

Policy of the Graduate Medical Education Committee

Section: Educational Administration

Subject: Extramural Experience (Rotation)

Number: 1.220

Date Developed: 7/2011

Last Review/Revision: 9/2014

ACGME Requirements: Institutional I.A.1.; 1.A.7.; I.B.4.a).(2) & (3); II.D.;

Common I.; II.A.4.a); IV.; V.A.2.a); VI.A.6. & 7; VI.D.1; VI.D.2.; VI.E.

Centers for Medicare/Medicaid Services Hospital Non-Hospital DGME and IME July 1, 2009

Purpose:

The purpose of this policy is to outline the procedure for extramural experiences (rotations).

Definitions:

Extramural Experience (Rotation) – an experience at a site that does not operate as a stipend source for rotations in that program.

Extramural Required Experience (Rotation): an experience that is necessary when temporary or permanent issues cause a failure of available educational resources to meet program requirements.

Extramural Elective Experience (Rotation): must be a rare occurrence due to the lack of a stipend source, the necessity of a medical license, and travel and housing expenses.

Procedure:

All extramural experiences must be approved by the finance subcommittee before they occur.

The receiving Program Director will forward the Extramural Rotation Fact Sheet and the rotation goal and objective to the GME Office by the second Monday of the month.

At the time the Extramural Rotation Fact Sheet is sent to the GME Director, the program directors signature and the signature of the person who has agreed to provide the funding should be present on the sheet.

The Extramural Rotation Fact Sheet is found at the end of this policy.

Policy:

Any time spent at an extramural location for an experience which is **not** specifically required under the Program Requirements, or which can be obtained through regularly available paid rotations/sources cannot be supported.

Oversight of resident/ fellow assignments and of the quality of the learning and working environment by the Sponsoring Institution extends to all participating sites.

(Institutional Requirement I.A.1.)

Any Sponsoring Institution or its major participating site that is a hospital must maintain accreditation to provide patient care. (I.R. I.A.7.)

GMEC responsibilities include oversight of the quality of the GME learning and working environment and the quality of educational experiences within the Sponsoring Institution, its ACGME-accredited programs, and its participating sites. (IR I.B.4.a).(2) & (3)).

The Sponsoring Institution, in collaboration with each of its ACGME-accredited programs and its participating sites, must provide all residents/fellows with financial support and benefits to ensure that they are able to fulfill the responsibilities of their ACGME-accredited programs. (I.R. II.D)

One sponsoring institution must assume ultimate responsibility for the program, as described in the Institutional Requirements, and this responsibility extends to resident assignments at all participating sites. (Common Requirements I.A.)

There must be a program letter of agreement (PLA) between the program and each participating site providing a required assignment. (C.R. I.B.1.)

The program director must oversee and ensure the quality of didactic and clinical education in all sites that participate in the program. (C.R. II.A.4.a))

The curriculum for the experience must be competency based, level specific, and delineate resident responsibilities for patient care. (C.R. IV.)

The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment, and document this evaluation at completion of the assignment. (C.R. V.A.2.a))

Program directors should ensure that during the experience, residents and faculty demonstrate an understanding and acceptance of their personal role in the following:

- Assurance of the safety and welfare of patients entrusted to their care;
- Provision of patient and family centered care;
- assurance of their fitness for duty;
- management of their time before, during, and after clinical assignments;
- recognition of impairment, including illness and fatigue, in themselves and in their peers; under certain circumstances, the best interests of the patient may be served by transitioning that patient's care to another qualified and rested provider.
- honest and accurate reporting of duty hours, patient outcomes, and clinical experience data. (C.R. VI.A.6. & 7.)

In the clinical learning environment, each patient must have an identifiable, appropriately-credentialed and privileged attending physician who is ultimately responsible for that patient's care. (C.R. VI.D.1.)

The program must demonstrate that the appropriate level of supervision is in place for all residents who care for patients. (C.R. VI.D.2.)

The clinical responsibilities for each resident must be based on PGY-level, patient safety, resident education, severity and complexity of patient illness/condition and available support services. (C.R. VI.E.)

Extramural Rotation Fact Sheet

Date of Request _____

Program Requesting Rotation: _____

Required experience _____ **Elective** experience _____

Source for payment of resident salary/benefits during rotation: _____

Description of rotation including location:

Attach goal for the rotation and objectives through which the goal will be attained.

Name of resident(s) on rotation:

Date(s) of rotation. Which resident on which dates?

Who is the supervisor on the rotation?

On this rotation does the resident have malpractice agreed upon? Y N

On this rotation does the resident have appropriate licensure? Y N

Will supervisor be given a blank resident's rotation evaluation from the home program? Y N

If yes, will the supervisor be educated as to the meaning of the rating scale descriptors? Y N
If no, describe how the resident on the rotation will be evaluated.

Additional information for Extramural Required Rotation only

What circumstance or deficiency causes the program to need this rotation?

What program requirement is deficient without the rotation?

How long will the program need this rotation?

What is being done to remedy the circumstances or deficiencies that require this rotation?

Program Director Date

GME Office Date

Kemal Kutait Date
Director, Risk Management

Signature of person who Date
has agreed to funding

Title

The GME Office can supply templates for agreements to accompany this request:

- Educational Letter of Agreement
- Business Associate Agreement;
- Affiliation Agreement (if criteria is met)