

Medical Education Policy: Out Rotation Policy

Facility: CMC

Origin Date: July 2009

Revision Date: November 2024

Sponsor: GMEC

1. PURPOSE:

Carilion Medical Center residency programs may utilize out rotations to strengthen resident education by offering exposure to specific clinical services or density of services not provided within the Carilion Clinic, or to allow residents an opportunity to “audition” for advanced postgraduate training. This policy describes the procedure that programs and residents must utilize to gain approval for out-rotations which are **not required rotations** by their program.

2. SCOPE:

This Policy applies to all Accreditation Council on Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited post-graduate training programs sponsored by Carilion Medical Center (CMC).

3. DEFINITIONS:

Designated Institutional Official (DIO) is the individual appointed by the Institution to provide oversight, administration, and accountability to Carilion Clinic’s accredited Graduate Medical Education programs.

Institution is Carilion Clinic collectively and includes its affiliated clinical sites.

Non-provider Setting is a rotation to a private office setting, either Carilion Clinic owned and affiliated or non-Carilion Clinic owned. Resident rotations to these sites are not included in an institution’s Medicare cost report.

Non-provider agreement is an agreement between Carilion Medical Center and a non-provider site outlining the responsibilities of Carilion Medical Center and the teaching physicians in the non-provider setting to allow Carilion Medical Center to count residents in its cost report. Non-provider agreements must be in place prior to the approval of resident rotations to these sites.

Out Rotation is an approved clinical rotation occurring at a non-Carilion Clinic owned and affiliated site. Clinical rotations to non-provider settings, either Carilion Clinic

affiliated or non-affiliated sites that are a regular component of the residency training program are not considered to be an out rotation. Similarly, rotations to non-Carilion Clinic affiliated sites where major affiliation agreements are in place (i.e. the Salem Veterans Administration Hospital) are not considered to be an out rotation.

Out Rotation Application is the Carilion Clinic application form that must be completed by the Resident and approved by the Program Director and the DIO prior to the rotation.

Program or Residency Program refers to an accredited Carilion Medical Center post-graduate medical education program, including fellowship programs.

Program Administrator is the individual appointed by the Institution to provide administrative support and oversight to a Carilion Medical Center Residency Program.

Program Director is the lead physician appointed by the Institution and registered with the appropriate ACGME Residency Review Committee, CODA or CPME to provide academic and administrative oversight of the Residency or Fellowship Program.

Resident refers to an intern, resident, or fellow who is enrolled in a Carilion Medical Center accredited postgraduate training program.

Supervisory Physician is the physician at the out-rotation site who will be primarily responsible to provide supervision and evaluation of the Resident.

Visiting Resident Affiliation Form is the affiliation document between Carilion Medical Center and the out-rotation site. The Affiliation Form will be initiated by the DIO and must be completed prior to final approval of an out rotation.

4. PROCEDURE:

A. Application Procedure:

1. During the residency training period, two out rotations may be approved. A PD may petition the DIO for an additional 1-month rotation in exceptional circumstances.
2. A Resident requesting approval for an out rotation must obtain preliminary approval for the rotation from their Program Director.
3. Only residents in good standing in the programs should be considered for an out rotation.
4. If granted preliminary approval, the Resident will contact the Supervisory Physician, Program Administrator, or Program Director at the out-rotation site to determine the availability of the rotation.

5. The Resident will complete the Out-Rotation Application and present the Application to their Program Director to approve and sign.
6. The signed Out-Rotation Application must be submitted to the DIO for review and approval no later than 8 weeks prior to the start of the requested rotation.
7. Once approved, the DIO will initiate an Out-Rotation Agreement and/or Non-Provider Agreement with the out-rotation site. These agreements must be completed prior to the start of the out rotation. Residents and Program Directors must provide the DIO with adequate lead time (at least 8 weeks) to allow for the completion of these agreements.

B. License:

1. If the Out Rotation is located at a facility or site outside of the Commonwealth of Virginia, the Carilion Resident must obtain an active license for the state where the out rotation will take place prior to the start of the rotation.
2. The Resident will incur all costs of obtaining the license.

C. Malpractice:

1. The program must notify the Director of Risk Management with the dates and location of the out rotation so that a certificate of insurance may be issued.

D. Travel, lodging and food costs:

1. The resident is responsible for all travel, lodging and food costs incurred during this out rotation.

E. International Rotations:

1. Residents may use their vacation time to travel to international locations. This policy does not cover such experiences.
2. Residents wishing to gain international medical experience which will count toward meeting program graduation requirements must have their program director verify that the international site has experience with GME which will provide the trainee with an appropriate learning experience.
3. International rotations permitted by this policy must have a clear educational rationale and must fit with the resident's career goals.
4. International rotations permitted by this policy must be conducted in established medical facilities with a history of providing graduate medical education.
5. All residents must have a sponsoring faculty member in their department who will be jointly responsible for completion of all pre- and post-rotation requirements.

6. Residents requesting an international rotation to conduct research must have experience in research as documented by scholarly work completed either in the program or in medical school. Any proposed research project must be approved by an appropriate IRB and the training program prior to approval of the rotation by the GME office. The research proposal must be submitted to the GME office with the out-rotation application. Once the rotation is completed there is an expectation that this rotation will lead to scholarly work.
7. Programs must check with their certifying boards to assure that international rotations are permitted as part of the resident's training experience and will count toward the resident's training experience required for board certification.
8. For residents on a training visa, travel outside of the US may be limited by the restrictions of the visa. Prior to initiating an away rotation outside of the US, an immigration attorney should be consulted.
9. Rotations to countries on the US Passports and International Travel Alerts and Warning List will not be approved.
10. <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>/All expenses incurred for the rotation are the responsibility of the resident.
11. Residents must purchase and provide the GME office with evidence of appropriate travel and evacuation insurance prior to receiving GME approval.
12. Residents must be seen in the Carilion Travel Clinic prior to the planned trip to receive the appropriate immunizations and travel advice. Proof of this appointment must be provided to the program and prior to receiving GME approval for the out rotation.
13. The program will determine how the missed clinical responsibilities, including but not limited to resident continuity clinics and call will be reconciled.
14. The competency-based goals and objectives for the rotation should reflect the unique experience/educational opportunities of this international rotation.

Name	Title	Dept./Committee	Date
Donald Kees, MD	DIO	GMEC	July 16, 2013
Donald Kees, MD	DIO	GMEC	July 19, 2016
Donald Kees, MD	DIO	GMEC	December 17, 2019
Arthur Ollendorff, MD	DIO	GMEC	November 19, 2024