

**POLICY: Elective Clinical Rotations to the UCSF Fresno Medical Education Program**

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

**Policy:**

The 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. It is assumed that the availability of a clinical rotation is at the discretion of individual programs based on that department's availability of resources, and the existence of these guidelines is no obligation on the part of any program to provide such an experience.

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.

*Note: The Medical Board of California allows residents to participate in guest rotations in California without a California medical license if the resident meets and does not exceed the training regulations of Section 1320 of the California Code of Regulations (included below). The UCSF Fresno training program and the resident are responsible to ensure that the resident meets the expectations of the Medical Board of California.*

*§ 1320. Postgraduate Training Exemption Period; Guest Rotations.*

*(a) Except as otherwise provided in this section, all approved postgraduate training for which the applicant received credit shall count toward the 39-month exemption period provided in Section 2065 of the code, including any training obtained within or outside of California, whether a full or partial year of training and regardless of whether the postgraduate training program was successfully completed.*

*(b) Notwithstanding the provisions of subsection (a), a person may participate in guest rotations in an approved postgraduate training program in California, not to exceed a total of 90 days for all rotations, if the person has graduated from a medical school approved pursuant to Section 2084 of the code and is engaged in approved postgraduate training outside of California.*

*Note: The Osteopathic Medical Board of California allows residents to participate in guest rotations in California if they hold a valid and unexpired California medical license.*

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.

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 UME ( <https://www.fresno.ucsf.edu/medical-student-programs/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
- 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

**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
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.
  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 should ensure all medical records are completed and MUST return their badge to the UCSF Fresno program coordinator.

*(Original signed Policy is available in the UCSF Fresno Office of Medical Education)*