



GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 34

A. SUBJECT: Graduate Medical Education Trainees' Away Rotations

B. EFFECTIVE DATE: March 21, 2018

C. REASONS FOR POLICY:

The University of Virginia Graduate Medical Education Committee (GMEC) recognizes the need for providing educational opportunities that occur outside of the Sponsoring Institution. This policy is intended to ensure the quality of learning opportunities and supervision of GME Trainees when they engage in clinical and/or research opportunities outside of the University of Virginia Medical Center.

D. DEFINITIONS

Away Rotation: a clinical and/or research experience either required or elective for graduate medical trainees (trainees), that occurs at a Non-University of Virginia (UVA) governed institution, and when Trainees are supervised by non-UVA faculty.

Required Rotation: Educational experience in which all residents in a program participate as part of the program curriculum

Elective Rotation: Education experience that a program or Trainee may establish to meet the needs of one or more specific trainees.

E. POLICY STATEMENTS:

1. Procedures

- A) **Required Rotation:** When all Trainees in a program rotate for a required educational experience as part of the curriculum, the program should receive approval by the GMEC and by the certification board or the accreditation organization if required. There must be a program letter of agreement (PLA) between the program and each participating site.
- B) **Elective Rotation:** A program or a trainee may establish elective rotations to meet the needs of one or more specific residents. Such electives must receive prior approval by the GMEC and 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 rotates at a same site. A PLA is not required for elective rotations; GME office can assist if the away rotation site requires a PLA.

- C) **Application:** An application signed by program director with supplemental documents should be submitted to the GME office at least 45 days in advance of the away rotation.
 - D) **Review and Approval:** The GMEC Education Subcommittee members review and recommend approval or disapproval 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. Applications with a tight timeline may need to be presented directly to the GMEC by the program director.
Final decision to approve the rotation will be made in the GMEC executive session by majority vote.
 - E) **Stipend and Benefits during Away Rotation:** Once approved by the GMEC, the UVA Medical Center will extend stipend and benefits including liability coverage for GME Trainees.
 - F) **Frequency and duration of away rotation:** GME Trainees may apply for up to 30 calendar days away elective(s) per academic year as long as the absence for elective experience does not interfere with accreditation and/or board certification requirements.
 - G) **Required or Recurring Elective Rotations:** For required or recurring elective rotations, review by the Education Subcommittee is required every three years or in the event of significant changes at the approved site. It is the program's responsibility to notify the GME Office in advance each time a GME trainee travels to an approved site using GME Away Rotation Form B.
 - H) **Changes in Away Rotation after the GMEC approval:** 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.
 - I) **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.
 - J) **International Rotations:** Please refer to GME Policy 33 regarding relevant requirements and procedures.
- 2. Program Director Responsibilities**
- A) The program director or his/her designee must monitor the clinical learning and working environment and adequate supervision in all away rotation sites.
 - B) The program director or his/her designee must approve the GME Trainee's away rotation application and ensure compliance with the institutional policies and the accreditation and/or certification board requirements.

- C) The program director or his/her designee must approve a supervising faculty at each rotation sites who is accountable for education, supervision and evaluation of the Trainees.
- D) The program director must obtain an evaluation of the GME Trainee's clinical or research experience from the identified supervisor(s) and make it available to Trainee.
- E) The program director must obtain evaluation of the away rotation experience from the GME Trainee.

3. GMEC Oversight

- A) The GMEC approval of away rotations will be based on the educational merit of the rotation, a named supervisor of the rotation, approval by the Trainee's department and Program Director, compliance with State Department and CDC regulations and University policy related to those regulations. The GMEC shall review and approve all applications for away rotations in collaboration with its Education Subcommittee.
- B) The GMEC shall review and approve any requests for exceptions to the institutional policies regarding GME Trainee's away rotations.
- C) The GMEC reserves the right to suspend any away rotations where the site has been deemed unsafe or inadequate to provide quality education and supervision for GME Trainees.

Drafted and Reviewed by the GMEC Policy Subcommittee: March 13, 2018
GMEC Approved, March 21, 2018