

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO
Paul L. Foster School of Medicine
GRADUATE MEDICAL
EDUCATION
Standard Policy and/or Procedure

TITLE: Out of Town and Local Rotations Policy

APPROVED: 9/9/2011

REVISED: 2/8/2017; 10/25/17; 5/10/19

EFFECTIVE DATE: 9/9/2011; 2/8/2017; 10/25/17; 5/10/19

PURPOSE: To establish a procedure for documentation of local and out of town (within the United States and its territories) participating site rotations by a trainee.

POLICY STATEMENT: The Paul L. Foster School of Medicine allows for outside training experiences not available within the school, provided all institutional requirements are met. In addition, the rotation should enhance the educational experience of the trainee and be in alignment with the respective Accreditation Council for Graduate Medical Education (ACGME), American Board of Medical Specialties (ABMS) and other accrediting body requirements.

PROCEDURE:

Out of town and some local rotations involving larger healthcare providers will require processing an Affiliation Agreement (AA) and Program Letter of Agreement (PLA).

Some local (El Paso) participating sites will only require an Educational Training Agreement (ETA).

The GME office is *exclusively responsible* for preparing and processing Academic Affiliation Agreements (AAs), Program Letters of Agreement (PLAs), and/or Educational Training Agreements (ETAs) for all local, out of town, and out of state rotations.

1. The training program or the trainee will identify the rotation and the rotation is reviewed by program leadership.
2. The Program Director must approve all off-campus rotations.
3. Requests for off-campus rotations must be submitted **at least six (6) months prior** to start of the rotation.
4. The length of rotation(s) will be determined by the Program Director and reviewed and agreed upon by the Designated Institutional Official (DIO).
5. If the request is **approved**, the Program Coordinator must obtain and enter the necessary information and documentation in GME SharePoint.
6. The main purpose and use of GME SharePoint is to **set-up** and **initiate** all academic agreements.
7. The GME office will review the request, initiate the appropriate agreement, and submit it through the ASC Contracting database.
8. The Contracting office will route the agreement through the proper channels.
9. A fully executed agreement will be forwarded by the Contracting office to GME.
10. The GME office will send a copy of the agreement to the respective department.

Medical Liability Coverage

- a. If a Required or Selective Required rotation is not offered at the major participating site or locally, the program will seek securing a rotation within Texas.
- b. If a Required or Selective Required rotation is made available out of town, but within Texas, the program is responsible for funding reasonable travel accommodations, airfare, and meals. The Texas Tech Medical Liability Self-Insurance Plan can be used for these rotations.
- c. If a Required or Selective Required rotation **is only available out of state**, the program is responsible for funding reasonable travel accommodations, airfare, and meals. Medical Liability Insurance coverage appropriate for out of state rotations must be provided and funded by the department.
- d. If a Required or Selective Required rotation is available *locally* or *within Texas* **and** the trainee chooses instead to leave out of state, then it is **the trainee's responsibility to pay for all expenses.**
- e. For **Elective** rotations, **the trainee is responsible** for all expenses, which include travel accommodations, airfare, meals, and appropriate medical malpractice insurance coverage.