


Title: Graduate Medical Education - In Rotators - Policy

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I. Policy Statement

- a. The purpose of this policy is to outline procedures and define requirements for a resident from an outside institution who requests to do a rotation at University of Missouri Health Care (MUHC)
- b. This policy is important because residents from other institutions who rotate through MUHC programs must be held to the same standards and requirements as MUHC residents.

II. Definitions

- a. Not Applicable

III. Process/Content

- a. Departments may be contacted by a resident physician from an outside program who wishes to rotate into MUHC to gain additional training.
- b. It is at the program director's discretion whether to approve or deny the requested rotation.
- c. Physicians who are not in a formal training program who wish to receive training at MUHC must contact the Medical Staff office.
- d. All In-Rotators must be vetted through the MUHC Human Resources (HR) office and meet the same requirements as hospital employees.
- e. Notice of an In-Rotator must be given to the Office of Graduate Medical Education (GME) a minimum of three (3) months prior to the anticipated start date. GME. This notification will include the following:
 - i. Full name and credential of potential In-Rotator
 - ii. Legal name of In-Rotator's sponsoring institution
 - iii. Start/end dates of desired rotation
 - iv. Name, email, and phone number for sponsoring institution's contract specialist and/or legal office

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- f. Program through which the In-Rotator wants to participate must complete an In-Rotator Program Letter of Agreement (PLA). GME will provide this form to the program coordinator once the requirements of item E have been satisfied. Once all information and signatures have been obtained the form will be submitted to GME for review and approval. The AA and PLA can be completed congruently but the PLA will remain invalid until the AA is finalized.
- g. The AA must be processed and approved by the MU Health System contracting office.
- h. Allow a minimum of three (3) months for processing.
- i. Once the AA is fully executed, GME will notify the host program and an electronic copy of the document will be uploaded to the New Innovations database
- j. The resident cannot begin the rotation until the AA and PLA has been approved.

IV. Attachments

- a. Not Applicable

V. References, Regulatory References, Related Documents, or Links

- a. In-Rotator Program Letter of Agreement