



*The Heart of a  
Healthy Community™*

**EXHIBIT 1  
PROGRAM LETTER OF AGREEMENT**

**This document serves as the required ACGME Program Letter of Agreement between *San Bernardino County on behalf of Arrowhead Regional Medical Center (ARMC) and Platinum Dermatology Partners, LLC dba West Dermatology, LLC* (“West Dermatology” or “Participating Site”).**

This document serves as an agreement between ARMC as sponsoring institution for the Emergency Medicine Residency Program and West Dermatology as the participating site for residency education for the rotation of Dermatology at West Dermatology.

This Program Letter of Agreement (PLA) is contingent upon and effective upon full execution by the parties of the Affiliation Agreement for Residency Rotations (“Affiliation Agreement”) to which this PLA is attached and the term will run concurrently with the Affiliation Agreement. This PLA may be terminated by either party for any reason with 30 days written advance notice.

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

At ARMC (Sponsoring Institution): Carol H. Lee, MD

At West Dermatology (Participating Site): Brook Brouha, MD

The above mentioned people are responsible for the education and supervision of the ARMC residents while on a rotation at the Participating Site.

**2. Responsibilities**

The faculty at the Participating Site must provide appropriate supervision of residents in patient care activities and maintain a learning environment conducive to educating the residents 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 the ACGME residency Program Requirements, and include the following goals and objectives:

**DERMATOLOGY ROTATION: COMPETENCY-BASED GOALS AND OBJECTIVES**

**MEDICAL KNOWLEDGE**

**A. Anatomy/Physiology/Embryology**

**Goal:** The resident will have knowledge of the development, function, and histology of skin. **Objectives:**

**BOARD OF SUPERVISORS**

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**Objectives:**

1. Know about the embryology of skin and when the different layers appear during gestation.
2. Discuss the epidermis, dermis, and skin appendages.
3. Discuss the components of the dermis: fibroblasts, collagen, elastin, ground substance
4. Know what the subcutaneous tissue and fascia layers are and how they function.
5. Discuss the structure and function of the skin appendages including the following:
  - a. Eccrine sweat glands
  - b. Apocrine sweat glands
  - c. Sebaceous glands
  - d. Neural end organs
  - e. Hairs
6. Discuss how the skin reacts to the following:
  - f. Smoking
  - g. UV light trauma
  - h. Microbial trauma
  - i. Mechanical trauma
  - j. Heat injury
  - k. Cold injury
  - l. Pharmacological agents
7. Know the anatomy of the nail and its surrounding structures and understand the function of each.
8. Understand the nature and mechanism of action of the basic pharmacologic agents used to treat skin diseases.

***B. Infectious Skin Problems***

- a. Fungal
  - i. Onychomycosis
  - ii. Molluscum contagiosum
- b. Viral
  - i. Herpes zoster
  - ii. Herpes simplex
  - iii. Warts
- c. Bacterial
  - i. Cellulitis

**Goal:** The resident should demonstrate knowledge of the described skin lesions in each category. There should be a basic ability to recognize the morphologic and histologic features of the more common problems.

**Objectives:**

1. Understand the clinical presentation and the spectrum of severity of the disease.
2. Demonstrate a basic understanding of how to diagnose these skin problems.
3. Know the natural history of the untreated form of the disease.
4. Know the options for treatment of the various problems including creams, soaps, topical antibiotics, oral antibiotics, steroids, excisional therapy, laser, sun screens, and dermabrasion.
5. Describe which conditions can be cured as opposed to just treated.
6. Be able to recommend maintenance therapy and screening for the patient.

***C. Inflammatory Skin Problems***

4. Contact Dermatitis
  - i. Poison Ivy

- ii. Poison Oak
- 5. Acne
- 6. Hidradenitis
- 7. Rosacea/Rhinophyma

**Goal:** The resident should demonstrate knowledge of the described skin lesions in each category. The resident should recognize the morphologic and histologic features of the more common conditions.

**Objectives:**

1. Understand the clinical presentation and the spectrum of severity of the disease.
2. Have a basic understanding of how to diagnose these skin problems.
3. Know the natural history of the untreated form of the disease.
4. Know the options for treatment of the various problems including creams, soaps, topical antibiotics, oral antibiotics, steroids, excisional therapy, laser, sun screens, and dermabrasion.
5. Know which conditions can be cured as opposed to just treated.
6. Be able to recommend maintenance therapy and screening for the patient.

***D. Neoplastic Skin Problems***

- 8. Actinic keratosis
- 9. Squamous Cell Cancer
- 10. Basal Cell Cancer
- 11. Merkel Cell Cancer
- 12. Melanoma
- 13. Dermatofibrosarcoma protuberans
- 14. Spindle Cell Cancer
- 15. Angiosarcoma

**Goal:** The resident should demonstrate knowledge of the described skin lesions in each category. The resident should recognize the morphologic and histologic features of the more common neoplastic skin diagnoses.

**Objectives:**

1. Understand the clinical presentation and the spectrum of severity of the disease.
2. Have a basic understanding of how to diagnose these skin problems.
3. Know the natural history of the untreated form of the disease.
4. Know the options for treatment of the various problems including creams, soaps, topical antibiotics, oral antibiotics, steroids, excisional therapy, laser, sun screens, and dermabrasion.
5. Be able to recite and explain the grading/staging system for malignant lesions.
6. Be able to recommend maintenance therapy and screening for the patient.

***E. Congenital***

- 13. Congenital Melanocytic Nevi
- 14. Giant Hairy Nevus
- 15. Nevus Sebaceous of Jadassohn
- 16. Xeroderma Pigmentosum
- 17. Spitz Nevi
- 18. Pilomatrixoma
- 19. Pyogenic granuloma
- 20. Neurofibromas
- 21. Skin tags
- 22. Vascular malformations
- i. Telangiectasias

- ii. Venous malformations
  - iii. Lymphatic malformations
  - iv. Capillary malformations
  - v. Arteriovenous malformations
  - vi. Capillary-lymphatic-venous malformation (Klippel-Trenaunay syndrome)
  - vii. Maffucci syndrome
  - viii. Parkes Weber syndrome
23. Vascular Tumors
- i. Hemangiomas
  - ii. Kaposiform hemangioendothelioma
  - iii. Pyogenic granuloma

**Goal:** The resident should demonstrate knowledge of the described skin lesions in each category. There should be a basic ability to recognize the morphologic and histologic features of the more common problems.

**Objectives:**

1. Understand the clinical presentation and the spectrum of severity of the disease.
2. Have a basic understanding of how to diagnose these skin problems.
3. Know the natural history of the untreated form of the disease.
4. Know the options for treatment of the various problems including creams, soaps, topical antibiotics, oral antibiotics, steroids, excisional therapy, laser, sun screens, and dermabrasion.
5. Know which conditions can be cured as opposed to just treated.
6. Be able to recommend maintenance therapy and screening for the patient.

**F. Other**

- a. Disorders of Pigmentation
  - i. Vitiligo
  - ii. Melasma
  - iii. Hyper/Hypopigmentation
- b. Alopecia

**PATIENT CARE**

**Goal:** Resident should be able to provide comprehensive, compassionate, and effective care for the patient with diseases of the skin.

**Objectives:**

1. Evaluate simple and complex cutaneous lesions and know the appropriate steps to diagnose and treat these lesions (based on size, location, and overall condition of patient).
2. Be able to list and describe the following types of biopsies, as well as perform them:
  - Punch biopsy
  - Needle biopsy
  - Excisional biopsy
  - Incisional biopsy
3. Participate in diagnostic and reconstructive plans for various skin lesions on the face and elsewhere on the body
4. Be able to plan when Moh's excision is necessary and be able to formulate a reconstructive plan post Moh's excision.

5. Participate in laser treatment for skin conditions including:

- Vascular lesions
- Pigmented lesions
- Unwanted hair
- Skin resurfacing

6. Know the options for pharmacologic treatment of aging skin.

#### **PRACTICE BASED LEARNING AND IMPROVEMENT**

**Goal:** The resident will investigate and evaluate his or her own patient care practices, appraise and assimilate scientific evidence, and improve patient care practices, as they related to diseases of the skin.

**Objectives:**

Use information technology to prepare for surgical cases and bring that knowledge to the O.R.

Analyze the effectiveness of own practices in caring for patients with diagnoses involving the skin.

Improve own practices in the care of patients by integrating appropriately gathered data and feedback.

Educate medical students and other healthcare professionals in the practice of skin care and prevention of skin cancer.

Function independently with graduated advancement and appropriate faculty supervision.

#### **INTERPERSONAL AND COMMUNICATION SKILLS**

**Goal:** The resident will demonstrate interpersonal and communication skills that result in effective information exchange and teaming with patients, their families, and professional associates, as they apply to prevention and treatment of diseases of the skin.

**Objectives:**

Educate patients and their families about skin cancer and it's prevention.

Provide adequate counseling and informed consent to patients.

Listen to patients and their families regarding their concerns and level of understanding regarding skin care, skin cancer prevention, etc.

Chart and record accurate information regarding

The resident should have a working understanding of diagnosis and treatment of basic diseases of the skin such that he or she can explain the nature of the problem to the patient and address the treatment options and long term outcome.

#### **SYSTEM BASED PRACTICE**

**Goal:** The resident will demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value.

**Objectives:**

Coordinate care of patients with lesions that are concerning for skin cancer. The resident should be able to biopsy appropriately using either incisional or excisional techniques or refer to the dermatologist for Moh's excision if appropriate.

Coordinate a plan of care in conjunction with a dermatologist.

Evaluate the patient's psychosocial situation in conjunction with family or a PCP such the appropriate reconstructive option is chosen after extirpation of a skin cancer.

Best evaluate whether a treatment plan should be office based, outpatient surgery, or inpatient surgery.

In cooperation with the ARMC Program Director, the Site Director and the faculty at the Participating Site are responsible for the day-to-day activities of the ARMC residents to ensure that the outlined goals and objectives are met during the course of the education experiences at the Participating Site.

**The duration(s) of the assignment(s) to the Participating Site is as follows:**

4 Weeks

4. ***Policies and Procedures that Govern***

ARMC residents, while rotating at the Participating Site, will be under the general direction of the policies and procedures of the ARMC Graduate Medical Education Committee and its residency program, and the Participating Site's policies.

**Signatures.** The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

***Sponsoring Institution***  
***Arrowhead Regional Medical Center***

***Participating Site***  
***West Dermatology***

\_\_\_\_\_  
Name: Carol Lee, MD  
Title: Program Director

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Name: Brook Brouha, MD  
Title: West Dermatology/Supervising Physician

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Name: Carol Lee, MD  
Title: Designated Institutional Official