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Title of Owner	Dir GME
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TITLE: Elective External Rotations

POLICY: External rotations not required by ACGME or the GME training program are considered elective rotations and must be approved by the Graduate Medical Education Committee (GMEC).

PROCEDURE:

Eligibility

- An elective external rotation will be considered only if it enhances the educational experience of the resident/fellow and is not available at the University of Vermont Medical Center.
- Time away for elective external rotations should be no more than 4 weeks or one calendar month total per training year.
- The resident/fellow must be in good standing with the program including compliance with all administrative responsibilities.

Elective External Rotation Request Process

- Requests for elective external rotations should be submitted at least three (3) months before the first day of the elective.
- The resident/fellow will initiate the elective request by submitting the "Request for External Experience" form located in New Innovations.
- The program director must sign the form in New Innovations prior to review by the GMEC, attesting that:
 - they have discussed the rotation with the resident/fellow.
 - the rotation complies with ACGME and specialty board requirements.
 - the resident/fellow is up to date with all professional responsibilities.
 - the resident/fellow is in good standing with the program.

Approval

- The GMEC considers and votes on each request.
- If the elective external rotation is approved, the program director and the supervisor at the external site must complete and sign a Program Letter of Agreement (PLA), which is then uploaded into New Innovations.
- The resident/fellow is responsible for funding their travel, housing, and other related expenses, including but not limited to obtaining licensure as required for the rotation. This responsibility may include seeking alternate sources of funding, e.g. departmental support, professional society scholarships, etc.
- The program is not responsible for travel, housing, or other related expenses.

DEFINITIONS:

An elective external rotation is a rotation that residents/fellows complete to augment their education. This type of rotation is not a required rotation by a specialty's ACGME Review Committee or the GME training program, and the site of the elective external rotation is not under the governance of The UVM Medical Center Board of Trustees.

REFERENCES: Accreditation Council for Graduate Medical Education, Institutional Requirements

REVIEWERS: Vanessa Goodwin, Dir GME

OWNER: Vanessa Goodwin, Dir GME

APPROVING OFFICIAL: Melissa Davidson MD, GMEC