



BAPTIST MEMORIAL MEDICAL EDUCATION

GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

Effective Date: March 4, 2024	<h1>Away Rotation</h1>
Last Review/Revision: May 2024, August 2024, January 2025	
Reference : BMME 2000	

Purpose:

The purpose of this policy is to outline the process for an **Away Rotation** for all ACGME accredited training programs sponsored by Baptist Memorial Medical Education (BMME) and Baptist Memorial Health Corp (BMHCC).

Policy:

The GME will establish criteria and develop a protocol to use for an **Away Rotation** and provide a guideline that describes the process for GMEC monitoring.

Definitions

Away Rotation: a clinical and/or research experience either required or elective for graduate medical trainees that occurs at another institution outside of BMHCC governed institution, and when trainees are supervised by non-BMHCC faculty.

Required Away Rotation: Educational experience in which all residents in a program participate as part of the program curriculum that is more than 1 hour reasonable car travel time from program's home hospital.

Elective Away Rotation: Education experience that a program or trainee may establish to meet the needs of one or more specific trainees that is more than 1 hour reasonable car travel time from program's home hospital

Procedures

- A) **Required Away Rotation:** When all Trainees in a program rotate for a required educational experience as part of the curriculum, there must be a program letter of agreement (PLA) between the program and each participating site.

- B) **Elective Away Rotation:** A program or a trainee may establish elective away rotations to meet the needs of one or more specific residents. Such electives must receive prior approval by the Program Director and by the DIO. Elective Away Rotation(s) should not exceed total 4 weeks away during any trainee's residency, unless required per the program's ACGME regulations. Elective Away Rotations are to be for the purpose of "auditioning" for post-residency position and/or fellowship. The GME office can assist if the away rotation site requires a PLA, legal agreement and/or assurance of continued medical liability coverage.

- C) **Request:** A request from the program director should be submitted to the DIO at least 45 days in advance of the away rotation.

D) **Review and Approval:** If any additional information is necessary, emails will be sent to the trainee and his/her program director. Applications with a tight timeline may need to be presented directly to the DIO by the program director. The final decision to approve the rotation will be made by DIO and CEO of program hospital.

E) **Stipend and Benefits during Away Rotation:** Once approved by the Program Director and DIO, BMHCC will extend stipend and benefits, including liability coverage for GME Trainees.

F) Travel costs and lodging will be provided for Required Away Rotations; Elective Away Rotations will not have travel and lodging provided by GME. The GME department will provide travel cost and lodging for rotations that are more than 60 miles from the program clinical site or more than one hour from program clinical site.

G) **Frequency and Duration of Away Rotation:** GME Trainees may apply for 1 elective that is up to 30 calendar days away elective during their residency training as long as the absence for elective experience does not interfere with accreditation and/or board certification requirements, and upon approval of Program Director and DIO

H) **Changes in Away Rotation after the approval:** If changes occur in the rotation site or the supervising faculty at the rotation site after the approval, a new application should be submitted to the Program Director and DIO for review.

International Rotations: To be considered an approved graduate medical education curricular experience, any international experience has to be approved by the DIO and BMHCC leadership. As of April 2024, only the Global Health Experience in Kenya has been approved as a Baptist sponsored (salary and benefits continue) international rotation for BMME residents and fellows. Up to 4 weeks away for a system sanctioned International Rotation can be done in addition to the 4-week allowed “audition” rotation discussed previously if approved by PD and DIO.

Program Director Responsibilities

A) The program director or his/her designee must monitor the clinical learning and working environment and adequate supervision in all away rotation sites.

B) The program director or his/her designee must approve the GME Trainee’s away rotation application and ensure compliance with the institutional policies and the accreditation and/or certification board requirements.

C) The program director or his/her designee must approve a supervising faculty at each rotation sites who is accountable for education, supervision, and evaluation of the Trainees.

D) The program director must obtain an evaluation of the GME Trainee’s clinical or research experience from the identified supervisor(s) and make it available to Trainee.

E) The program director must obtain an evaluation of the away rotation experience from the GME Trainee.

F) The program director or DIO may revoke approval for away elective rotations at any point in any of the following cases.

- When there is inadequate supervision for the trainee at the away rotation sites;
- When it is determined that a GME Trainee's away rotation experiences negatively impact their ability to fulfill their clinical duties and patient care; or
- When it is determined that a GME Trainee's away elective experiences negatively impact the learning and working environment for other trainees in their home program; or
- In the event that the GME Trainee is deemed unfit for duty; or
- When the program director or the program's Clinical Competency Committee issued a Letter of Deficiency to a GME Trainee: or
- When the GME Trainee is suspended from their training program activities or clinical activities; or
- When the GME Trainee is found to be non-compliant with the Baptist and GME policies and regulations.
- When the away elective rotation results in Clinical and Educational Work Hours violations.

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Away Rotation Application



**BAPTIST MEMORIAL
MEDICAL EDUCATION**

Away Rotation Application

Date: _____

Trainee Name: _____

Reason for Request of Away Rotation:

Name of Site: _____

Name of Supervising Faculty at Site: _____

Steps for Away Rotation

1. PD and DIO Discuss Away Rotation.
2. DIO Approval Y or N
3. Date of Approval: _____

The program director agrees to the above request and will make sure the above steps are executed.

Program Director: _____