

## Graduate Medical Trainees' Away Rotations

### I. Definition

An Away Rotation is defined as any clinical experience, either required or elective for graduate medical trainees (trainees), that occurs at a Non-University of Virginia (UVA) governed institution.

### II. Away Rotation Types

1. **Required Rotation.** When all residents in a program rotate for a required educational experience as a part of the curriculum, the program should receive approval by the Graduate Medical Education Committee (GMEC) and/or by the Board or the accreditation organization if required. In addition, mutual agreement on trainee education between the Sponsoring Institution (UVA Medical Center) and the participating institution must be established through Program Letters of Agreement (PLA).
2. **Elective Rotation.** A program may establish elective rotations to meet the needs of one or more specific residents. For example, a program may direct a trainee to have an additional outpatient elective or specific rotation(s) to gain more experience in particular procedures. Such electives must receive prior approval by the GMEC and/or by the Board or the accreditation organization if required. Elective rotation can be one-time or recurring when more than one trainee in a program rotate at a same site.

### III. Provisions for Away Rotations

1. **Institution.** The UVA Medical Center will extend stipend and benefits coverage for rotations required as a part of the approved curriculum. For elective rotations, stipend and benefits' coverage for trainees is extended for up to one-month away rotation per trainee per academic year.

All Trainees of the UVA Medical Center are provided liability coverage by the Commonwealth of Virginia's "*Risk Management Plan*" under the Department of the Treasury. The Plan verifies liability coverage for activities of its employees and agents as it relates to tort liability, including medical malpractice. Coverage extends to activities performed in the scope of employment at the University of Virginia Medical Center or any of its affiliated healthcare facilities. Coverage is not extended for employment opportunities which you arrange on your own (i.e., moonlighting) or medical care rendered outside the scope of your educational program. For questions regarding tort liability coverage, please contact Risk Management at 924-5595.

2. **Graduate Medical Education (GME) office.** The Education Specialist in GME office will facilitate a) the approval process collaborating with the GME Committees and other departments within the institution; and b) evaluation of the educational experience following the rotation.
3. **Program Directors.** Program Directors must 1) oversee and ensure the quality of education in all participating sites; 2) approve a supervising faculty at each participating site who is accountable for trainee education; 3) monitor trainee supervision at all participating sites (Common Program Requirements II.A.4. a., b., & f.); and 4) provide any supporting documents (e.g., PLA for required rotations).

4. **Trainees.** Once the application is initiated, trainees prepare applications with detailed educational values for the rotation.
  - It is the trainees' responsibility to contact the program in which they will be rotating as well as the GME Office of that institution. It is recommended for trainees to contact the visiting institution a minimum of 3 months prior to rotation date in order to complete any necessary requirements from that institution (temporary license, credentialing, compliance or EMR training). Any work-related injury during an away rotation must be reported to UVA's Employee Health within 48 hours of injury. Contact:  
<http://www.healthsystem.virginia.edu/pub/employee-health> or (434) 924-2013.

#### IV. Procedures

1. **Application.** Prior to submitting an application to the GMEC, the program director's approval must be obtained. A signed application with supplemental documents should be submitted to GME office at least 60 days in advance of the away rotation. Applications with a tight timeline may need to be presented directly to the GMEC by the program director.
2. **Approval.** The GMEC Education Subcommittee members review and recommend decisions to the GMEC. If any additional information is necessary, emails will be sent to the trainee and his/her program at the conclusion of the Education Subcommittee meeting. Final decision to approve the rotation will be made in the GMEC executive session.
3. **Notification.** Once approved, trainees and their programs will be notified by emails from the GME office. The GME education specialist will also follow up with the trainees regarding necessary actions required prior to their away rotations.
4. **Trainees with the ECFMG-sponsored J1 Visa.** ECFMG must be informed at least 30 days in advance of any proposed off-site rotation or elective that will be conducted at a location other than the approved "Sponsoring Institution" or a "Participating Site" for the training program as reported to and recognized by the ACGME, including both domestic and international rotations. Use the form posted on the GME webpage.
5. **International Experiences.** Please refer to GME Policy 33 regarding relevant requirements and procedures.
6. **Changes in Away Rotation.** If changes occur in the rotation site or the supervising faculty at the rotation site after the GMEC approval, a new application should be submitted to the GME Education Subcommittee for review.
7. **International Experiences.** Any trainee submitting an application for international rotations will be contacted following the GMEC meeting to have the University International Studies Office (ISO) registration and other requirements initiated.

#### V. Application Forms for Away Rotations

**1. Form A (Program’s application for required rotation or recurring elective rotation).**

A program may initiate an application for required or recurring rotations. If all trainees in the program are required to rotate at a same site (required rotations) or more than one trainee rotate at a same site for elective rotations, the Form A must be approved by the GMEC first. Once a specific rotation is approved, it is valid until the PLA (for required rotations) for the site expires or the dates specified in the application.

**2. Form B (Subsequent notification for required rotation or recurring elective rotation).**

This form is for programs to notify GME office of names of trainees and dates for their rotations at the approved rotation site. The Form B does not need any approval from GMEC, but requires signature from trainees and program directors only.

**3. Form C (Trainee’s Application for a one-time elective rotation).** The Form C is an application for a one-time, elective rotation. Form C must be approved by the GMEC.

**VI. Supporting Documents**

**1. Program Letters of Agreement (PLA).** PLA must be in place for all required rotations.

- A PLA template is available from the GME office; however, it is the responsibility of the program to obtain and complete.
- PLA is not required a) when trainees rotate to physician’s offices and ambulatory centers under the governance of the Rector and Visitors of the University of Virginia; b) if trainees participate in required educational activities and are under the supervision of UVA Health System faculty members at all times; or c) for international away rotations.
- When the away rotation institution requires establishing a PLA with the UVA Medical Center for an elective rotation, it is program’s responsibility to forward such requests to the GME office for review.
- Agreements must be updated with a standard *Addendum* whenever there are changes in program director or participating site director, resident assignments, or revisions to the items specified in the Common Program Requirements.
- All PLA must be renewed every five years.

**2. Other Required Documentation.**

- An official Curriculum Vita of the faculty supervisor at the rotation institution who will assume both educational and supervisory responsibilities for trainees at the off-site location must be provided with applications.

**\*Guidelines for application forms and supporting documents**

Rotation Type	Form	PLA	Trainee Signature	Program Director Signature	GMEC Approval	Note
Required rotation or recurring elective rotation <b>-Initial</b>	A	Yes <sup>1)</sup>	N/A	Yes	Yes	1) One time for the rotation site; 2) Valid up to five years with PLA.
Required rotations or recurring	B <sup>2)</sup>	Yes <sup>1)</sup>	Yes	Yes	N/A	For notifying GME office for approved

elective rotation- - <b>Subsequent</b>						required rotations.
One-time, elective rotation	C	No	Yes	Yes	Yes	

*Note.* 1) PLA must be in place for required rotations. PLA is not required for elective rotations; however, it may be in place if required by the participating institution. 2) The forms A and B may be turned in simultaneously if necessary.

## VII. Resources

The table below provides a list of resources and contact information when GME Trainees are requested to provide documentation for their away rotations.

<b>Documentation</b>	<b>Resources/Contact</b>
Immunization or Drug Screening Records	All GME Trainees' health screening and maintenance information including immunization and drug screening records are stored with Employee Health.
Proof of HIPAA completion	GME Trainee can print out his/her own Net Learning transcript which shows the trainee has completed a CBL on HIPAA.
Certificate of Malpractice Insurance	GME Trainees can request own verification online, on the GME webpage, under Forms, malpractice verification. It will get sent to the trainee or to the away rotation institution whichever the trainee indicates on the form.
Program Letter of Agreement	Check with the hosting institution if they have their own PLA template. Once received it will be reviewed by the UVA Medical Center Contract Management Office and the GME office for compliance with the federal/state regulations and the accreditation requirements. The hosting institution may use the UVA Medical Center PLA template which is available on the GME webpage, under Forms, away rotation.
Program Letter or Permission for Away Rotation	GME Trainee's program director may provide a verification letter indicating that the trainee is in good standing.
Proof of Trainee Privilege or Signed Privilege Matrix	UVA GME Trainees do not have privileges since they function under supervision at all times. If the away rotation site wants to know the trainee's competency levels trainees or his/her program director may provide competency evaluation reports.