

**MARSHALL UNIVERSITY
JOAN C. EDWARDS SCHOOL OF MEDICINE
GRADUATE MEDICAL EDUCATION**

**POLICY ON EXTERNAL ELECTIVE ROTATIONS
“AWAY” ELECTIVES POLICY**

SECTION 1. STATEMENT AND PURPOSE OF POLICY

This External Elective Rotation or “Away” policy is to set up a mechanism to guide Programs and Residents/Fellows in a process for “away” educational rotations outside of the Marshall University Joan C. Edwards School of Medicine (MUSOM) and affiliated hospitals/clinical sites. By providing appropriate oversight, Resident/Fellow participation in away electives may provide educational experiences that may not be available in the current Residency/Fellowship program’s curriculum. This policy does not apply to ACGME required rotations that are not offered by the training program.

SECTION 2. DEFINITIONS AND LIMITATIONS

- 2.1 An External Elective Rotation or “Away” elective is defined as educational time away from the MUSOM Residency/Fellowship training program.
- 2.2. All away elective rotation applications must have initial approval by the Resident/Fellow’s Program Director and by the Designated Institutional Official (DIO) at least six months (6) months in advance of the start of the elective.
- 2.3. Final approval must be granted by the Residency Program Director and the Designated Institutional Officer (DIO) at least three (3) months in advance.

SECTION 3. PROGRAM POLICY

- 3.1 Each Program shall develop a written policy on Residents/Fellows participating in electives outside of the MUSOM’s and affiliated hospitals/clinical sites. Programs may opt whether to allow Residents/Fellows to participate in away rotations and whether to allow international electives.
- 3.2. Should a Program opt to permit Residents/Fellows to participate in away rotations, the minimum requirements for the Program’s policies and process outlined below in Section 5 must be followed before the DIO gives final approval.
- 3.3 All away elective policies, whether permitting or not, must be placed on the appropriate Program’s Residency/Fellowship website.

SECTION 4. MINIMUM REQUIREMENTS FOR PROGRAM POLICIES

- 4.1. Each Program shall set minimum requirements for their Residents'/Fellows' Externship eligibility status. At a minimum, though, each Program's policy shall address and include the following:
 - 4.1.1. The Resident/Fellow must be in good academic standing to be eligible for applying for an externship.
 - 4.1.2. Guidelines for determining if the externship will have educational value, be of superior educational quality and verification that of the elective's written Goals and Objectives that meet RRC/ACGME Core competencies.
 - 4.1.3. Process for obtaining a Program Letter of Agreement (PLA) with the receiving Program/Institution if one has not been previously completed.
 - 4.1.4. Process for verifying that the receiving institution will accept responsibility for Resident/Fellow training, supervision, evaluation and staying within ACGME and RRC guidelines on work duty.
 - 4.1.5. Process to determine if medical malpractice insurance will be provided by MUSOM or assumed by the accepting institution.
 - 4.1.6. Process to determine whether the Resident/Fellow will be paid during the away elective by the Residency Program or the receiving institution.
 - 4.1.7. Process for determining Resident/Fellow is aware that trip and away elective related expenses, including but not limited to travel, lodging, and meals will be the responsibility of the Resident/Fellow or the receiving institution.
 - 4.1.8. Consideration for any core educational sessions missed. Will the Resident/Fellow be required to make up the sessions and how.
 - 4.1.9. Statement that application has **final** approval by the Program Director and the DIO must be given at least three (3) months in advance of the start of the Externship.
 - 4.1.10. Limitation that away elective rotations may not exceed one month in length.
- 4.2. Each Program shall indicate in this policy whether international electives are permitted.

SECTION 5. PROCEDURE

- 5.1. Residents who wish to obtain a specific education experience outside of the Marshall University School of Medicine or the program's standard list of off-site electives are required to meet with the Program Director to provide the following:
 - 5.1.1. Demonstration that the proposed rotation will provide professional experience important for the Resident's/Fellow's education;
 - 5.1.2. Demonstration that the experience cannot be obtained at the MUSOM or one of its affiliates;
 - 5.1.3. Demonstration that the experience will be appropriately supervised by faculty at the site; and,
 - 5.1.4. Determination of whether the Resident/Fellow will remain on the Program's payroll and receive normal benefits during the approved away elective or will be paid by the receiving institution.
- 5.2. After successfully demonstration of the above requirements in 5.1 and its subsections are met, the Resident/Fellow must obtain initial approval of the application by the Program Director and DIO at least six months (6) prior to the start of the requested elective.
- 5.3. Once the initial application has been approved by the Program Director and the DIO, the Resident/Fellow must submit the following material to be reviewed and approved by the Program Director and the DIO:
 - 5.3.1. A CV of the preceptor for the elective which must include at a minimum, the name, address and telephone number of the preceptor who will oversee the Resident's/Fellow's away elective experience. The preceptor must be board-certified.
 - 5.3.2. Written goals and objectives of the elective experience provided by the preceptor.
 - 5.3.3. Documentation of medical liability insurance and compliance with the state's licensing requirements, if applicable.
 - 5.3.4. An acknowledgment by the elective preceptor, in writing, at least ninety days in advance of the elective that he/she approves the Resident's/Fellow's request to spend elective time at their facility.
 - 5.3.5. Will provide the opportunity for the Resident/Fellow to achieve the goals and objective of the elective experience as written and that they comply with the ACGME competencies.

- 5.3.6. Provides assurance that the elective is compatible with the residency training requirements of the appropriate RRC.
- 5.4. Any and all arrangements associated with the away elective are the sole responsibility of the Resident/Fellow, including travel, food and lodging, obtaining approval from the appropriate program, and, if necessary, obtaining medical liability insurance and an out-of state temporary medical license.
- 5.5. The approving program prepares a Program Letter of Agreement (PLA) and submits it to the Office of Graduate Medical Education for approval and processing.
- 5.6. **Final** elective approval must be obtained by the Program Director and the DIO at least three (3) months in advance.

SECTION 6. RIGHT TO CANCEL

- 6.1. The Program Director upon consultation with the DIO reserves the right to cancel or suspend the elective application process at any time during the application process, review of supplemental material or during the elective.
- 6.2. Any costs obtained by the Resident/Fellow up to that point would not be reimbursable. The decision of the DIO is final.

Approved by Graduate Medical Education Committee: January 20, 2015

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