Policy & Procedure on Courtesy/External Rotations

Policy:

If a rotation is desired or considered for an external clinical site, approval will be required by program director, site preceptor and the UFCOM-J DIO. In addition, an agreement or contract of the appropriate type must be signed by the sponsoring site and preceptor prior to the rotation commencing.

Since GME funding is not allowable if residents rotate to other hospitals (including UF Health in Gainesville) without specific contracts specifying funding support, the rotation can only be approved if the educational experience cannot be obtained at UF Health Jacksonville and the experience is a required rotation or curricular component as identified by the relevant RRC.

All external/courtesy resident rotations require that a University of Florida College of Medicine – Jacksonville appointment process be completed (see the Courtesy Checklist). The appointment process may take up to 120 days to complete.

Processing a request for a new courtesy resident rotation

Program Coordinator Procedure:

1. Ensure that approval of the rotation is submitted to the Office of Educational Affairs (OEA) at least 120 days prior to the start date of the rotation.

2. Provide the following information to the OEA by having the external resident requesting rotation from sending program complete the External Rotation Request Form at [http://www.hscj.ufl.edu/graduate-medical/documents/ext-rotation-request-form.pdf](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
   - UFCOM-J Preceptor

3. Assess whether the courtesy resident(s) will potentially interfere in any way with your residents’ education, to decide whether to go forward any further.

4. Review and approve goals and objectives for the rotation—with preceptor agreement to teach and evaluate to those goals and objectives provided by the sending PD.

5. Provide the above information to the OEA including desired/ideal timeline or date to start. **Note**, there should be no promise that the desired start date is doable or approved, until confirmed by OEA.

6. Provide the DIO with any additional information required for processing agreements that may be required—this can take several weeks to months, with time-of-year variance—so plan ahead!

7. Once the agreement needed is routing for signatures, then direct the courtesy resident and his/her program that they will be receiving our checklist of information required to process the “courtesy packet”—THIS MUST BE COMPLETE WITH OEA BEFORE THE RESIDENT CAN START THE ROTATION.
OEA responsibilities:

- OEA will generate the agreement and route it for the appropriate signatures.
- The courtesy packet will be mailed to the resident by the OEA.
  NOTE: the licensure requirement may take up to 60 days to process and the cost will be borne by the resident or his/her program if resident is from outside of the state of Florida.
- OEA will report the resident in New Innovations for the month the rotation is to occur.

Resident responsibilities:

The resident will return the completed courtesy packet to the OEA 90 days prior to the month the rotation is scheduled to begin or 120 days if an interinstitutional agreement (contract) is needed.