronically via email. Please let her know if you have any questions.