

## PROCEDURE GME23

**Subject:**  
ELECTIVE ROTATIONS

**Effective Date:**  
SEPTEMBER 2006

**Applies to:**  
HOUSTON METHODIST HOSPITAL SYSTEM  
GME PROGRAMS

**Date Revised:**  
JULY 2023

**Originating Area:**  
GRADUATE MEDICAL EDUCATION COMMITTEE

**Target Review Date:**  
JULY 2026

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### **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:
  - Educational goals and objectives of the Elective
  - 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.
  - Elective rotation specific start and end dates
  - 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. Global Health electives, rotations, or other experiences outside the United States must be approved by the GME Office. The request must be submitted at least six months prior to the start of the global health elective rotation. The request must include at least the following items:
  - o The program must provide an educational rationale for the experience.
  - o The Program must request a Program Letter of Agreement (PLA) prior to the start of the global health rotation.
  - o The Program must provide confirmation that the resident/fellow has local licensure (or equivalent approval) and liability coverage.
  - o The Program must review their RRC requirements/restrictions and provide documentation of meeting the requirements of that specialty.
  - o The Program must provide proof of financial support (to cover travel expenses, including transportation, housing, and food).
  - o The Program must confirm that the trainee is aware of all travel-related immunizations and other recommended prophylaxis. After the request has been submitted, GME will involve Risk Management and Houston Methodist Global Health as needed for further advise on travel safety, liability coverage, and any other considerations.
- 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] [12 April 2023] [12 July 2023]

#### AUTHORITATIVE REFERENCES:

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