

## SECTION FOUR – INSTITUTIONAL RESPONSIBILITIES

### POLICY NO: 4.6

### SUBJECT: ROTATION TO EXTERNAL GRADUATE MEDICAL EDUCATION PROGRAMS

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#### I. PURPOSE

To provide a policy concerning rotations by house staff to institutions un-affiliated with SPUH.

#### II. SCOPE

This policy applies to all Postgraduate Programs rotating house staff to institutions un-affiliated with SPUH, for a portion of their educational experience.

#### III. RESPONSIBILITIES/REQUIREMENTS

##### A. External Rotation.

A house officer who is interested in rotating to an institution un-affiliated with SPUH (“external rotation”), must make seek permission, in writing, from his/her Program Director. The request must be submitted at least ninety (90) days prior to the beginning of the external rotation. House officers must be at a PGY 2 level or higher, in order to qualify; and must possess either a New Jersey permit or license. The respective Program Director or Department Chair must verify that the house officer is appropriately qualified.

##### B. Criteria to Participate.

The Program Director will consider those requests that meet one or more of the following criteria:

- (a) the external rotation is not available at SPUH;
- (b) the external rotation provides a unique educational opportunity that is specific to the house officer’s career goals;
- (c) the elective rotation is of value to the goals and objectives of the specific Postgraduate Program; and/or
- (d) the elective rotation provides a humanitarian benefit to the Postgraduate Program.

##### C. Documentation of the External Rotation.

1. The Program Director shall check with his/her RRC to determine whether an Affiliation Agreement is required (See Policy No. 4.3, Affiliation Agreements).
2. The Program Director or Department Chair must approve all external rotations in writing, and a copy of the approval must be maintained in the house officer’s academic file.
3. Once approved, the Program Director must obtain an agreement or memorandum of understanding from the external rotation’s program director, specifying the goals and objectives and who will be responsible for supervision and evaluation.

4. Copies of the approval letter and the agreement or letter of understanding, along with proof of malpractice coverage must be submitted to the GME Office at least thirty (30) days prior to the beginning of the external rotation.

#### **IV. COMPENSATION AND MALPRACTICE COVERAGE**

Unless otherwise provided for in an Affiliation Agreement or memorandum of understanding between SPUH and an institution, compensation, fringe benefits, and malpractice coverage of the house officer will remain SPUH's responsibility. Prior to the initiation of an external rotation, the Program Director must obtain written documentation of malpractice insurance coverage from SPUH's Office of Risk Management. In addition, the Program Director shall provide SPUH's Office of Risk Management with the following information:

1. the reasons for which the educational experience requires an external rotation;
2. if the external rotation is out-of-state, the reasons an out-of-state rotation is necessary;
3. the name of the program director at the external rotation site;
4. the objectives of the external rotation;
5. the location of the away rotation training site; and
6. a copy of an approval letter from the external rotation's program director, indicating the type of rotation and specifying the dates and the duration of the rotation.

Approval letters from SPUH's Office of Risk Management will specify both the limits of liability, as well as the duration of coverage for the house officer while participating at the external rotation site.

SPUH's Office of Risk Management may obtain commercial coverage for certain high-risk locations (i.e. Philadelphia, New York, Chicago, Florida, and California), which may require as long as sixty (60) days to process.

All house officers must obtain an approval letter prior to beginning an external rotation.

A copy of the verification letter from SPUH's Office of Risk Management must be provided to the GME Office, prior to the scheduled external rotation. A master listing or summary of approved external rotations will be maintained by the GME Office.

#### **V. AFFILIATION AGREEMENT**

In the event SPUH consistently rotates house officers through an external rotation; or in the event another graduate medical education program consistently rotates its house officers through SPUH's Postgraduate Program, an Affiliation Agreement shall be entered into in advance of a house officer's participation, as outlined in the "Affiliation Agreements" policy.

## **HOUSING, MEALS, AND PARKING**

SPUH shall not be responsible for any subsidization for housing, meals, or parking for house officers participating in external rotations, unless otherwise specified in the specific Postgraduate Program's policies. Any such policies must be communicated to the rotating house officer by his/her respective Program Director or Department Chair prior to beginning the program rotation.

Any and all house officers approved for external rotations should inquire and receive instructions as to the policies and procedures of the external rotation program, including, but not limited to, information regarding security, parking, library resources, food services, laundry facilities, and on-call rooms.

*Approved: 4/2004*

*Reviewed: 7/2005, 7/2007, 10/2010*