

**EDUCATIONAL ROTATION POLICY
VCUHS - OFFICE OF GRADUATE MEDICAL EDUCATION**

ROTATIONS BY VCUHS HOUSESTAFF AWAY FROM VCUHS AND ITS AFFILIATED TRAINING SITES:

From time to time, Housestaff may wish to participate in “elective” rotations away from VCUHS and its affiliated training sites. Such rotations must be requested for valid educational purposes and must be approved by the Program Director in consideration of program and patient needs. Professional liability coverage is not automatically provided. These rotations will not be permitted during the first year of training. In general, they will be permitted during the more senior years of the program training period, with one rotation per program training period. The rotations may be divided into two categories:

Category I

This type of rotation represents an experience that is not currently offered at VCUHS or one of its affiliated sites and may last up to one month. The Housestaff member must seek approval of the Program Director, who will then forward material to the GME Office for review and approval. Both approvals are required before the Housestaff member schedules the rotation. The request for approval by the GME Office must be submitted at least 45 days in advance of the anticipated start date for the rotation, using the VCUHS/GME Educational Rotation Request form.

Category II

This type of rotation represents an experience that either (a) is currently being offered at VCUHS or one of its affiliated sites, or (b) may last for more than one month. In view of the foregoing, it should be recognized that further justification for such rotation will be required for approval by the GME Office. The Housestaff member must seek approval of the Program Director, who will then forward the material to the GME Office for review and approval, both approvals being required before the Housestaff member schedules the rotation. The request for approval by the GME Office must be submitted at least 45 days in advance of the anticipated start date for the rotation, using the VCUHS/GME Educational Rotation Request form.

Upon receipt of the request by the GME Office, the following will occur:

1. Review of the request by the GME Office.
2. Review of the request by the Office of Risk Management.

When all reviews are completed, the resident and the program director will be sent an approval or denial from the GME Office.

ROTATIONS BY NON-VCUHS HOUSESTAFF TO VCUHS:

In addition, Housestaff from non-VCUHS training programs may wish to participate in “elective” rotations at VCUHS and its affiliated training sites. Such rotations must be requested for valid educational purposes and must be approved by the Program Director in consideration of program and patient needs. The request for approval by the GME Office must be submitted at least 45 days in advance of the anticipated start date for the rotation, using the NON-VCUHS Educational Rotation Procedures and Authorization Form. Foreign nationals must have an appropriate visa status to qualify for rotations to VCUHS.

OBSERVERSHIPS: Clinical observerships are not offered by VCUHS.