

Procedure for out of town clinical rotations

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Residents are allowed one block of 4 weeks for a clinical investigation and one block of 4 weeks for a clinical rotation out of town during their 36 months of training.

The following steps must be taken in order to have either rotation considered.

1. **18-20 weeks out** –Any resident requesting an out-of-town clinical or clinical investigation rotation must contact the mentor he/she would like to work with & obtain agreement that he/she can take the resident for that time period.
2. Meet with program administrator with location details. This must be done no later than **16 weeks** prior to the start of the requested rotation.

For residents training on a H1B visa, the program administrator will obtain the prevailing wage for that location. If the prevailing wage is similar to or less than the local wage, he/she may submit a formal application for consideration. The documents to be submitted are:

Clinical rotations

1. The copy of the written curriculum and learning objectives for the rotation.
2. The clinical rotation host must provide a written statement agreeing to submit an evaluation at the completion of the rotation. The letter should include contact information of the person that will be completing the evaluation as well as an e-mail address for the evaluator.

Clinical investigation rotations

1. Submit a research proposal
2. A letter from the mentor agreeing to supervise and evaluate the resident including a statement describing daily patient content.

3. **For residents training on a H1B visa,**

If a resident has not been on a rotation at that location for the current academic year, and the labor documents have not previously been filed, we must file a LCA (Labor Condition Application). The program administrator will work with legal counsel to file the appropriate paperwork. The program administrator will contact the host institutions GME office to request the LCA be posted for 10 calendar days at the location that the resident will be working. They must return this document signed & dated **BEFORE** the resident can begin the rotation.

Once these steps have been completed, the proposal will be presented to the Training Evaluation Committee for approval. Therefore, *any resident considering an out of town proposal should work with the Program Administrator to assess the likelihood that the proposal will be approved, and to have all papers presented to the program for review no later than 16 weeks prior to any requested rotation.*

Per GMEI Policy FP 06-07:

Once the Program Director and the TEC have approved the out rotation the following procedure will be followed:

1. *GMEI office must receive notification of the request and Program Director/TEC approvals at least **7 weeks prior** to the planned out rotation.*
2. *GMEI forwards notice to the Medical Education offices for the sponsoring and/or financially supporting institution(s).*
3. *GMEI will support the program in their effort to ensure trainees have appropriate liability coverage during the out of town rotation.*

Any approved out of town rotations that occur in a facility within 45 minutes driving time to the primary training institution require that residents provide patient care in the primary working institution each working day.

BASIC TIMELINE FOR PLANNING:

18-20 weeks out –Any resident requesting an out-of-town clinical rotation must contact the mentor he/she would like to work with & obtain an agreement.

Meet with program administrator with location & contact details.

16 weeks prior to the start of the requested rotation, submit a formal application for the rotation. For clinical investigation rotations, the application will be reviewed by the Key Faculty member in charge of clinical investigation for consideration.

The request will be presented to the TEC at the next scheduled meeting for review and approval or denial.

Notice of approval or denial will be sent via e-mail to the resident requesting the out of town experience.