

GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 15

- A. **SUBJECT:** Trainees Rotating Off-Service
- B: **EFFECTIVE DATE:** October 18, 2023 (R)
- C: **POLICY:** Graduate Medical Trainees rotating in other program’s services

Definitions:

- *Primary Program:* Residency/Fellowship Program in which Graduate Medical Education (GME) Trainee is based.
- *Host Program:* Residency/Fellowship Program in which GME Trainee from another UVA GME program rotates.
- *Off-Service Trainee:* GME Trainee within the UVA system rotating to another clinical service other than his/her primary/home program.

A: **PROCEDURE:**

The University of Virginia Medical Center seeks to provide the appropriate educational experiences for GME Trainees (hereinafter “Trainees”). This often involves Trainees rotating from their primary program to another program within the sponsoring institution. In order to formalize this interaction, the following guidelines govern this interaction;

1. If any GME training requires a rotation to another Department other than the Trainee’s primary Department, program directors from both the primary and host programs must agree to this collaboration.
2. The host program must distribute level specific competency goals and objectives of the rotation to the off service trainee and the primary program’s Program Director along with any other educational materials.
3. A rotation schedule must be made in advance allowing the two programs involved to make the needed adjustments to accreditation and/or board certification requirements and regulations as well as the individual needs of each Department. It is suggested that rotation schedules are distributed to the other services as early as April, but no later than May.
4. If a host program is no longer able to accommodate Trainees other than their own, a minimum of 6 months should be given to the primary program to make the necessary schedule/rotation adjustments.
5. Attendance at didactic conferences, either the host program or the primary program, shall be negotiated among the program directors or attending physicians.
6. Host program will determine availability of leave, and will be communicated between Program Directors. If scheduled leave is allowed, off- service Trainees will submit requests for leave at the time yearly schedules are made. However, a request for leave should be made at least 60 calendar days prior to the start of the rotation in which the leave is being requested. Requests for leave will be submitted by the off-service rotator to the host program’s Chief Resident or other individual who is responsible for that program’s scheduling.
7. In programs where off-service rotators are scheduled on a regular basis and/or where the presence of those Trainees is required to meet the patient care needs of the hosting program, any changes in the complement of those Trainees must be communicated by the primary

program to the host program well in advance of the deadline for NRMP or similar match programs are declared (in general, February) to allow the host program adequate time for any necessary adjustments and coverage.

8. In the event an off-service trainee has continuity clinic and/or mandatory didactic session during his/her rotation with the host program, the host Department in which the trainee is rotating must be informed of this at the time of initial agreement to host the trainee. Upon completion of the continuity clinic and/or mandatory didactic program, the off-service Trainee must return or at a minimum check with the hosting Department to see if they need to return for clinical duties.
9. Contingency plans when Trainees are absent for illness, family emergency, or other personal or professional issues will be dealt with in the following manner:
 - a) For absences up to three days coverage falls to the host program.
 - b) For absences greater than three days coverage is mutually agreed upon by the two programs.
 - c) Trainees with planned extended leave (e.g., parental leave) will not be scheduled for rotations outside their primary program during the time of their anticipated leave.
10. Host Program Directors and/or program faculty are responsible for the evaluation of the off-service trainee on their service. However, it is the responsibility of the primary program to distribute the evaluation to the host program in a timely manner (suggested end of rotation basis).
11. It is the expectation that all rotations must comply with the clinical and educational work hours requirements. The program director of the primary program should monitor Trainees' work hours during the off-service rotations.

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Reviewed/Approved Policy Subcommittee: April 12, 2011

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