

Augusta University
House Staff Policies and Procedures

Policy
HS 5.0 External Clinical Rotations

Source
Graduate Medical Education Office

1.0 Purpose

To define the procedures that govern situations where House Staff leave the Medical College of Georgia (MCG) at Augusta University (AU) and associated primary and established participating sites for clinical educational experiences at other institutions and for non-MCG House Staff physicians who plan to rotate at Wellstar MCG Health (WMCG) and affiliated sites for educational rotations.

2.0 Procedure

This policy does not apply to medical students and non-MD equivalents applying for elective rotations at WMCG. All questions regarding medical student rotations should be referred to MCG. For all non-MD equivalents, the affiliated school/department at AU should be contacted.

AU Graduate Medical Education (GME) House Staff performing Clinical Educational Experiences at other institutions (external rotations):

2.1 Clinical Educational Experiences at other institutions, which last thirty days or less, are not required by the program, and are not to be repeated:

2.1.1 The Clinical Educational Rotation Request Memo must be completed and initiated by the Department Chairperson or Program Director of the House Staff's Program. It is then forwarded to the GME Office which will assist in obtaining DIO and MCG Dean signatures. This process must be started a minimum of 30 days before a planned rotation. House Staff must ensure all required documents are completed in a timely fashion including the aforementioned memo. Specifically, the required documents must be complete, including signatures, with a copy in place in the GME Office before the rotation begins. The Clinical Educational Rotation Request Memo can be found here under Templates – Forms & Memos: <https://www.augusta.edu/mcg/residents/program-coordinator-information.php>.

2.1.2 If verification of malpractice insurance coverage for the House Staff is required by the destination institution, this can be found here under Malpractice Insurance: <https://www.augusta.edu/mcg/residents/program-coordinator-information.php>.

2.1.3 House Staff who desire to perform an external rotation are responsible for determining if they must obtain a medical license in the destination state. If a license is required, the House Staff is responsible for obtaining the license before starting the rotation.

2.1.4 J-1 Visa holders must contact the GME Office before the external rotation is scheduled to ensure ECFMG is notified of the rotation.

2.1.5 House Staff in H-1B status may not work for other employers or in positions other than those described in the AU H-1B petition without applying for additional H-1B sponsorship.

2.1.6 International clinical rotations require completion of a travel request form signed by the Dean of MCG in addition to other requirements stated above. The process of obtaining a signed travel request form, whether international or not, must be started at least 30 days before the planned rotation start date and completed before the rotation begins.

2.1.7 Programs must review their specialty-specific requirements to ensure they follow all ACGME requirements regarding external rotations.

2.2 Clinical Educational Experiences at other institutions, which last more than thirty days and are not required by the program:

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- 2.2.1 A Master Affiliation Agreement (MAA) is required between AU and the other institution, and a copy must be provided to the GME Office. A template can found here under Templates – PLA & MAA: <https://www.augusta.edu/mcg/residents/programcoordinatorinformation.php>.
 - 2.2.2 The MAA should be routed through AU’s contract routing process for review and signature by the Dean. For information on the MAA form and information regarding this process, contact the Legal Office. Please note, this process requires four to eight weeks for completion.
 - 2.2.3 The Clinical Educational Rotation Request Memo must be completed and initiated by the Department Chairperson or Program Director of the House Staff’s Program. It is then forwarded to the GME Office which will assist in obtaining DIO and MCG Dean signatures. This process must be started a minimum of 30 days before a planned rotation. House Staff must ensure all required documents are completed in a timely fashion including the aforementioned memo. Specifically, the required documents must be complete, including signatures, with a copy in place in the GME Office before the rotation begins. The Clinical Educational Rotation Request Memo can be found here under Templates – Forms & Memos: <https://www.augusta.edu/mcg/residents/program-coordinator-information.php>.
 - 2.2.4 If verification of malpractice insurance coverage for the House Staff is required by the destination institution, this can be found here under Malpractice Insurance: <https://www.augusta.edu/mcg/residents/program-coordinator-information.php>.
 - 2.2.5 House Staff who desire to perform an external rotation are responsible for determining if they must obtain a medical license in the destination state. If a license is required, the House Staff is responsible for obtaining the license before starting the rotation.
 - 2.2.6 J-1 Visa holders must contact the GME Office before the external rotation is scheduled to ensure ECFMG is notified of the rotation.
 - 2.2.7 House Staff in H-1B status may not work for other employers or in positions other than those described in the AU H-1B petition without applying for additional H-1B sponsorship.
 - 2.2.8 International clinical rotations require completion of a travel request form signed by the Dean of MCG in addition to other requirements stated above. The process of obtaining a signed travel request form, whether international or not, must be started at least 30 days before the planned rotation start date and completed before the rotation begins.
 - 2.2.9 Programs must review their specialty-specific requirements to ensure they follow all ACGME requirements regarding external rotations.
- 2.3 Clinical Educational Experiences at other institutions, which last for a full rotation (4 weeks or 30 days) or more and are required by the program for all House Staff:
- 2.3.1 External rotations required by the Program of 30 days/4 weeks or more (i.e., a full rotation) must first be approved by the GME Committee (GMEC). The Program must request the GME Add Site Request Form from the GME Office and submit this completed form to the GME Office. The request will be presented to GMEC for a vote. If approved, the site must be submitted in ADS by the DIO. Programs must review their specialty-specific requirements to ensure they follow ACGME requirements regarding required external rotations/participating sites. Some programs may have to have approval from their Review Committee. The program must modify its ADS including the block diagram and major changes section.
 - 2.3.2 A Program Letter of Agreement (PLA) must be completed. This PLA must be renewed at least

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every ten years and be approved by the DIO. PLA template can be found here under Templates – PLA & MAA:

<https://www.augusta.edu/mcg/residents/programcoordinatorinformation.php>.

- 2.3.3 If verification of malpractice insurance coverage for the House Staff is required by the destination institution, this can be found here under Malpractice Insurance:
<https://www.augusta.edu/mcg/residents/programcoordinatorinformation.php>.
- 2.3.4 If a Program is adding a participating site outside of Georgia, they must determine if their House Staff must obtain a medical license in the destination state. If a license is required, the House Staff is responsible for obtaining the license before performing the rotation. The Program must also ensure other requirements to rotate at the site are complete.
- 2.3.5 International clinical rotations require completion of a travel request form signed by the Dean of MCG in addition to other requirements stated above. The process of obtaining a signed travel request form, whether international or not, must be started at least 30 days before the planned rotation start date and completed before the rotation begins.

Non-AU GME House Staff performing rotations at WMCG:

2.4 Clinical Educational Experiences for non-MCG House Staff at WMCG

- 2.4.1 In general, non-MCG House Staff will not be granted Clinical Educational Experiences at WMCG during the month of July.
- 2.4.2 Non-MCG House Staff may be allowed to participate in clinical educational experiences (rotations) at WMCG. Rotations will be limited to a period of 30 days unless justification is submitted for special circumstances. Any program requiring all their House Staff to perform a clinical educational experience at WMCG of 30 days/4 weeks or more (i.e., a full rotation) will require a PLA. A copy of the PLA and additional required paperwork must be on file in the GME Office prior to the start of clinical rotation. It is the responsibility of the outside institution to draft the PLA.
- 2.4.3 For Non-MCG House Staff, the receiving program is responsible for ensuring the following requirements are completed prior to the rotation. Forms can be found here under Clinical Rotation Information: <https://www.augusta.edu/mcg/residents/programcoordinatorinformation.php>. Contact the GME Office with any questions. All forms must be completed and in the GME Office at least 60 days prior to the start of a rotation.

Human Resources Requirements:

- Certificate of malpractice insurance
- Social security number
- Notarized medical diploma
- Notarized ECFMG certificate (if applicable)
- Valid unrestricted GA medical license or Residency Training Permit (required for all clinical rotations)
- NPI#
- Verification of successful completion of Wellstar MCG Health Systems Right to Know and HIPAA training
- Clinical Rotation Onboarding Forms including:
 - Clinical Rotation Checklist
 - Release of Information
 - House Staff Request for Electronic Signature Privileges
 - Background Request form

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