

 <p><b>All HFHS Includes:</b>                  Behavioral Health Services                  Community Care Services                  Corporate Services                  Henry Ford Hospital                  Henry Ford Medical Group                  Kingswood Hospital                  Macomb Hospitals                  West Bloomfield Hospital                  Wyandotte Hospital</p>	<b>Policy Name/Subject:</b> Outside Rotations (MEP 223)		<b>Policy No:</b> MEP 223
	<b>Type of Document:</b> Policy		
	<b>Applies to:</b> Tier 1: System-wide <b>Business Unit:</b> All HFHS <b>Site:</b> All HFHS <b>Department:</b> Graduate Medical Education		
	<b>Category:</b> Clinical <b>Sub-Category:</b> Graduate Medical Education		<b>Current Approval Date:</b> 3/3/2017 <b>Last Revision Date:</b>
	<b>Owner:</b> Graduate Medical Education		<b>Approver:</b> HFH GMEC, HFMH GMEC, HFWH GMEC
	<b>Related Policy/Procedure:</b> <i>Include title and number</i>		
	<b>Author:</b> Graduate Medical Education		
	<b>External Regulatory Requirement:</b> ACGME, AOA, CPME		
	<b>Audience:</b> Interns, Residents, & Fellows (House Officers) & GMEC		
	<b>Key Words:</b> elective; required rotations; audition rotation		

**Purpose**

To define the conditions under which outside rotations are included in the graduate medical education program.

**Policy**

Henry Ford Health System (HFHS) aims to provide a full graduate medical education program for all house officers. While HFHS is able to meet most educational requirements, it may be necessary for house officers to complete a clinical rotation at a hospital or medical facility outside the system if a specific, accreditation-required clinical experience or a patient population is not available within the system (required rotation). There may also be circumstances when a house officer may desire a specific clinical experience outside the system which is not required (elective rotation). Elective outside rotations are discouraged, however, with the appropriate educational rationale, they may be approved.

**Required Rotations.** HFHS is responsible for ensuring that house officers are provided the opportunity to meet all accreditation requirements. The Program Director is responsible for:

1. investigating and making arrangements for required outside rotations;
2. obtaining preliminary approval from the Designated Institutional Official (DIO);
3. if professional liability insurance is not provided by the institution where the outside rotation is planned, the Program Director may, with approval of the DIO, petition the HFHS Vice President for Risk Finance and Insurance for an exception to provide a professional liability rider to cover the house officer during the required outside rotation;
4. obtaining formal approval from the Graduate Medical Education Committee at least 90 days in advance;

5. developing the Program Letter of Agreement, which must specify which institution is providing professional liability coverage, obtaining all required signatures and submitting to the Medical Education Office at least 30 days in advance; and
6. providing program funding of costs associated with the required rotation, in accordance with Medical Education Policy #204.

**Elective Rotations.** Elective outside rotations are discouraged, however, with the appropriate educational rationale, they may be approved<sup>1</sup>.

At Henry Ford Hospital, Department Chairs must agree to absorb house officer salary and benefit costs in their department budget for the period away on the elective outside rotation.

Six months in advance of the elective rotation, the house officer is responsible for completing the following:

1. investigating and making all arrangements for elective outside rotations;
2. developing the educational rationale, obtaining approval of the Program Director and the DIO;
3. obtaining adequate professional liability insurance from the institution where the rotation is planned or from an independent source (ask host institution for recommendation; specific to each state); HFHS does not provide coverage for elective outside rotations; this is specified and must be acknowledged on the Outside Elective Rotation Form by an authorized signature from the institution where the outside rotation is planned;
4. completing the visiting resident application supplied by the institution where the rotation is planned and the HFHS Outside Elective Rotation Application;
5. obtaining all required approvals/signatures on the Outside Elective Rotation Application and submitting to both institutions;
6. submitting any licensure or medical school graduation documents requested by the institution where the outside rotation is planned; and
7. all costs associated with the elective rotation; Professional Development Funds may be used if approved by the Program Director, in accordance with Medical Education Policy #204.

**Required & Elective Rotations.** The following documentation must be maintained:

1. The program coordinator/specialist must enter all outside rotations on the house officer's schedule in the electronic residency management system to ensure appropriate accounting for reimbursement.
2. The outside rotation information and completed form must be placed in the house officer's education file in the Medical Education Office.
3. The Medical Education Office Specialist will submit all applications for outside rotations to the HFHS Medical Education Finance/Reimbursement.

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<sup>1</sup> House officers must use vacation time for mission trips but are permitted to use PDF funds

**Additional Requirements for Foreign Nationals:**

Foreign nationals in some visa statuses who are seeking to participate in outside rotations may be subject to certain restrictions.

1. Foreign nationals with an Employment Authorization Document (EAD) are eligible to participate in outside rotations without restriction, consistent with the guidelines above.
2. Foreign nationals with J-1 status are eligible to participate in outside rotations, if coordinated with ECFMG.

If a J-1 house officer's outside rotation will be outside the Detroit metro area, the Training Program Liaison (TPL) prepares and submits a letter to ECFMG indicating the name of the physician, the name and address of the institution where the rotation will take place, and the planned duration of the outside rotation. ECFMG will document the outside rotation in the J-1 house officer's SEVIS database record.

3. Foreign nationals with H-1B or F-1/OPT status may require additional/amended immigration filings with U.S. Citizenship and Immigration Services (USCIS) and/or the U.S. Department of Labor (DOL) if the requested rotation site was not specifically listed in the individual's initial H-1B or F-1/OPT application. As a result, requests for outside rotations made by physicians in H-1B or F-1/OPT status should be forwarded to HFHS Immigration Legal Counsel (Ellis Porter) for review.

**Summary**

	<b>Required Rotation &amp; Not able to meet Accreditation Requirement within HFHS</b>	<b>Elective Rotation</b>
<b>In Michigan</b>	<ul style="list-style-type: none"> <li>▪ Program responsible for arranging</li> <li>▪ DME/DIO approval required</li> <li>▪ GMEC approval required</li> <li>▪ PLA required with DME/DIO signature</li> <li>▪ Hospital/Department pays costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ House officer responsible for arranging, obtaining approvals and submitting all required documents</li> <li>▪ PD approval required</li> <li>▪ At HFH, Department Chair agrees to pay house officer salary and benefits</li> <li>▪ DME/DIO approval required</li> <li>▪ PLA Required for AOA programs; recommended for ACGME programs</li> <li>▪ House officer responsible for all costs; PDF funds may be used</li> </ul>
<b>Out of Michigan</b>	<ul style="list-style-type: none"> <li>▪ Program responsible for arranging</li> <li>▪ DME/DIO approval required</li> <li>▪ GMEC approval required</li> <li>▪ PLA required with DME/DIO signature</li> <li>▪ Hospital/Department pays costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ House officer responsible for arranging, obtaining approvals and submitting all required documents</li> <li>▪ PD approval required</li> <li>▪ At HFH, Department Chair agrees to pay house officer salary and benefits</li> <li>▪ DME/DIO approval required</li> <li>▪ PLA required for AOA programs; recommended for ACGME programs</li> <li>▪ House officer responsible for all costs; PDF funds may be used</li> </ul>