



## OFF-SITE ROTATIONS/ELECTIVE AND REQUIRED

### I. INTRODUCTION

1. The Program Director must approve any off-site rotation (required or elective) and submit a written request to the Office of Residency Affairs, which will then be brought before the GMEC. The required content for the request is outlined in the sections below.
2. The GMEC will review the request and designate it as an elective or required rotation.
3. After the GMEC designates the request as an elective or required rotation, approves the educational content, and allots stipend support, the request will be sent to the employing hospital for approval.
4. If the employing hospital approves the request, the subsequent procedures for each specific kind of rotation will apply. These procedures do not apply to off-site rotations which have been established by the Program Director and approved by the employing hospitals as an integral and recurring component of the training program. In these instances, a contract or affiliation agreement establishing the terms of the affiliation should be in place.
5. Only Sections I, II.1 and III.1 of this policy apply to the Carbondale, Decatur and Quincy programs. These programs will establish their own hospital approval procedures.

### II. ELECTIVE OFF-SITE ROTATION

1. This time limited experience (no longer than one month) is valuable to the resident but *not essential to meet RRC requirements*. An off-site elective must meet unique educational goals, which cannot be obtained in the core training program. The program director **MUST** provide to GMEC the following:
  - a. Date of elective experience.
  - b. Place of elective experience.
  - c. Description of the elective, including a rationale for why the educational goals cannot be obtained in the core training program.
  - d. Goals and objectives.
  - e. A letter from the supervising faculty/institution supporting and verifying the rotation, and verifying the appropriate supervision of the resident.
  - f. Verification that the elective experience provides sufficient clinical credit so that additional time to complete the program will not be required.
2. The Program director should be present at the GMEC meeting at which the elective is presented.
3. A finite amount of resources are available for support of resident electives. All requests for elective rotations should be submitted by March 1<sup>st</sup> for rotations desired in the following academic year. If the number of requests that receive educational approval by

GMEC exceeds the available funding, requests will be prioritized according to the following criteria. Decisions regarding prioritization of request will be made by GMEC.

Higher preference will be given to rotations with:

- a. Unique content/experience that is not available locally.
- b. Clinical/academic/scholarly experiences that are not locally available and that are instrumental in earning an advanced degree (i.e. MPH, MPHE, etc)
- c. A unique research experience that is not available locally.

Lower priority will be given to:

- a. Rotations for which medical mission is the primary goal
  - b. “Audition” electives where one of the primary aims is to improve the resident’s competitiveness for a fellowship position.
6. After the GMEC designates the request as an elective or required rotation, approves the educational content, and allots stipend support, the request will be sent to the employing hospital for approval. If approved by the employing hospital (MMC or SJH):
    - a. The resident stipend and fringe benefits, but not malpractice insurance, will continue while on the elective rotation.
    - b. The resident, the resident’s program or the receiving institution must provide malpractice insurance for the elective experience and provide evidence of such coverage to the Office of Residency Affairs. Documentation should indemnify the employing hospital.
  4. Requests must be submitted to the Office of Residency Affairs at least 90 days in advance. Financial support for any requests submitted after the March 1st date will be dependent upon availability.
  5. If an elective request is approved educationally by GMEC, and funds are not available to provide stipend and benefits, the resident is at liberty to pursue the elective utilizing vacation and educational leave.
  6. Residents participating in off-site electives should consult with the HR department of their employing hospital before departure to verify health insurance coverage.
  7. Residents participating in off-site electives must sign a waiver of liability.
  8. Resident rotations outside of the United States must comply with the International Elective Rotation Policy.

### **III. REQUIRED OFF-SITE ROTATION**

1. This time limited experience is *essential to meet RRC requirements* and is unavailable at MMC or SJH. The program director **MUST** provide the Office of Residency Affairs the following:
  - a. Date of elective experience.
  - b. Place of elective experience.
  - c. Description of the elective, including a rationale for why the educational goals cannot be obtained locally and why it is necessary for the RRC.
  - d. Goals and objectives.

- e. A letter from the supervising faculty/institution supporting and verifying the rotation, and verifying the appropriate supervision of the resident.
  - f. A signed Program Letter of Agreement
  - g. Verification that the elective experience provides sufficient clinical credit so that additional time to complete the program will not be required.
2. The Program director should be present at the GMEC meeting at which the elective is presented.
  3. If approved by the employing hospital (MMC or SJH):
    - a. The employing hospital (MMC or SJH) will continue the resident's stipend and fringe benefits while on the required rotation.
    - b. The program director should make every effort to obtain malpractice insurance through the off-site institution. Evidence of malpractice insurance must be provided to the Office of Residency Affairs and this documentation should indemnify the employing hospital. If the off-site institution is unwilling or unable to provide malpractice insurance and the rotation meets the criteria in section III.1, the employing hospital may secure malpractice insurance for the resident while on the required rotation.
  4. Residents participating in off-site electives should consult with the HR department of their employing hospital before departure to verify health insurance coverage.
  5. Request for required rotation approval must be sent to the office of Residency Affairs at least 90 days in advance.

*Approved by GMEC and Effective April 15, 2011*