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TITLE: Elective External Rotations

POLICY: External rotations that are not required by ACGME or the GME training program are considered elective rotations and must be approved by the Graduate Medical Education Committee (GMEC).

PROCEDURE:

Eligibility

- An elective external rotation will be considered only if the proposed elective rotation enhances the educational experience of the resident/fellow and the experience is not available at UVM Medical Center.
- Time away for elective external rotations should be no more than 4 weeks or one calendar month total per training year.
- The resident/fellow must be in good standing with the program including compliance with all administrative responsibilities.

Elective External Rotation Request Process

- Requests for elective external rotations should be submitted a minimum of three (3) months in advance of the first day of the elective.
- The resident/fellow will initiate the elective request by submitting the "Request for External Experience" form located in New Innovations.
- The program director must sign the form in New Innovations prior to review by GMEC, attesting that:
 - they have discussed the rotation with the resident/fellow;
 - the rotation complies with ACGME and specialty board requirements;
 - the resident/fellow is up to date with all professional responsibilities; and
 - the resident/fellow is in good standing with the program..

Approval

- The GMEC considers the requests and votes whether to allow or disallow the experience.
- If the elective rotation is allowed, the program director and the supervisor at the external site must sign a Program Letter of Agreement and upload into New Innovations.

DEFINITIONS:

An elective external rotation is a rotation that residents/fellows complete to augment their education. This type of rotation is not a required rotation by specialty's ACGME RC or the GME training program, and the site of the elective external rotation is not under the governance of UVM Medical Center Board of Trustees.

REFERENCES: Accreditation Council for Graduate Medical Education, Institutional Requirements

REVIEWERS: Karen Miller, Dir GME

OWNER: Karen Miller, Dir GME

APPROVING OFFICIAL: Melissa Davidson MD, GMEC