

# MARSHALL UNIVERSITY SCHOOL OF MEDICINE

## NEPHROLOGY FELLOWSHIP TRAINING PROGRAM

### LETTER OF AGREEMENT FOR THE COOPERATIVE TRAINING OF RESIDENTS/FELLOWS FROM MARSHALL UNIVERSITY JOAN C. EDWARDS SCHOOL OF MEDICINE (MUSOM) AND CABELL HUNTINGTON HOSPITAL (PARTICIPATING SITE)

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 Hospital. 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 January 1, 2018, and will remain in effect for five (5) years, or until updated, changed, or terminated by the Nephrology Fellowship Training Program and/or Cabell Huntington Hospital. Such changes must be communicated with the MUSOM Office of Graduate Medical Education.

#### **1. Persons Responsible for Education and Supervision**

At MUSOM: Zeid Khitan M.D., Program Director,

At Cabell Huntington Hospital:

Zeid Khitan, M.D. – Site Director  
Hala Alshayeb, M.D.  
Joseph Shapiro, M.D.  
I Ogu, M.D.

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. Khitan is ultimately responsible for the content and conduct of the educational activities at all sites, including Cabell Huntington Hospital. 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. Amanda Jones, 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 St. Mary's Medical 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

Evaluation forms will be completed in a timely manner by the Nephrology Fellowship 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 St. Mary's Medical Center, residents/fellows will be under the general direction of MUSOM's Graduate Medical Education Committee's and Nephrology Fellowship Training 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**

Cabell Huntington Hospital

  
\_\_\_\_\_  
Zeid Khitan, M.D. Site Director

12/11/17  
Date

  
\_\_\_\_\_  
Hoyt Burdick, M.D. Medical Director

12/4/2017  
Date

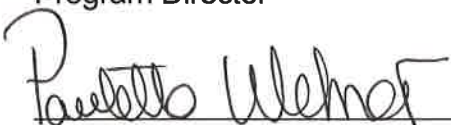
  
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Kevin Fowler, CEO

12/4/17  
Date

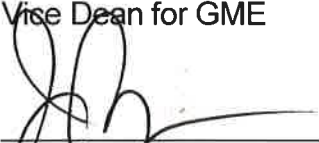
**MUSOM**

  
\_\_\_\_\_  
Zeid Khitan, M.D.  
Program Director

12/11/17  
Date

  
\_\_\_\_\_  
Paulette Wehner, M.D., DIO  
Vice Dean for GME

12/4/17  
Date

  
\_\_\_\_\_  
Joseph Shapiro, M.D.  
Dean

12/4/17  
Date