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| <b>Policy 1.220</b><br>Graduate Medical Education Committee   |
| <b>Section</b><br>Educational Administration  |
| <b>Subject</b><br>Extramural Experience (Away Rotations)  |
| <b>Policy Requirements:</b><br>ACGME Institutional I.A.1.; 1. A.7.; I.B.4.a). (1-32)) & (3); II.D.<br>ACGME Common Program Requirements I.A.; I.B; II.A.4.a); IV. V.A.2.a); VI.D.1; VI.D.2. VI.E. |
| <b>Version History:</b><br>Date Developed: 7/2011<br>Last Review/Revision: 12/2005, 2008, 10/2013, 5/2014, 9/2017, 8/2020, 8/2022<br>Legal Review: 1/2018, 8/2020                                 |

## Purpose

To outline the procedure for extramural experiences (away rotations).

## Definitions

**Extramural Experience (Away Rotation)** – a clinical experience, either required or elective for graduate medical trainees, that occurs at a non-University of Arkansas Medical Sciences (UAMS) institution.

**Extramural Required Experience (Rotation):** an experience that is necessary for residents/fellows to meet Accreditation Council for Graduate Medical Education (ACGME) program specific requirements.

**Extramural Elective Experience (Rotation):** an experience that is outside of the ACGME required clinical training and that is paid for by a source other than UAMS.

Each program must develop a written policy on resident/fellow participation in extramural rotations, required and elective, to include the criteria for resident/fellow participation in extramural rotations, the evaluation process for residents/fellows as part of the rotation and the description of how the level of supervision for the resident/fellow will be determined for the rotation. Programs may opt whether to allow residents/fellows to participate in elective away rotations. However, programs must verify that rotational experience meets requirements for credit by their specialty board and/or any ACGME requirements for credit for the rotation.

Any time spent at an extramural location for an experience which is not specifically required under the ACGME Program Requirements, or which can be obtained through regularly available paid rotations/sources will not be supported by UAMS.

## **Extramural Required Experience Policy**

It is the responsibility of any UAMS ACGME-accredited program to provide any clinical experiences required by ACGME for completion of clinical training. In circumstances where this training is not available and an extramural required experience is requested, the UAMS Graduate Medical Education (GME) Office requires the program to submit a plan of action to outline how the program will meet their requirements as outlined by the ACGME instead of utilizing extramural rotations. Program policies should include GME approval for these rotations as outlined below.

## **Extramural Elective Experience Policy:**

The UAMS GME Office will not financially support extramural experiences which are not specifically required by Program Requirements as outlined by the ACGME. Programs are required to have a policy outlining their process for approval of resident/fellow participation in an extramural elective experience as well as their plan for financial support of the rotation. Program plans should include GME approval for these rotations as outlined below.

## **Procedure for Approval for Extramural Required and Elective Experience:**

1. Requests for funding approval for extramural required experience should be made to the Housestaff Office at least 4 months prior to the rotation experience for review. Programs should use the Extramural Request Form located on the GME website at <https://medicine.uams.edu/gme/gme-resources/extramural-request/> to submit requests for required and elective rotations.
2. Programs should complete the Extramural Experience Request Form in as much detail as possible before submitting form to the GME Office for review by the GME Director, GME Accreditation Manager, Assistant Dean for Housestaff Affairs and the Designated Institutional Official (DIO). Signatures are not needed on the form at this time.
3. The GME Accreditation Manager will return the Extramural Experience request form to the program if clarification is needed to process the request.
4. The UAMS residency /fellowship program will ensure that a Program Letter of Agreement (PLA) is signed by the appropriate individuals, is current, and is in place prior to the rotation. The UAMS program must use the PLA template that has been approved by UAMS General Counsel. A template of the PLA can be found on the GME SharePoint website.
5. The UAMS residency/fellowship program will contact the participating institution to confirm the liability amounts for covering the UAMS resident/fellow while on the rotation. If UAMS liability amounts are less than the amount of coverage required by the participating institution, the program will contact UAMS Director of Claims Management via e-mail to request assistance and advice for liability coverage during the rotation. Documentation of response from UAMS Director of Claims Management and subsequent actions should be part of the trainee's record for this rotation.

6. Once the residency/fellowship program has approval for funding, a signed PLA in place and has verified the appropriate liability amounts are in place. Documents should be submitted for review in order to receive final approval from the DIO for the extramural required experience at least one month prior to the start of the rotation. A copy of the form should be kept as part of the trainee's file.

**Resources:**

| <b>Documentation</b>                   |  |
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| Immunization or Drug Screening Records | All GME Trainees' health screening and maintenance information including immunization and drug screening records are stored with Employee Health.                              |
| Proof of HIPAA completion              | GME Trainee can print out his/her own transcript in Workday  |
| Certificate of Malpractice Insurance   | GME Trainees can request copy from program.  |
| Program Letter of Agreement            | UAMS PLA template is available on UAMS GME website. If Host Institutions requires that their PLA template be use, program should provide that document to UAMS GME for review. |
| Program Letter for Away Rotation       | GME Trainee's Program Director may provide a verification letter indicating that the trainee is in good standing.  |
| Medical License                        | If medical licensure is required for rotation, resident/ fellow will obtain appropriate licensure at their own expense.  |