

## PROCEDURE GME16

**Subject:** CLINICAL ROTATIONS - VISITING  
RESIDENTS

**Effective Date:** MARCH 2005

**Applies to:**  
THE METHODIST HOSPITAL SYSTEM -  
GME PROGRAMS

**Date Revised/Reviewed:**  
AUGUST 2016

**Originating Area:** GRADUATE MEDICAL  
EDUCATION COMMITTEE

**Target Review Date:**  
AUGUST 2019

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### **I. GENERAL STATEMENT**

The requirements of the Accreditation Council for Graduate Medical Education (ACGME) stipulate that assignments of Residents in ACGME-accredited Programs to outside institutions for training experiences must be based on clear educational rationale, must have clearly stated learning objectives and activities, and should provide resources not otherwise available to the Program. Assignments to external institutions must also be of sufficient length to ensure a quality educational experience, and any exceptions must be justified and may require prior approval of the appropriate Residency Review Committee.

Occasionally, Residents in ACGME-accredited Programs have the opportunity to select an elective clinical rotation. This procedure establishes eligibility requirements for "elective" clinical rotations at Houston Methodist Hospital. The availability of an educational experience for a non-HMH resident is at the discretion of each individual Program of Graduate Medical Education (GME) and its clinical department and must be based on the Program's resources. The existence of this procedure creates no obligation for any Program or clinical department to provide such an experience.

### **II. REQUIREMENTS**

- A. A Resident in a non-Houston Methodist non-ACGME-accredited Program who is in good standing may be approved for a Clinical Rotation of 1 month in duration or longer within a Houston Methodist Program or clinical department. A Program Letter of Agreement must be executed between the Resident's Sponsoring Program and the hosting Houston Methodist ACGME-accredited Program.
- B. A Resident in a non-Houston Methodist ACGME-accredited Program may be accepted for a clinical rotation for any length of time. A Program Letter of Agreement must be executed between the Resident's Sponsoring Program and the hosting Houston Methodist ACGME-accredited Program. The time required to obtain a Medical License or a Physician-in-Training Permit from the Texas Medical Board may delay or prevent out-of-state ACGME-accredited Residents from undertaking Clinical Rotations of less than 1 month.
- C. The following individuals are not eligible for Clinical Rotations:
  1. Physicians who are not currently enrolled as Residents in Programs of GME
  2. Individuals who have not yet graduated from Medical School (although they may qualify for a visiting Student Elective) – See GME Procedure 33 (Medical Student Rotations)
  3. Individuals who are unable to submit to or pass a security background check, urine drug screen, or other requirements of Houston Methodist Hospital for rotating learners
  4. Individuals who are unable to obtain a Physician-in-Training Permit or license to practice medicine in Texas

- D. Residents desiring to do an elective clinical rotation are encouraged to begin this process **at least three months** before their anticipated rotation. The Resident should contact the respective Houston Methodist GME Program to determine if the Program is accepting visiting clinical residents.
- E. Once accepted for a Clinical Rotation by a Houston Methodist Program but before beginning the Rotation, the Resident must:
1. Complete a Methodist Hospital Education Institute Rotator Application
    - a. All applications for clinical rotations must be made through The Methodist Education and Research Learner Information Network (MERLIN).
    - b. The application may be accessed at through the Houston Methodist Hospital internet site, [www.houstonmethodist.org](http://www.houstonmethodist.org), click 'Education' tab at top of page, click 'Admissions and Applications', and click 'MERLIN'.
    - c. After receipt of all application documents, the Education Office will determine whether the Resident is eligible for a Clinical Rotation at Houston Methodist. If eligible, the application will be referred to the specific Program(s). No program will be obligated to accept a Resident for a clinical rotation, and any Program may require further documentation or an interview. If the Program agrees to accept the Resident for a clinical rotation, the Program will send written confirmation of the dates and rules for the clinical rotation to the Rotating Resident and will stipulate any specialized requirements. A copy of this correspondence must be sent to Houston Methodist Hospital Education Department.
  2. Obtain a Physician-in-Training Permit or Texas Medical License (<http://www.tmb.state.tx.us/>); this may take more than 60 days
  3. For visa holders, particularly H-1B, secure the Authorization to Work Form indicating Houston Methodist as a training site
  4. Provide evidence of current ACLS certification
  5. Be issued a Houston Methodist Hospital photo identification badge from the Methodist Hospital Education Institute
- F. When the Resident has completed all of the items listed in E above, the Resident may begin his/her clinical rotation. The Resident will be supervised by attending physicians, will be allowed to write orders, and will have all of the privileges and responsibilities of other Residents in Houston Methodist Programs.
- G. Rules for Clinical Rotation:
1. The Resident must obtain prior written authorization from the Education Department. Failure to obtain written authorization will be grounds for immediate escort from Houston Methodist premises, its affiliated hospitals, or Participating Institutions.
  2. The Resident must wear appropriate photo identification at all times at Houston Methodist, its affiliated hospitals, and Participating Institutions and must abide by all policies, rules, regulations, and bylaws of Houston Methodist Hospital and its affiliated hospitals, the host Program, and Participating Institutions, if appropriate.
  3. The Resident must complete an evaluation of the rotation upon completion.
  4. The Resident will receive no stipend support, compensation, or housing from Houston Methodist, its affiliated hospitals, or Participating Institutions, unless institutional agreements exist for resident support.
  5. If a visa holder, the Resident must comply with all terms of the visa during his/her clinical rotation(s) and failure to do so may result in immediate termination of the clinical rotation.
- H. Upon completion of the clinical rotation, the host Houston Methodist Program will evaluate the Resident and send a copy of the evaluation to the Resident's parent Program. Acceptance into or completion of a clinical rotation will not construe or guarantee acceptance into Houston Methodist Programs of GME.

### **III. COMMITTEE REVIEWING OR APPROVING POLICY**

1. Graduate Medical Education Committee [10 February 2005] [12 November 2009] [14 March 2013] [10 November 2016]

#### **AUTHORITATIVE REFERENCES:**

Accreditation Council for Graduate Medical Education, Common Program Requirements, II.B.

Texas Medical Board, Physicians in Training General Information and Forms (<http://www.tmb.state.tx.us/page/pit-overview>)