

Revised September 15, 2017

**Background:**

Residents' and fellows' training include clinical rotations that are required by the Accreditation Council for Graduate Medical Education (ACGME) and/or are a required part of the rotation schedule for the program's trainees. The clinical affiliates support residents and fellows for required rotations. The Graduate Medical Education (GME) Office does not have funding resources independent to hospital support. Therefore, the focus of the GME Office is to provide the clinical training required curriculum for *all* residents and fellows. The clinical affiliates will not fund elective, non-required rotations at non-affiliate sites.

The GME Financial Advisory Committee (FAC) recognizes that an individual resident or fellow may wish to pursue an elective experience that is not required and/or not available at the affiliate training sites for the institution. As an example, a resident may wish to have an international experience or additional rotations specific to their specialty to prepare them for a future fellowship program.

For any UMKC sponsored program, any non-required rotation must be endorsed by the trainee's program and GME notified. If leave is required, it must be approved by HR. If finances are involved, it must be approved by FAC. The procedures below outline the process that must be completed as part of the approval process. For purposes of this policy, the term "resident" will refer to a resident or fellow in a UMKC training program.

**Options :**

There are two options to allow a resident to experience an elective at a non-affiliate site:

Option 1

The resident takes a leave of absence for the experience. If available, vacation time is used, and the leave is paid. If vacation is not available, the leave would be unpaid.

- The resident does not receive credit for the rotation and the rotation does not count as part of their training curriculum. Depending on the circumstance, this may lengthen training period, completion dates, or board eligibility
- Resident is not covered by UMKC malpractice. The resident would need to procure their own malpractice and provide documentation of that coverage. If malpractice is not needed, documentation that states it is not needed is required

Option 2

The resident and/or program must procure complete funding to support the salary, benefits, and other costs for the resident for the entirety of the experience.

- Resident would receive credit for this rotation and would count as part of their curriculum.
- Resident is covered by UMKC malpractice unless it is an international rotation or a rotation in Kansas. In those cases, the resident would need to procure their own malpractice and provide documentation of that coverage. If malpractice is not needed, documentation that states it is not needed is required.

**Rotation Request Procedure:**

For both options, the first step is for a resident to get approval of their program to pursue an elective rotation at a non-affiliate site. Depending on the program, this may require Program Director (PD) approval and/or the program's Clinical Competency Committee (CCC) to approve. This includes that the PD and/or CCC must

consider the effect on other trainees in the program, the impact to patient care, and the impact to training requirements for the resident making the request. \*If vacation and/or a leave of absence is to be utilized, the Program Director must get approval from the clinical affiliate if more time off is requested than allowed per GME Leave of Absence Policy.

#### Option 1

After PD and/or CCC approval is received, the resident and/or program must determine if a personal leave of absence will be taken. This is determined by emailing the SOM/GME Human Resources Facilitator ([bakerjess@umkc.edu](mailto:bakerjess@umkc.edu)) to determine compliance with vacation and/or leave policies. The email must contain:

1. Documentation of clinical affiliate agreement and program approval as in #1 above.
2. Documentation and acknowledgment of the program and resident regarding any impact on training (length of training, board eligibility, etc.) must also be provided.

#### Option 2

After PD and/or CCC approval is received, the resident and/or program must email the GME Finance Manager ([pottebaumb@umkc.edu](mailto:pottebaumb@umkc.edu)) to determine the amount of funding required. The email must contain the rotation length and the name of the resident. The SOM/GME Finance Manager will determine the amount needed to fund the rotation (differs based on rotation length and salary level) and email it back to the resident and program. The resident/program must then procure funding. Sources for funding that a resident may utilize can include, but are not limited to:

1. Program funds. If the program is supportive of the rotation, GME funds provided to the program to use at their discretion could be used;
2. Departmental funds (either at affiliate or at University);
3. Residency program alumni or other educational funds;
4. Foundation or grant funds; and/or,
5. Site of the elective rotation may fund.

Once funding is procured, the request must be submitted to the FAC. The resident/fellow must provide all the materials for consideration (listed below) at least one week prior to the FAC meeting and prior to the anticipated rotation start date. The FAC meets every other month (second Thursday) in July, September, November, January, March, and May of each academic year.

To be considered by the FAC for approval, the resident/fellow or program must submit to SOM Finance Manager ([pottebaumb@umkc.edu](mailto:pottebaumb@umkc.edu)) the following:

1. Educational rationale for the experience and how the experience could not occur at UMKC;
2. Letter of support/approval from the PD and/or CCC;
3. If there is an impact on length of training, board eligibility, and/or completion date for the resident, documentation must include a summary of the impact and acknowledgment by the resident;
4. If approval of the clinical affiliate is required as outlined above, documentation of approval must be provided;
5. Letter of acceptance from the faculty/institution that has agreed to accept the resident. This includes that the supervising faculty at the other institution shall agree to verify the resident's participation in the rotation for the agreed upon period and provide an evaluation of the resident's performance during the rotation;
6. Documentation of procured complete funding for the rotation (such as a letter from the funding source for the amount provided by Business Affairs); and,
7. For Kansas, international rotations, or when procurement of malpractice is required, documentation of procured malpractice coverage or a letter attesting why it is not required must be provided.

If all requested materials are not provided, the request will not be added to the next FAC agenda. If the request is not on the current month's agenda, it will have to wait until the next meeting as the FAC will not review requests outside of scheduled meetings.

The PD (or Assistant/Associate PD) must be present at the FAC meeting to answer any questions while considering the request (a calendar invite will be sent for the meeting with a specific presentation time). If the program representative cannot attend the FAC meeting when requested, consideration of the request will be tabled until the next FAC meeting.

The FAC shall make the decision to either approve or deny the request after reviewing submitted materials and committee discussion. An email will be sent to the resident and PD to summarize the decision and reason(s).

If the rotation is approved, UMKC shall maintain professional liability (unless the rotation is in Kansas or an international rotation).

The resident is responsible for complying with the rules and regulations of the other institution including compliance training, privacy training and/or orientations required by the other institution. Any other costs (such as state licensure) must be covered by the resident or outside funding.

UMKC shall not incur any additional expenses associated with the outside rotation such as travel, lodging and food.

**Administered By:**

A handwritten signature in black ink, appearing to read "Christine Sullivan", with a large, sweeping flourish at the end.

Christine Sullivan, M.D.  
Associate Dean of Graduate Medical Education