

## **POLICY: Elective Clinical Rotations to UCSF Fresno**

**Purpose:** To provide a policy and procedure for accepting residents from other institutions for clinical rotations to UCSF Fresno.

### **Policy:**

UCSF Fresno may accept residents/fellows from other institutions on elective rotations for periods up to one-month in duration. While the primary obligation of the institution is the education of the UCSF Fresno house staff, this policy has been developed to add some uniformity of experience and guidance to programs that choose to offer clinical rotations, as well as to the individuals who wish to undertake them. The availability of an elective clinical rotation is at the discretion of the individual program based on that department's availability of resources. The existence of this policy is no obligation on the part of any program to provide such an experience.

The program must understand that for UCSF Fresno to approve an elective clinical rotation to UCSF Fresno (e.g., visiting resident rotation), an Agreement (i.e., Training Affiliation Agreement (TAA), Letter of Agreement (LOA), etc.) must be established in advance of the start of the rotation between UCSF Fresno and the home program/institution of the visiting resident.

Due to the processing time of such Agreements, planning for elective clinical rotations should begin far in advance of the anticipated rotation start date. To ensure rotations can start on the requested date, UCSF Fresno programs and visiting residents should allow at least six months, if not more time for the processing of such agreements. Note that Agreements with government agencies (county hospitals, prisons, etc.) may take at least one year to reach agreement.

Clinical rotation is defined as the position of participating in patient care as a member of a supervised clinical team in a health care setting with patient contact appropriate for the individual's level of training and performance, for the specific purposes of gaining medical knowledge and experience and obtaining credit for the experience toward ACGME accredited training. Clinical Rotations may be granted on a case-by-case basis to physicians from non-ACGME accredited programs who are graduates of medical school and who are members in good standing of a GME program (hereinafter called "residency") within an ACGME-accredited institution.

Individuals who may be eligible for Clinical Rotations include the following:

- Residents/fellows in good standing in an ACGME or Military-sponsored program and is at least a PGY2 level of training.
- Physicians on a case-by-case basis from non-ACGME accredited programs that fall under an institution that is ACGME accredited, with approval by the Assistant Dean for GME.
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Individuals who are not eligible for Clinical Rotations include the following:

- Residents/fellows at non-ACGME (excluding military)-sponsored programs without the approval of the Assistant Dean for GME's approval.
- Physicians who are not currently enrolled as residents in a graduate medical education program.
- Individuals who have not yet graduated from medical school (they may qualify for consideration for a Visiting Student Elective through the Undergraduate Medical Education program <https://fresno.ucsf.edu/ume/visiting-student-requirements>

**Procedure:**

1. Acceptance into a Clinical Rotation will not constitute a precedent or guarantee acceptance into further residency/fellowship training in programs sponsored by UCSF Fresno.
2. Residents/fellows must be in good standing and enrolled in an ACGME/Military approved program or a non-ACGME accredited program governed by an ACGME accredited institution and must be at least at the PGY2 level of training.
3. Residents must complete the UCSF Fresno visiting resident onboarding process and receive approval from the UCSF Fresno GME Office prior to starting their guest rotation. Below is a summary of what can be expected as a part of the onboarding process. Requirements for guest rotations at UCSF Fresno may change without notice and will be communicated at the time of the rotation.

**a) New Application**

- Policy: Elective Clinical Rotations to UCSF
- Application signed by the resident's home program director and the UCSF Fresno program director
- Resident and Fellow Data
- Background Check (includes a non-reimbursable fee paid at the time of application)
- Health Statement with proof of titers/immunization records (including Covid-19 vaccine and flu vaccination records)
- Adult/Child Abuse Reporting Form
- Confidentiality of Patient, Employee and University Business
- Patent Acknowledgment
- Waiver of Liability, Assumption of Risk and Indemnity Agreement

- Curriculum Vitae
- Medical/Dental School Diploma
- ECFMG Certificate (for IMGs)
- California DEA (if applicable)
- California Postgraduate Training License (if applicable)
- California Medical/Dental License (if applicable)
- MBC Guest Rotations Policy: Section 1320 (for MDs)
- OMBC Guest Rotation in California Postgraduate Training Registration Form
- Malpractice Insurance/Coverage (\*military trainees are covered under affiliation agreement and do not need verification of malpractice)
- Workers' Compensation Coverage
- Competencies/Privileges
- Letter of Agreement

**b) Returning Application**

- Policy: Elective Clinical Rotations to UCSF
- Application signed by the resident's home program director and the UCSF Fresno program director
- Attestation
- Health Statement with proof of titers/immunization records
- Adult/Child Abuse Reporting Form
- Confidentiality of Patient, Employee and University Business
- Patent Acknowledgment
- Waiver of Liability, Assumption of Risk and Indemnity Agreement
- Curriculum Vitae
- Medical/Dental School Diploma
- ECFMG Certificate (for IMGs)
- California DEA (if applicable)
- California Postgraduate Training License (if applicable)
- California Medical/Dental License (if applicable)
- MBC Guest Rotations Policy: Section 1320 (for MDs)
- Malpractice Insurance/Coverage (\*military trainees are covered under affiliation agreement and do not need verification of malpractice)
- Workers' Compensation Coverage
- Competencies/Privileges
- Letter of Agreement

4. Before submitting the formal application, residents/fellows should contact the appropriate UCSF Fresno residency/fellowship program to confirm that an elective rotation is available.
5. UCSF Fresno does not provide stipends, malpractice or health insurance to residents/fellows on rotation. Written proof of malpractice insurance and workers' compensation coverage from the resident's home institution/program is required as part of the onboarding process.
6. Initial management of all workers' compensation incidents (on-the-job injuries, blood/body fluid exposures) including counseling, assessment of risk, and treatment will be initiated at the training site where the incident occurred. This is important to ensure that proper tests are done on both the resident/fellow and the source patient when an exposure occurs (i.e., needle stick). Residents/fellows should also notify their supervisor and/or program coordinator at UCSF Fresno. Residents/fellows will be referred on to their home program's workers' compensation carrier for follow-up care.
7. All application materials/documents must be submitted to the UCSF Fresno GME Office at least thirty (30) days in advance of the requested start date of the rotation.
8. Application materials/documents will be reviewed, and a response will be provided to the UCSF Fresno program within ten (10) days of receipt of materials.
9. Housing is not provided for residents/fellows on rotations to UCSF Fresno.
10. The UCSF Fresno program will handle processes related to badges. If rotating at CRMC, residents/fellows will be required to complete an orientation and EPIC training with CRMC. The UCSF Fresno program is responsible for orientation and coordinating additional training the resident/fellow may need including coordination of any other sites' requirements outside of CRMC that the resident/fellow may be assigned to.
11. The resident/fellow may begin his/her clinical rotation only after the rotation has been approved by the UCSF Fresno GME Office. The resident/fellow will be supervised by attending physicians, can write orders, and will have the privileges and responsibilities as other residents/fellows within GME programs sponsored by UCSF Fresno and as outlined by the completed Competency/Privilege form.
12. The resident/fellow is responsible for adhering to all UCSF Fresno policies and bylaws, rules and regulations. Depending upon the clinical site location, further documents may be required.  
[http://www.fresno.ucsf.edu/housestaffportal/documents/Housestaff\\_Handbook.pdf](http://www.fresno.ucsf.edu/housestaffportal/documents/Housestaff_Handbook.pdf)
13. Prior to departure, residents/fellows must ensure all medical records are completed and must return their badge to the UCSF Fresno program coordinator.

Addendum to Elective Clinical Rotations to UCSF Fresno Policy

**Health Clearance Process for UCSF Fresno Trainees Rotating to UCSF or UCSF Trainees Rotating to UCSF Fresno Only**

**FIRST-TIME ROTATORS:**

Trainees who were initially appointed *before* AY24-25 (prior to the introduction of the Access OHS portal) must submit the following:

- The approved Health Statement form and any related supporting documents from the time of their initial appointment as a GME resident/fellow.
- The approved PPD documentation from their current appointment year (i.e., the continuing trainee PPD documentation uploaded into UCMe/MedHub for that year).

Note: If OHS determines that the trainee has not submitted their current flu shot or COVID documentation and it is still required at the time of their rotation, the UCSF/UCSF Fresno program administrator may be notified to instruct the trainee to submit/email the required documentation directly to OHS. UCSF Fresno rotators should upload their required documentation into MedHub for review.

Trainees originally appointed in AY24-25 or *after*, and therefore submitted all their health documentation via the Access OHS portal, must submit the following:

- The final clearance email they received from OHS, no other documentation is necessary.

Note: If OHS determines that the trainee has not submitted their current flu shot or COVID documentation and it is still required at the time of their rotation, the UCSF/UCSF Fresno program administrator may be notified to instruct the trainee to submit/email the required documentation directly to OHS. UCSF Fresno rotators should upload their required documentation into MedHub for review.

**RETURNING ROTATORS:**

Trainees who have met health requirements during past rotations need only submit the following:

- The PPD record for the current academic year (i.e., the approved, continuing trainee PPD form they uploaded into UCMe/MedHub for the current year).

Note: If OHS determines that the trainee has not submitted their current flu shot or COVID documentation and it is still required at the time of their rotation, the UCSF/UCSF Fresno program administrator may be notified to instruct the trainee to submit/email the required documentation directly to OHS.