

## Sample Template – Letters of Commitment Transitional Year Review Committee

The following sample template for Letters of Commitment has been prepared to assist program directors in preparing these documents. This represents the minimal detail acceptable to the Transitional Year Review Committee. Addition of more detail is not required and occurs at the sole discretion of the program directors, designated institutional official, or Graduate Medical Education Committee that oversees the transitional year residency program and the sponsoring program(s).

Program Letter of Commitment

*Between:* [the Transitional Year Residency Program]

*And:* [the Sponsoring Program]

Dear [Transitional Year Program Director]:

This document serves as an agreement between the [Transitional Year Residency Program] and the [Sponsoring Program] involved in transitional year residents' education.

This Letter of Commitment is effective from \_\_\_/\_\_\_/\_\_\_, and will remain in effect for five years, or until changed or terminated by the [Transitional Year Residency Program] and the [Sponsoring Program].

### 1. Persons Responsible for Education and Supervision

At [Sponsoring Institution]: [Transitional Year Residency Program Director]

[Sponsoring Program]: [Program Director]  
*(List other faculty members by name or general group)*

The individuals noted above are responsible for the education and supervision of the transitional year residents while assigned to [Sponsoring Program] rotations.

### 2. Responsibilities

The [Sponsoring Program] agrees to provide educational experiences for [number of] transitional year residents for each academic year on [Sponsoring Program] services.

Each Transitional Year Resident may spend up to a [weeks/months] duration rotating on [Sponsoring Program] services.

These rotations will occur at one or more of the following rotation sites:  
*(List sites)*

The transitional year residents will have educational experiences and responsibilities that have been developed according to the ACGME's Program Requirements for the Transitional Year while on rotation on [Sponsoring Program] services:

that are delineated in the attached document.

**or**

and include the following goals and objectives:

**or**

and are specified in the Resident Curricular Handbook, pp\_\_\_\_\_.

The [Sponsoring Program]'s faculty members will provide appropriate supervision of transitional year residents in patient care activities and maintain a learning environment conducive to educating the transitional year residents in the ACGME Core Competency areas. The faculty members will further ensure that outlined goals and objectives are met during the educational experiences while on [Sponsoring Program] services.

### **3. Evaluation**

The faculty members will evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at completion of the assignment. Equivalent evaluation standards as those used for [Sponsoring Program] PGY-1 categorical residents will be in place.

The [Sponsoring Program] will provide evaluation forms to the transitional year residents to allow for confidential evaluation at the end of each educational assignment.

### **4. Policies and Procedures Governing Resident Education**

The [Sponsoring Program] agrees to ensure provision of learning experiences and responsibilities for the transitional year residents equivalent to those of the [Sponsoring Program] categorical residents.

Sincerely,

\_\_\_\_\_  
Signature  
Program Director, Sponsoring Program

\_\_\_\_\_  
Date