TITLE: Away Rotation Policy

Effective: November 28, 2001
Revised/approved: November 28, 2001

Purpose
To define the policies and procedures necessary to schedule and perform an away rotation. This policy is meant to protect both the institution and the individual resident from any potential legal, academic, accreditation, or ethical problems related to the performance of away rotations.

For the purposes of this policy, an away rotation is defined as a clinical rotation that is at an institution (i.e., hospital or practice site) which either:

- Does not currently have a signed affiliation agreement with OSU Hospital, or
- Is not currently a participating institution for that particular residency program.

This would include rotations to either in-state or out-of-state hospitals or sites where OSUMC currently does not send any residents, as well as hospitals to which OSUMC does send trainees but not specifically trainees from the program making the request.

For the purposes of this policy, a trainee is defined as any resident or fellow in a Graduate Medical Education program sponsored by the Ohio State University Medical Center.

Policy/Procedure
When resident education occurs at a non-OSUMC institution or site, The Ohio State University Medical Center continues to have responsibility for the quality of that educational experience and must retain authority over the resident’s activities. Prior to performing an away rotation the following steps must occur:

1) The trainee must make a formal request in writing to the program director to get permission to perform an away rotation. This request must be made at least 90 days before the beginning of the away rotation.

2) Away rotations must be approved in writing by the program director and a copy of that approval must be kept in the trainee’s academic file.

3) The program director should contact the Graduate Medical Education Office as soon as possible so that preparation of an affiliation agreement between the away
rotation site and the institution can begin in a timely manner. Both a copy of the program director’s letter of approval and a description of the away rotation should be forwarded to the GME Office. The description should include:

a. Date of the rotation
b. All clinical locations involved in the rotation
c. Contact information for the rotation supervisor at the away rotation site
d. Specific educational rationale for both the rotation and the site chosen
e. Goals and objectives of the educational experience at the away rotation site. The supervisor at the receiving institution must agree to the goals and objectives of the rotation.
f. Confirmation that the away rotation site is, or is affiliated with, an LCME, JCAHO or ACGME-accredited institution.

4) Affiliation agreements: Each away rotation must be accompanied by an appropriate affiliation agreement that is executed between OSU Medical Center and the away rotation site. This site can be a hospital, a private practice office, or any other clinical entity. The type of affiliation agreement needed depends on both the length of the rotation and the type of site. In general:

a. For rotations of less than six rotation months duration (i.e., one resident for less than six months or less than six residents for one month each in an away rotation site), a basic affiliation agreement between the site of the away rotation and the institution must be completed.

b. For rotations of longer than six rotation months duration, a formal affiliation agreement must be completed.

c. Draft, template copies of these agreements are available from the Graduate Medical Education Office.

d. Contact names and information for responsible individuals at the away site should be provided to the GME Office at the time of first contact. The GME Office can answer any questions you have regarding the affiliation agreement process.

e. Malpractice coverage: Malpractice coverage provided by OSU Hospital for trainees is effective only within the standard clinical training program as defined within current affiliation agreements. OSU cannot provide coverage outside the State of Ohio. Regardless of location or length of rotation, the new away rotation site (or the trainee) is responsible for obtaining malpractice liability coverage for the trainee while at that site. Language to this effect must be included in the signed affiliation agreement.
f. **Housestaff stipend**: For the period of the away rotation, OSU will continue to provide full stipend and benefits as is stipulated in the Limited Medical Staff Agreement. Language to this effect will be included in the signed affiliation agreement.

i. **Extended rotations**: For extended rotations (greater than one month), away rotation sites or an alternative source of funding will be required to reimburse OSU Hospital for the FTE-adjusted stipend and benefits that will be paid to the trainee during that time period. The Graduate Medical Education Office will provide this dollar figure to the away rotation site in the course of completing the appropriate affiliation agreement. These funds must be made payable to The OSU Medical Center through the GME office.

ii. **Limited rotations**: For limited rotations (one month or less), away rotation sites will be encouraged to reimburse OSU Hospital for the FTE-adjusted stipend and benefits that will be paid to the trainee during that time period. If the away rotation site will not agree to provide this reimbursement, the Graduate Medical Education Office will decide on a case by case basis which away rotations will be supported by the institution. Decisions will be made based on the uniqueness and quality of the educational experience at the away rotation site. Generally, it will be an expectation that the away rotation site is, or is affiliated with, a JCAHO, LCME, or ACGME accredited institution.

g. **Medical license**: Medical licensure is done on a state-by-state basis. If the away rotation is out-of-state, it is the responsibility of the trainee to understand and follow the applicable state licensure rules for trainees in GME programs in that state. Many states will require at minimum a training certificate to be issued by the state medical board prior to commencing any clinical activities.

h. **Educational objectives and evaluation**: The supervisor at the receiving institution must agree to the goals and objectives of the rotation. In addition, the resident must be evaluated by the faculty at the institution where the resident is rotating. The evaluation must be submitted to the appropriate Program Director at the Ohio State University Medical Center.