

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 11/7/23	<b>Subject:</b> EXTERNAL and COURTESY ROTATION POLICY & PROCEDURE	<b>Page 1 of 2</b>
<b>Approved by:</b> GMEC		<b>Revised Date:</b> 4/10/13, 3/13/17; 5/12/17; 5/29/20; 9/18/23
<b>Effective Date:</b> 03/01/11		<b>Reviewed Date:</b> 3/13/17

**Policy:**

UF College of Medicine-Jacksonville (UFCOM-J) partners with other programs to provide required clinical experiences. The exchange of residents for these experience requires that each institution receive the documents necessary for appointment to that experience in a timely manner. The appointment process may take up to 120 days to complete. External requests must be approved by the UFCOM-J program director and designated institutional official, and have a program letter of agreement or contract in place 30 days before the start of the rotation.

Since CMS reimbursement (GME funding) is claimable by the hospital (including UF Health in Gainesville) where the activity takes place, without specific contracts specifying funding support, the rotation can only be approved if the educational experience cannot be obtained at a UF Health-Jacksonville clinical site and the experience is a required curricular rotation as identified by the relevant accrediting body.

**Procedure:**

**Rotation Request**

1. UFCOM-J programs submit the rotation request form to the Office of Educational Affairs (OEA) at least 120 days prior to the start date of the rotation.
2. External program trainees provides the information below as part of the External Rotation Request submission via the OEA website unless this is an established educational partner institution.

<https://med.jax.ufl.edu/graduate-medical-education/external-residents-fellows/>

- Resident Name
- Resident Email Address
- Resident Phone Number
- Current Program and Institution
- Name of Program Director
- Name of Designated Institutional Official (Dean of Graduate Medical Education or equivalent)
- Contact person name and phone number (if different from Program Director)
- Address of the Institution
- Rotation Dates (excluding June and July)
- UFCOM-J Preceptor

**Rotation Approval**

**3. Program leadership**

- Assesses whether the rotation request dates are feasible. External rotators cannot interfere with the residents' educational experience. Select the rotation date that best suits the program schedule.
- Reviews and approves goals and objectives. The preceptor must agree to teach and evaluate according to the goals and objectives provided by the sending institution.
- Approve the external rotation request form and submit it to the OEA for DIO approval. **Note, there should be no promise that the desired start date is approved, until confirmed by OEA. Once the agreement is routing for signatures, the external rotator and his/her program coordinator will receive the "courtesy packet" from the OEA.**

**OEA responsibilities:**

OEA will generate the agreement and route it for the appropriate signatures.

- OEA will enter the resident into New Innovations and enter the block schedule.
- The courtesy rotator will receive information from OEA regarding the electronic onboarding packet distributed to them through New Innovations.

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- *NOTE: The licensure process may take up to 60 days and includes a level 2 background screening with fingerprinting. The costs of these items are the responsibility of the external rotator or their program. Individuals will also be responsible to pay for the University of Florida Self Insurance costs for the duration of their rotation.*

**Resident responsibilities:**

The resident will complete the electronic onboarding packet and upload the required documents no less than 45 days before the rotation start date.