

PROCEDURE GME23

Subject:
SPECIAL ELECTIVES

Effective Date:
SEPTEMBER 2006

Applies to:
THE METHODIST HOSPITAL SYSTEM
GME PROGRAMS

Date Revised:
SEPTEMBER 2016

Originating Area:
GRADUATE MEDICAL EDUCATION COMMITTEE

Target Review Date:
SEPTEMBER 2019

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. Several RRCs require that a Program Letter of Agreement be obtained for any individual rotation.

This procedure describes the process by which residents in Programs of GME may participate in a Special Elective, i.e., an educational or clinical experience for which RRC approval has not been obtained.

II. DESCRIPTION OF REQUESTS FOR SPECIAL ELECTIVES

- A. Special Electives 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 Special Elective. The Program Letter of Agreement must include:
 - o Educational goals and objectives of the Special 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 elective
- B. A Program Letter of Agreement must be obtained for any Special Elective, regardless of the length of the experience.
- C. In general, Special 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 must have prior written approval from the DIO, the Chief Academic Officer, and Methodist's Risk Management Office.

- D. Final copies of Program Letters of Agreement for the Special Electives must be sent to the GME Office at least two months prior to rotation.
- E. All Special Electives must be clearly documented on the Resident's rotation schedule. The Resident's time during the Special Elective may be declared for GME reimbursement by the Participating Institution.
- F. Salary, benefits and malpractice coverage for the resident on a Special 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]

AUTHORITATIVE REFERENCES:

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