

Off-Campus Elective Rotations

Effective: July 1, 2018
Reviewed by GMEC: June 12, 2018
Initial Approval by GMEC: October 6, 1992

Statement

Palmetto Health shares responsibility with each Program Director for providing its residents with the educational opportunities required by accrediting organizations. On occasion, special off-campus elective rotations may be arranged to meet these educational opportunities. Except under unusual circumstances, residents are not eligible for more than three months of off-campus elective rotations during their training program. These rotations must provide a unique educational opportunity not available within the Palmetto Health System. Residents are prohibited from accepting any financial assistance provided by foundations or companies that have direct ties with pharmaceutical, biomedical, or similar commercial companies. These rotations are a privilege available only to residents who have demonstrated appropriate progress towards achieving competence in all required areas.

Associated Policy(ies)

Off Campus Elective Rotations (International)

Responsible Positions (Title)

Residents & Fellows
Program Director
Program Coordinator
DIO
GME Office

Equipment Needed

None

Procedure Steps, Guidelines, Rules, or Reference

1. Planning for off-campus elective rotations should begin a year in advance, especially for International elective rotation requests. Program coordinators can provide assistance and detailed resource checklist. Generally, notice is required at least six months in advance of the requested rotation date, at which time the resident/fellow must initiate the "Off-Campus Elective Rotation" form (attached) and submit to the Program Director. The Program Director must review and complete the form giving his/her tentative approval before the resident/fellow can forward the form and documentation to the DIO. The resident/fellow requesting this elective rotation is ultimately responsible for ensuring that all steps and required forms/documents/approvals are obtained and submitted within described timelines. Failure to follow timelines or provide any of the required documentation in satisfactory form may result in terminating consideration of the request. The resident/fellow should seek the assistance of his/her residency program coordinator throughout the process.
2. The educational need of the proposed rotation must be justified by the resident/fellow. The justification must include:
 - a. the unique educational opportunity that the elective off-site rotation provides;
 - b. the educational objectives (in detail) for the rotation;

- c. a description of whom and how the resident/fellow's activities will be supervised and the qualifications of the supervisor; and
 - d. A description of how the resident/fellow will be evaluated using core ACGME competencies with goals and objectives for the rotation.
3. The DIO will deny or give tentative approval within 30 days of receiving the "Off-Campus Elective Rotation" form.
4. After tentative approval, the program coordinator will initiate the process of obtaining an executed letter of agreement between Palmetto Health and the participating site.
5. At least 45 days in advance of the rotation, the resident/fellow (with assistance from the Program Coordinator) will obtain and submit the following to the GME office:
 - a. An executed letter of agreement between Palmetto Health and the participating site.
 - b. confirmation (copy of) malpractice coverage;
 - c. confirmation (copy of) medical licensure for out- of-state(if applicable); and
 - d. a copy of any required application from this elective site.
6. Within 15 days of receiving above agreement and documentation, the DIO will issue final approval or disapproval. The decision of the DIO is final.
7. One week prior to beginning the rotation the resident/fellow must provide Health Information Management clearance from Palmetto Health to the Director of Administration and Finance in the GME Office. The resident will clear any deficiencies or late charts.
8. All expenses related to the off-campus rotation will be the responsibility of the resident/fellow, although the individual's Palmetto Health salary will continue to be paid during approved off-campus rotations.
9. At conclusion of the rotation, the resident/fellow must evaluate the rotation and provide a copy to the Program Director.

If the off campus elective rotation requested is in an international location, additional considerations and requirements apply.

References

None