

## **POLICY: Away Training Rotations for House Staff (Residents / Fellows)**

**PURPOSE:** To provide policy/procedure guidelines for away rotations within California, out of the state, or in other countries when the rotation is not provided or available by major partnering sites. Additionally, to track where house are rotation when participating in an away rotation.

### **DEFINITIONS:**

Away Rotation: Not at major partnering facilities for residency/fellowship training for UCSF Fresno. Contact the GME office for questions regarding major partnering facilities sites (CRMC, VACCHCS, VCH, FHCN)

The following procedures must be followed when establishing an away rotation for UCSF Fresno house staff. In accordance with University of California of the President policy, an Agreement (i.e., training affiliation agreements, letter of agreements, etc.) must be established in advance of the rotation between UCSF Fresno and the site where the house staff wishes to rotate.

Due to processing time of such Agreements, planning for away 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 house staff should allow at least six months, if not more time for processing time for all Agreements. Note that Agreements with government agencies (county hospitals, prisons, etc.) may take at least one year.

### **REQUIREMENTS:**

1. Away rotations must offer educational experiences not available in the UCSF Fresno program.
2. Program Director Statement of Justification must be provided.
3. Rotations must be arranged so as not to create significant service coverage problems for the UCSF Fresno program. Rotation must be one of the following:
  - a. Within the University of California system.
  - b. Within programs fully accredited by the ACGME.
  - c. Arranged in conjunction with and under the direct supervision of a UCSF Fresno faculty member who is also present at the away rotation site.
  - d. Found through the Consortium of Universities for Global Health (CUGH) web site (<http://www.cugh.org/>) and approved by the House staff Program Director.
  - e. Other sites/experiences arranged by individual house staff and approved by the house staff Program Director, which provide supervision and educationally relevant experience(s).
4. The UCSF Fresno house staff must have completed at least their first year of residency/fellowship training and must be in good standing.
5. If the rotation is being requested by a fellow in a one-year fellowship, the rotation must be a required rotation not provided locally, otherwise one (1) year fellowships will not be eligible for selective away rotations.
6. House staff may request approval of an away rotation elective rotation after their 1<sup>st</sup> year of training. This requirement does not apply to required program rotations.

7. The total number of elective away rotations for a house staff may not exceed the program length less one year (e.g., 3 yr. training program = total 2 away rotation electives total maximum, 2-months total maximum). The total number of elective away rotations for house staff transferring into the program after their first year may not exceed the number of years the house staff is in the program. UCSF Fresno house staff in good standing will be provided with UC malpractice coverage and continuation of salary and benefits if the rotation is approved and procedural guidelines described herein are followed. House staff completing training in a UCSF Fresno specialty program and then going into a UCSF Fresno fellowship cannot carry over elective away rotation time from the previous specialty training.
8. If the away rotation is not a required rotation, programs should consider requiring house staff to present a summary of the educational experience and how it is relevant to their overall program of learning either in writing or as a presentation to their program.
  - Planned funding for house staff salary and benefits must be provided as a part of this process. Certain away rotations have been pre-approved for funding by the major partnering sites. Programs may have to provide funding for house staff salary and benefits for elective away rotations.
9. House staff may be responsible for arranging and paying for their own travel, room, board, and incidental expenses during any away rotation.
10. J-1 Visa Holders must submit the [Required Notification of Off-site Rotation/Elective](#) form to UCSF's International Student and Scholars Office. Note that ECFMG must be informed at least 30 days in advance of any proposed off-site rotation or elective that will be conducted at a location other than the approved "Sponsoring Institution" or a "Participating Site" for the training program as reported to and recognized by the ACGME, including international rotations. It is the responsibility of the house staff and the UCSF Fresno program to plan accordingly.

#### **PROCEDURAL GUIDELINES:**

GME Office recommends planning for an away rotation should begin far in advance of the rotation start date (6-8 months).

1. Agreements are required with away rotation sites for all UC trainees for the purpose of general liability/risk. Check with the GME Office if UCSF Fresno has an agreement in place with the away rotation site.
  - Types of agreements: Training Affiliation Agreement (TAA), Letter of Agreement (LOA) or Memorandum of Understanding (MOU). All agreements and rotations require a Program Letter of Agreement (PLA).
  - If an agreement needs to be created, process time can be: TAA / MOU (6 months – 1 year) and LOA (4-6 weeks if LOA template language is agreed upon by rotational site).
  - UCSF Fresno PLAs require GMEC approval. GMEC meets every other month, on the 3<sup>rd</sup> Tuesday of the month (July, September, November, January, March, May).
2. Complete and submit the "Application for Rotation outside the UCSF Fresno

Educational Program” to the UCSF Fresno GME Office.

- Register and complete the application process for UC Traveler Insurance Coverage (required) at: <https://ehs.ucop.edu/away/>
  - A summary of benefits is located at: [https://www.ucop.edu/risk-services-travel/\\_files/uc-travel-insurance/soc-benefit-summary.pdf](https://www.ucop.edu/risk-services-travel/_files/uc-travel-insurance/soc-benefit-summary.pdf)
3. If the rotation is outside of the United States, sign the *‘Outside the U.S. Residency Training Rotation’* waiver of liability form. House staff must apply for the University of California Traveler Insurance Coverage which is recommended for their safety when rotating outside California or the United States.
  4. If the house staff is a J-1 visa holder, they must submit the [\*Required Notification of Off-site Rotation/Elective\*](#) form to UCSF’s International Student and Scholars Office.
  5. All required documentation related to the away rotation request should be submitted to the GME Office.
  6. **Applications not received in a timely manner may not be considered or approved.**

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Lori Weichenthal, MD  
DIO, Associate Dean, Chair of GMEC

APPLICATION FOR ROTATION

OUTSIDE the UCSF FRESNO MEDICAL EDUCATION PROGRAM (Away Rotation)

- House staff / Coordinator: Complete Section A and forward to your Program Director
Program Director: Complete Section B
House staff or Program: Forward to requested site rotation representative for completion of Section C
UCSF Fresno GME will: Forward to UCSF Fresno Risk Management for completion of Section D

NOTE: Unless other arrangements are made, during an approved away rotation the house staff's stipend and benefits will be paid by UCSF Fresno. Malpractice/professional liability for the house staff will be covered by the University of California, San Francisco unless specific notification is provided by UCSF Fresno Risk Management that such coverage is limited or not provided.

SECTION A: (To be completed by house staff and coordinator)

Legal First and Last Name (please print) Credentials UCSF Fresno Training Program PG Level

I would like to apply for a ROTATION at: Institution Name and Location

in Program/Department for the period from Date to Date

Please answer ALL questions.

- 1. Is this a required rotation?
2. Is this educational experience/rotation available at UCSF Fresno?
3. Is Program Director's Statement of Justification included?
4. Rotation site requires a supplemental document verifying malpractice insurance coverage...
5. Does an active Program Letter of Agreement (PLA) exist for this rotation and site?
6. Does an agreement exist with UCSF Fresno and this rotational site?

Blank lines for providing answers to questions 1-6.

7. Describe the rotation - include a detailed justification of the educational opportunities. Attach supplemental sheet if necessary.

8. How are the salary/benefits of the trainee going to be funded?

Rotation will require evaluations. House staff's home program at UCSF Fresno will forward evaluation forms to:

Name of Away Rotation Site Director: (Please Print)

Email address:

Physical Mailing Address (Needed for COI Purposes):

Blank line for physical mailing address.

(House staff / Coordinator: Forward to your Home Program Director to complete Section B)

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**SECTION B: (To be completed by the house staff's Home Program Director)**

- The above-named house staff is in good standing in our training program and is authorized to take the rotation described. The rotation provides educational experience(s) and meets all requirements of the program RRC\*\*

\_\_\_\_\_  
Signature of UCSF Fresno Program Director or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

In addition to approval by the Program Director, the Program Director must provide a Statement of Justification and rationale as to why this experience is unique and how it will provide an educational experience not available at UCSF Fresno.

PD Statement of Justification attached

(Forward to Rotation Site for completion of Section C)

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**SECTION C: (Approval from away rotation site to be obtained by requesting program)**

The above-named house staff has applied for a rotation as described in Section A and understands that unless other arrangements are made, during an approved away rotation any stipend and benefits will be paid by UCSF Fresno. Malpractice/professional liability for the housestaff will be covered by the University of California, San Francisco unless specific notification is provided by UCSF Fresno Risk Management that such coverage is limited or not provided.

The proposed rotation site/program is accredited by: \_\_\_\_\_

Supervision will be provided by: \_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

**The rotation is approved, and I agree to have evaluation forms completed as required by the house staff's home institution.**

\_\_\_\_\_  
Signature of Away Rotation Site Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

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**SECTION D: (To be completed by UCSF Fresno Risk Management – UCSF FRESNO GME OFFICE WILL COORDINATE)**

The above-named House staff  will  will not  
be covered by malpractice insurance provided by UCSF while participating in the clinical rotation described above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

(Please return to the UCSF Fresno Office of Graduate Medical Education)

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**SECTION E: (To be completed by the UCSF Fresno GME)**

My signature below indicates I have reviewed and approved this request for an away rotation as described.

\_\_\_\_\_  
Approved by the Designated Institutional Official or Designee  
UCSF Fresno Office of Graduate Medical Education  
155 N. Fresno Street  
Fresno, California  
93701

\_\_\_\_\_  
Date

c/o Office of GME  
Phone: 559-499-6518  
[Fresno-GME@ucsf.edu](mailto:Fresno-GME@ucsf.edu)

cc: House staff's Program Director at UCSF  
Fresno UCSF Fresno Risk Management  
Program Director at Site of Away Rotation (copy of approval provided by House staff's UCSF Fresno home program)

**UCSF Fresno Medical Education Program  
Outside the US Residency Training Rotation**

Each year several house staff participate in credit-bearing activities outside of the United States through organized courses and independently arranged experiences. In many cases, the countries where these activities take place present a variety of challenges and risks to House staff for which they may not be prepared. These include unfamiliar cultures and languages, political instability, and exposure to infectious diseases and other health hazards that are uncommon in the United States.

To assist house staff in preparing for these possibilities, the UCSF Fresno Medical Education Program strongly recommends that all house staff planning to enroll in a credit-bearing course or independent activity with an international component perform the following prior to departure from the United States:

- Participate in courses, seminars, or supervised self-study programs for cultural orientation and preparation for the trip.
- Gather information concerning any political problems or health hazards that may place them at risk by consulting current State Department and Centers for Disease Control (CDC) information.
  - *State Department* -- Phone: 888-407-4747 or Internet: <https://travel.state.gov/content/passports/en/alertswarnings.html>
  - *Centers for Disease Control* -- Phone: 800-232-4636 or Internet: <http://wwwnc.cdc.gov/travel/notices>.
- Obtain medical travel advice and immunizations appropriate for the country to which travel is planned. Obtain medical and accident insurance, which includes provisions for emergency evacuation to a United States medical facility.
- Designate persons both in the foreign country and in the United States who may be contacted in the event of an emergency.
- Apply/register for University of California Traveler Insurance Coverage (**required**) at: <https://www.ucop.edu/risk-services-travel/index.html>
- In addition, competency or training in the local language is strongly encouraged.

**Completion of these steps is the responsibility of the individual house staff and not the UCSF Fresno Medical Education Program.** Directors of international courses are being asked to put in place mechanisms to facilitate completion of the steps listed above as an integral part of their course design.

I have read and understand the above guidelines. I further understand that the decision to undertake study abroad is mine alone, and that neither the University of California, UCSF Fresno Medical Education Program nor its affiliated teaching partners bear responsibility for any health or safety risks presented by such study.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Program: \_\_\_\_\_