

Resident Name:

**GME POLICY #530**

**OFFSITE ROTATION APPROVAL PROCESS**

***Please Note: Due to the impact of the COVID-19 Pandemic, all offsite rotations for our Residents and Fellows have been suspended as of April 2020. We will post on our website and this policy when the suspension is lifted and requests for these external rotations may resume. Thank you for your understanding.***

**OFFSITE ROTATION APPROVAL PROCESS**

The purpose of offsite rotations is to meet training requirements that cannot be satisfied within University of Tennessee (UT) affiliated hospitals or clinical training sites. In order to avail itself of an offsite rotation opportunity, the requesting Resident\* and Program Director must first receive approval from the Associate Dean/Designated Institutional Official (DIO).

The Program Director is ultimately responsible for the ability of his or her program to meet ACGME and RRC requirements within UT facilities whenever possible. In the event that training requirements cannot be satisfied within facilities, completion of the following procedure is required before an offsite rotation may begin:

- 1) At least three months prior to the start of the requested offsite rotation, the Program Director will submit the following documentation to the Office of Graduate Medical Education (GME):
  - (a) Request for Approval of Offsite Rotation Form
  - (b) Program Director Statement
  - (c) Waiver of Compensation (if appropriate)
  - (d) Goals and Objectives for the rotation
- 2) Upon receipt of completed Request for Approval of Offsite Rotation Form and accompanying documentation, GME staff will present the request to the Offsite and DIO for approval.
- 3) The Director of GME or a GME staff member will send notice of approval of request to the Program Director when all approvals have been secured. Likewise, the Graduate Medical Education (GME) Department will send notice of denial to the Program Director if the request is denied.
- 4) The Program Director is responsible for ensuring that the Resident has completed and submitted a malpractice insurance application to a valid company for all offsite rotations as necessary. The UT Office of Risk Management in Knoxville can assist in finding a company that will provide a malpractice insurance policy to the Resident.

\*The term "Resident" refers to both Resident and Fellow trainees.

Revised and Approved by the GMEC 5/16/2017. Administrative edits made by the GME Director 6/17/2020.