Outside Rotations

GMEC approved: February 2015
Procedure revised: November 2015
GMEC reviewed and approved: April 2017

Purpose:

To define the conditions under which rotations outside of WSU SOM and its hospital partner sites are included in the WSU SOM GME ACGME accredited residency programs.

POLICY

WSU SOM GME and all of its ACGME accredited residency programs aim to provide a full graduate medical education program for all residents. While WSU SOM GME is able to meet most educational requirements, it may be necessary for residents to complete a clinical rotation at a hospital or medical facility outside the system if a specific, accreditation-required clinical experience or a patient population is not available within the system (required rotation). There may also be circumstances when a resident may desire a specific clinical experience outside the system which is not required (elective rotation).

Procedure

Required Rotations

WSU SOM GME is responsible for ensuring that residents are provided the opportunity to meet all accreditation requirements. The Program Director is responsible for:

1. Investigating opportunities for required outside rotations;
2. If professional liability insurance is not provided by the institution where the outside rotation is planned, the Program Director may request the rotation be added to the WSU SOM GME Professional Liability policy to cover the resident during the required outside rotation;
3. Completing the Residency Program Rotation Request Form and Obtaining formal approval from the GMEC at least 90 days in advance of the start of the rotation;
4. Developing the Program Letter of Agreement, which must specify which institution is providing professional liability coverage, obtaining all required signatures and submitting to the GME office at least 30 days in advance;
5. Providing program funding of costs associated with the required rotation.
6. Coordinate with the WSU SOM GME office to ensure all arrangements are made with participating hospital; including approvals and resident credentialing.
**Elective Rotations**

Elective outside rotations must have the appropriate educational rationale. Department Chairs must agree to absorb resident salary and benefit costs in their department budget for the period away on the elective outside rotation.

Six months in advance of the elective rotation, the resident is responsible for completing the following:

1. Investigating opportunities for elective outside rotations;  
2. Completing the WSU Residency Program Outside Rotation Request Form - including the educational rationale, obtaining approval of the Program Director, Chair of the Department and the GMEC;  
3. Obtaining adequate professional liability insurance from the institution where the rotation is planned or from an independent source (inquire at the GME office); WSU SOM GME does not provide coverage for elective outside rotations; this is specified and must be acknowledged on the Outside Rotation Form  
4. All costs associated with the elective rotation.  
5. Coordinate with the WSU SOM GME office to ensure all arrangements are made with participating hospital; including approvals and resident credentialing

**International Elective Rotations**

International elective rotations are discouraged however, with the appropriate educational rationale, they may be approved.

In addition to the above requirements for an outside elective rotation, residents requesting an international rotation must also provide:

1. If appropriate, ACGME specialty RRC approval of completion of the international outside elective.  
2. Specialty Board approval of the completion of the international outside elective.  
3. Documentation of health insurance and professional liability coverage while out of the country.

**Additional Requirements for Foreign Nationals:**

Foreign nationals in some visa statuses who are seeking to participate in outside rotations may be subject to certain restrictions.

1. Foreign nationals with an Employment Authorization Document (EAD) are eligible to participate in outside rotations without restriction, consistent with the guidelines above.  
2. Foreign nationals with J-1 status are eligible to participate in outside rotations, if coordinated with ECFMG. If a J-1 house officer’s outside rotation will be outside the Detroit metro area, the Program Director prepares and faxes a letter to ECFMG indicating the name of the physician, the name and address of the institution where the rotation will take place, and the planned duration
of the outside rotation. ECFMG will document the outside rotation in the J-1 house officer’s SEVIS database record. If a J-1 house officer’s outside rotation is within the Detroit metro area, the Program Director notifies ECFMG if the outside rotation was not in the training plan.

3. Foreign nationals with H-1B status may require additional/amended immigration filings with U.S. Citizenship and Immigration Services (USCIS) and/or the U.S. Department of Labor (DOL) if the requested rotation site was not specifically listed in the individual’s initial H-1B application.

Monitoring
All applications for rotations outside of WSU SOM and its hospital partner sites will be reviewed and approved by the GMEC to ensure compliance with this policy. Once the GMEC approves the rotation the WSU SOM GME office will coordinate with the participating site’s GME office to ensure all documentation is complete including: participating site application, credentialing requirements and any other documentation as may be required.