



Elective Rotation at Non-Affiliate Sites Policy

December 18, 2025

Background:

For purposes of this policy, the term "Resident" will refer to a resident or fellow in a UMKC training program.

Resident training includes clinical rotations required by the Accreditation Council for Graduate Medical Education (ACGME) specialty-specific program requirements. Clinical affiliates support Residents for required rotations. UMKC School of Medicine Graduate Medical Education (GME) does not have funding resources independently to hospital support. Therefore, the focus of the GME Office and clinical affiliates is to provide the required clinical training curriculum for all Residents. The clinical affiliates will not fund elective, non-required rotations at non-affiliate sites.

The GME Financial Advisory Committee (FAC) recognizes an individual Resident may wish to pursue an elective experience not required and/or not available at the affiliate training sites. As an example, a Resident may wish to have out of state or international experience, 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 DIO and [GME Finance](#) notified. GME Finance can give a cost estimate for the time on the outside rotation which can just be an email request to [GME Finance](#). This information should be included with their funding plan request to the CCC. Any adjustments to the block schedule will need to be coordinated with the Program Coordinator to update the rotation and location percentages in NI to match the funding.

If leave is required, it must be approved by the Program Director. 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.

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

- 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. [GME Office](#) should be notified to extend the Resident's training record.
- Resident is not covered by UMKC malpractice. Residents would need to procure their own coverage and provide documentation of 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. This may require Program Director (PD) approval and/or the program's Clinical Competency Committee (CCC) to approve. 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 PD must get approval from the clinical affiliate if more time off is requested than allowed per [GME Policy - Vacation and Leaves of Absence](#).

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. 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 / PD must email the DIO and [GME Finance](#) to determine the amount of funding required. The email must contain the rotation length and the name of the Resident. [GME Finance](#) 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 PD. 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 (affiliate);
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 must provide all the materials for consideration (listed below) and receive approval prior to the anticipated rotation start date.

To be considered by the FAC for approval, the Resident or program must submit to [GME Finance](#) 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. Program Letter of Agreement from the faculty/institution that has agreed to accept the Resident. This includes 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 [GME Finance](#)); 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.

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 outside rotation such as travel, lodging and food.

Administered By:

A handwritten signature in black ink that reads "Phil Byrne". The signature is written in a cursive, flowing style.

Phillip D. Byrne, EdD
Associate Dean of Graduate Medical Education

Original GMEC approval: 9/15/2017