

Augusta University  
House Staff Policies and Procedures

Policy

HS 5.0 External Clinical Rotations

Source

Graduate Medical Education Office

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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, non-MD equivalents, and MD who are not currently in an active GME training program requesting 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. MD who are not currently in an active GME training program should work with the individual applicable department/division.

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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Effective Date:  
7/05

Revision/Review Date:  
12/05, 10/07, 12/09, 10/10, 2/11  
1/13, 10/14, 9/15, 1/16, 2/17, 6/19, 8/21, 9/22, 1/23, 7/23, 12/24

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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/program-coordinator-information.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.

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- 2.3.2 A Program Letter of Agreement (PLA) must be completed. This PLA must be renewed at least every ten years and be approved by the DIO. PLA must not include an indemnification clause. PLA template can be found here under Templates – PLA & MAA:  
<https://www.augusta.edu/mcg/residents/program-coordinator-information.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/program-coordinator-information.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.
- 2.4.3 For Non-MCG House Staff, the receiving program is responsible for ensuring the following requirements are complete prior to the rotation. Contact the GME Office with any questions. All forms must be received by the GME Office at least 60 days prior to the start of a rotation. It is the responsibility of the outside institution to draft the PLA. PLA must not include an indemnification clause.

Human Resources Requirements for Residents/Fellows employed by Wellstar Legacy:

- Completion of Visiting Resident/Fellow Rotation On-Boarding Checklist (checklists that are incomplete, will not be accepted)
- Copies of:
  - Up to date CV
  - PLA (see 2.4.3)

Human Resources Requirements for non-Wellstar Legacy Residents/Fellows:

- Completion of Visiting Resident/Fellow Rotation On-Boarding Checklist (checklists that are incomplete, will not be accepted)
- Copies of:
  - Photo ID (Driver's License or other government issues ID)
  - Signed letter from the Program Director (PD) stating the Resident/Fellow has passed a Urine Drug Screen as part of their onboarding process (not required for Wellstar Legacy Residents/Fellows)

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- Signed letter from the PD stating the Resident/Fellow has passed a Background Check as part of their onboarding process
- Valid unrestricted GA Medical License or Residency Training Permit
- Certificate of malpractice insurance
- Up to date CV
- BLS (some rotations may require ACLS, PALS, etc.; please contact the applicable MCG PD for clarification)
- PLA (see 2.4.3)

Employee Health Requirements for Residents/Fellows employed by Wellstar Legacy:

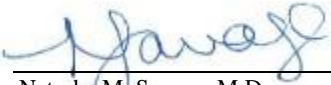
- No requirements as these were previously processed during initial Wellstar onboarding

Employee Health Requirements for non-Wellstar Legacy Residents/Fellows:

- M3 Mask fitting (if not previously performed, can be performed at WMCG Employee Health)
- Colorblind testing (if not previously performed, can be performed at WMCG Employee Health)
- PD signed attestation that the resident/fellow has passed a urine drug screen as part of their onboarding process
- Titers or proof of vaccination for Hepatitis B, MMR, and varicella (if not previously performed, can be performed at WMCG Employee Health)
- Flu vaccination (depending on time of year) and vaccination records (if flu vaccination was not previously performed, it can be performed free of charge at WMCG Employee Health)
- TB questionnaire and associated tests (if applicable)

  
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David Hess, M.D.  
Dean, Medical College of Georgia

12/17/24  
Date

  
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Natasha M. Savage, M.D.  
Senior Associate Dean, Graduate Medical Education and DIO

12/17/24  
Date