PROCEDURE GME23

Subject: ELECTIVES ROTATIONS
Effective Date: SEPTEMBER 2006

Applies to: HOUSTON METHODIST HOSPITAL SYSTEM
GME PROGRAMS
Date Revised: OCTOBER 2019

Originating Area: GRADUATE MEDICAL EDUCATION COMMITTEE
Target Review Date: OCTOBER 2022

I. GENERAL STATEMENT

The design and sequencing of all educational activities in Programs of GME are approved by the Residency Review Committee (RRC) as part of the review process. Each Program must possess a well-organized and effective curriculum, both didactic and clinical, and provide residents with direct experience in progressive responsibility for patient management. In general, assignment to a Participating Institution must be based on clear educational rationale, integral to the program curriculum, with clearly stated activities and objectives. When multiple participating institutions are used, the Program and the Sponsoring Institution should assure continuity of the educational experience.

Most Program Requirements mandate that Programs obtain Program Letters of Agreement with Participating Institutions. Some RRCs require advance approval for additional Participating Institutions and some require that a Program Letter of Agreement be obtained for any individual rotation.

A Program may establish an elective rotation that is not available at the Sponsoring Institution to meet the needs of one or more specific Residents. This procedure describes the process by which residents in Programs of GME may allow Residents to participate in Elective experiences, i.e., an educational or clinical experience that is not a required part of their Program.

II. DESCRIPTION OF REQUESTS FOR ELECTIVE EXPERIENCE(S)

A. Elective experiences should be conducted in an ACGME-accredited Program and count toward residency requirements and, if applicable, specialty board requirements. The Program Director must make all arrangements and obtain a written Program Letter of Agreement (form available from GME Office) for the Elective. The Program Letter of Agreement must include:
   o Educational goals and objectives of the Elective
   o Documentation of Supervising Medical Staff: The Supervising Medical Staff must be certified by one of the boards of the American Board of Medical Specialties and/or possess appropriate educational qualifications for Faculty.
   o Elective rotation specific start and end dates
   o Responsibility for salary, health insurance, workers compensation, and malpractice coverage during the elective.

B. A Program Letter of Agreement must be obtained for any Elective, regardless of the length of the experience.
C. Final copies of Program Letters of Agreement for the elective must be sent to the GME Office at least one month prior to the rotation.

D. For J-1 Visa holders: If the site for an elective rotation is not listed as a participating site on the ACGME website or for non-ACGME programs, is not listed in the program application, the Program must contact HR Immigration Services regarding required ECFMG paperwork.

E. In general, Electives outside the United States will not be allowed due to licensure and liability coverage issues. In extraordinary circumstances, foreign electives may be allowed but the Program must obtain prior written approval from the DIO, and the Houston Methodist Risk Management Office.

F. All Elective rotations must be clearly documented on the Resident’s rotation schedule. The Resident's time during the Elective may be declared for GME reimbursement by the Participating Institution.

G. Salary, benefits and malpractice coverage for residents on an Elective rotation will be the responsibility of the Houston Methodist Program, unless the Participating Institution has agreed in writing to provide reimbursement for such costs.

III. COMMITTEE REVIEWING OR APPROVING PROCEDURE:

1. Graduate Medical Education Committee [14 September 2006] [12 March 2009] [9 September 2016] [10 October 2019]

AUTHORITATIVE REFERENCES:
Accreditation Council for Graduate Medical Education Institutional, Common Program, and Program-Specific Requirements.