

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Educational Affairs

Approval Date: 3/1/2011	Subject: EXTERNAL and COURTESY ROTATION POLICY & PROCEDURE	Page 1 of 2
Approved by: GMEC		Revised Date: 4/10/13, 3/13/17; 5/12/17; 5/29/2020
Effective Date: 03/01/11		Reviewed Date: 3/13/17; 5/29/20

Policy:

If a rotation includes an educational experience at an external clinical site, approval is required by the program director, site preceptor and senior associate dean for educational affairs. In addition, a program letter of agreement or contract must be signed by the clinical site and preceptor prior to the rotation start date.

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 UF Health in Jacksonville and the experience is a required rotation or curricular component as identified by the relevant RRC.

UF College of Medicine-Jacksonville (UFCOM-J) partners with local educational programs for resident educational experiences. Other institutions also request rotations at UFCOM-J. All external/courtesy resident rotations require an appointment packet be completed (see the Courtesy Checklist). The appointment process may take up to 120 days to complete. External requests must be approved by the UFCOM-J program director and have a program letter of agreement or contract in place prior to the start of the rotation.

Procedure:

1. Submit the rotation request to the Office of Educational Affairs (OEA) at least 120 days prior to the start date of the rotation.
2. External resident submits the External Rotation Request Form from the OEA website unless this is a local educational partner institution.

<http://www.hscj.ufl.edu/graduate-medical/documents/ext-rotation-request-form.pdf> :

- 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
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

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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.

- The courtesy packet will be e-mailed to the resident and their coordinator by the OEA.
- OEA will enter the resident into New Innovations for the month the rotation is to occur.

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 return the completed courtesy packet to the OEA within two weeks of receiving the packet.