

New Rotation/Site Policy

Scope: All ACGME-accredited residency and fellowship training programs sponsored by the University of Washington School of Medicine (UWSOM).

Background: UWSOM residency and fellowship training programs regularly establish training experiences at other health care organizations in the region, nationally and internationally, in order to enhance graduate medical education opportunities for UWSOM trainees. As the Sponsoring Institution, the UWSOM is responsible for overseeing trainee assignments and overseeing the quality of the learning and working environments at all sites at which its trainees receive training (*Institutional Requirements I.A. 1. & I.B.4.a*).(2).

As such, the UWSOM and its training programs may enter into affiliations with these organizations. When entering into and maintaining such affiliations, the overarching principle is that the affiliations will be based on educational considerations, namely, that training experiences arranged under such affiliations will provide high quality educational experiences for the trainees that complement other experiences in the training program.¹ Additional considerations include:

1. The curricular needs of the relevant training program(s) (i.e., whether the experiences provide required education not available at UW Medicine or its close affiliates², and/or complementary or enriching experiences that enhance the overall educational experience);
2. The site's commitment to the educational program(s), including the development and implementation of a curriculum that is in alignment with specialty RRC requirements; and a learning and work environment that appropriately incorporates trainees into the health care team and engages trainees in standardized transitions of care consistent with the setting and type of patient care (*Institutional Requirement III.B.3.b*);
3. The suitability of the site's patient mix and volume for the relevant educational experience(s), including types of patients and locations, such as ICU, inpatient experience, or ambulatory experience;
4. The quality of physician teaching at the site, including the number of teaching physicians available and their level of commitment to educational activities;
5. The impact of new training program(s) upon existing educational programs at the site, if applicable;
6. The site's ability to provide trainees with access to food while on duty and access to safe, quiet, and private sleep/rest facilities to support education and safe patient care; and the site's provision of appropriate security and safety measures (*Institutional Requirement II.F.2.*);
7. The site's medical record system, which must support high quality and safe patient care, trainees' education, quality improvement and scholarly activities (*Institutional Requirement II.F.1.b*);
8. The site's dedication to faculty development and evaluation; and,
9. The site's policies on end of life care and reproductive health;
10. The site's provision of appropriate administrative support, and trainee stipends and benefits (if available).

¹ In choosing its educational partners, the UWSOM recognizes that successful education requires adequate patient volumes, effective clinicians, and physical and financial resources. These are most likely to be available in health care organizations that are successful in providing health care services. However, the UWSOM intends to affiliate for educational purposes with organizations that meet the educational parameters listed in this policy, and not based on market-competitive concerns among the various health care organizations.

² Includes University of Washington Medical Center (UWMC), Harborview Medical Center (HMC), Seattle Children's Hospital (SCH), VA Puget Sound Health Care System (VA), Seattle Cancer Care Alliance (SCCA), and all other non-hospital UW Medicine ambulatory clinics.

Policy: Residency and fellowship training programs must obtain GME Office approval before assigning trainees to any new site, including those within and outside of UW Medicine and its close affiliates, for all required and elective rotations. In some cases, especially for global health training experiences, ACGME and/or ABMS approval must also be obtained.

A Program Letter of Agreement (PLA) must be executed between each training program and sites outside of UW Medicine, including Seattle Children's Hospital (SCH) and the VA Puget Sound Healthcare System (VA). In some cases, a Master Affiliation Agreement must also be executed between the UWSOM and the site.

UW professional liability coverage will be provided to trainees for all approved rotations at Participating Sites as a part of their accredited training program.³

Trainees sponsored on H-1B visas may not be able to participate in certain educational experiences at new training sites due to Federal work restrictions associated with the H-1B visa.

Definitions: **Sponsoring Institution:** The UWSOM is the Sponsoring Institution for all UW GME training programs and as such assumes the ultimate financial and academic responsibility for all UW GME training programs.

Primary Clinical Site: For a given training program, the site that is used most commonly in the training program is recognized as the primary clinical site. In most cases, the primary clinical site is the University of Washington Medical Center (UWMC), Harborview Medical Center (HMC), SCH, or VA.

Site: Any organization providing educational experiences or educational assignments/rotations for residents/fellows.

Major Participating Site: An ACGME Review Committee-approved site to which all residents/fellows in at least one training program rotate for a required educational experience, and for which a Master Affiliation Agreement must be in place. To be designated as a Major Participating Site in a two-year training program, all residents/fellows must spend at least four months in a single required rotation or a combination of required rotations across both years of the training program. In training programs of three years or longer, all residents/fellows must spend at least six months in a single required rotation or a combination of required rotations across all years of the training program. The term "Major Participating Site" does not apply to sites providing required rotations in one-year training programs.

Participating Site: An organization providing educational experiences or educational assignments/rotations for residents/fellows. Types of sites include: universities, medical schools, teaching hospitals - which includes ambulatory clinics and related facilities - private medical practices or group practices, nursing homes, schools of public health, health departments, federally qualified health centers, public health agencies, organized health care delivery systems, health maintenance organizations (HMO), research facilities, medical examiners' office, consortiums or educational foundations.

Non-Hospital Site: A site that does not meet the definition for being "provider-based" under the CMS' rule governing these sites found at the Code of Federal Regulations, CFR 42 §413.65. Non-hospital sites generally include physician offices and community

³ The UW's professional liability insurance program extends worldwide to cover approved participating sites. However, other countries' insurance regulations may require local insurance coverage as well as impose temporary licensure requirements. The department may be required to purchase local professional liability insurance and pay licensure fees to cover a training experience at a foreign site before GME Office approval is granted. The UW Office of Risk Management lists countries for which the insurance requirements are known on its website: <http://i2.washington.edu/treasury/riskmgmt/proof/foreignpl>).

health clinics that are not located within the footprint of a hospital; however, a non-hospital site can also be located within a hospital. Hospitals do not receive reimbursement for resident/fellow training time at these locations unless they pay 100% of the costs of residents' stipends and benefits for training time at the site.

Rotation: An educational experience of planned activities in selected settings, over a specific time period, developed to meet goals and objectives of the training program.

Required: Educational experiences within a residency/fellowship training program designated for completion by all residents/fellows.

Elective: An educational experience, including a global health experience, approved for inclusion in the training program curriculum and selected by the resident/fellow in consultation with the training program director.

Program Letter of Agreement (PLA): A written document that addresses GME responsibilities between an individual accredited training program and a Participating Site at which residents/fellows receive a required or elective part of their education. Training programs must execute PLAs with all participating sites outside of UW Medicine. Sites that do NOT require a PLA include: UWMC HMC, SCCA, UW Neighborhood Clinics (UWNC), UW's Hall Health, UW Sports Medicine Center, UW Intercollegiate Athletics, UW's Eastside Specialty Center (ESC), UW Sports Medicine Center, UW Alderwood, UW's Center on Human Development and Disability (CHDD), UW's Molecular Virology Laboratory, and UW School of Dentistry Clinics (in UW's Health Sciences Center). UW GME training programs that wish to make training experiences available at SCH, VA or any other site must obtain approval of the GME Office and execute a PLA with the site.

Master Affiliation Agreement: A written document that addresses GME responsibilities between UWSOM and a Major Participating Site. UWSOM has Master Affiliation Agreements in place with the following Major Participating Sites:

- Boise VA Medical Center
- Country Doctor Youth Clinic
- Evergreen Healthcare (Evergreen Hospital Medical Center)
- Fred Hutchinson Cancer Research Center
- Group Health Cooperative (GHC)
- Group Health Permanente, P.C. (GHP)
- Madigan Army Medical Center
- NeighborCare Health
- Northwest Asthma & Allergy Center
- Northwest Hospital & Medical Center
- Occupational Medicine Associates
- PeaceHealth Ketchikan Medical Center
- Providence Health & Services – Washington
- Seattle Children's Hospital
- Southcentral Foundation
- Spokane Mental Health
- St. Alphonsus Regional Medical Center
- St. Luke's Regional Medical Center
- Swedish Medical Center (First Hill Campus)
- Toppenish Community Hospital
- VA Puget Sound Health Care System
- Public Hospital District No. 1 dba Valley Medical Center
- Virginia Mason Medical Center
- Yukon Kuskokwim Health Corp

Procedures: 1. The training program must submit a New Rotation/Site Request Form to the GME

Office, and receive GME Office approval to establish a new Participating Site, prior to executing a PLA or assigning trainees to the site. This includes any training site for either required or elective experiences, including global health training experiences.

2. For global health training experiences, training programs must also have trainees complete the Global Health Training Experience Request Form, which must be approved by the program director and forwarded to the GME Office.
3. If approved by the GME Office, the training program must execute a PLA between the training program and the Participating Site for all required and elective experiences. (Although the ACGME requires PLAs only for required experiences, the GME Office requires PLAs for all required and elective rotations.) The standard UW GME PLA template should be used, and the PLA must be renewed at least once every five years. Any revisions to the standard UW GME PLA template requested by a Participating Site, or any other template which the Participating Site requires in addition to or in lieu of the standard UW GME PLA template must be approved by the GME Office and the Attorney General's Office (AGO).
4. The GME Office will determine whether a Master Affiliation Agreement is needed, and, if so, execute one with each Major Participating Site and renew it at least once every five years. The standard UW GME Master Affiliation Agreement template must be used, and any revisions to the template requested by a Major Participating Site, or any other template which the Major Participating Site requires in addition to or in lieu of the standard UW GME Master Affiliation Agreement template, must be approved by the GME Office and approved as to form by the AGO.
5. If the new Participating Site is a Non-Hospital Site and UWMC, HMC or SCH agrees to fund resident/fellow stipends and benefits during the rotation, a non-hospital site agreement may be required. This determination will be made by the respective hospital and Participating Site in consultation with the GME Office.
6. Training programs are responsible for securing funding for resident/fellow stipends and benefits during the rotation. For sites including UW Medicine and its close affiliates⁴, the training program should request new funding from the respective site through the Graduate Medical Education Position Allocation Committee (GMEPAC). If funding is available from the participating site, a Single Source Service Agreement must be executed. If funding is not available from the site, funding will be the responsibility of the training program. All other expenses related to the rotation will be the responsibility of the trainee, training program, or Participating Site, which should be described accordingly in the PLA.
7. The training program must develop rotation-specific competency-based goals and objectives for each educational level of trainees participating in the rotation. These should be attached as an addendum to the PLA.
8. The training program must ensure that trainees participating in the rotation will be evaluated by supervising faculty, and should implement an evaluation by trainees of the supervising faculty and the rotation. These evaluations should be completed in MedHub if possible.
9. As applicable, training programs must assure that trainees have obtained required medical licensure for out-of-state and foreign training sites.
10. Training programs must inform trainees that they are financially responsible for the costs of any care, testing, and counseling received at a Participating Site in the

⁴ Includes UWMC, HMC, SCH, VA, SCCA and all other non-hospital UW Medicine ambulatory clinics.

event that the trainee sustains a needle-stick injury or other substantial exposure to bodily fluids of another or other potentially infectious material while participating in training at the Participating Site.

11. ACGME Review Committee approval is generally required for rotations that involve a major alteration in training program structure and for required rotations of one month in duration or longer. This includes rotations at Participating Sites that result in an interruption of continuity clinic (e.g., overseas rotations). Some Review Committees have more strict criteria; training programs should review specialty/subspecialty requirements for more details. Any additions or deletions of Participating Sites that routinely provide an educational experience, required for all trainees, of one month full time equivalent (FTE) or more must be requested through the ACGME Accreditation Data System (ADS).
12. As applicable, training programs must obtain ACGME Review Committee and/or ABMS approval, especially for global health training experiences. Depending on the circumstances of the experience (e.g., duration, supervision), training time may or may not count towards required ACGME and/or ABMS training time.
13. Certificates of UW professional liability coverage may be obtained by contacting the Office of Risk Management at 206.543.3659 or rmcerts@uw.edu.

Attachment:

- New Rotation/Site Request Questions
- [Global Health Training Experience Request Form](#)

Additional Resources:

- [Non-Hospital FAQ](#)
- [Washington State Hospitals - Policies on Admissions, Charity Care, End of Life, Non-Discrimination, and Reproductive Health](#)

New Rotation/Site Request Form Questions

Instructions:

- **Please complete the form below, then confirm the program director has reviewed and approved.**

Questions:

1. Program Name

2. Name and title of person submitting this request

3. Name of Participating Site

4. Address (include city, state, zip)

5. CEO/President/Director Name

6. Phone Number

7. Is this site approved by the Joint Commission (TJC)?

- YES
- NO

8. Type of Institution:

- University
- Medical School Teaching Hospital
- Private Medical Practice or Group Practice
- Nursing Home
- School of Public Health
- Health Department
- Federally Qualified Health Center
- Public Health Agency
- Organized Health Care Delivery System
- Health Maintenance Organization (HMO)
- Medical Examiner's Office
- Consortium
- Educational Foundation
- Other

9. Participating Site Director Name and Title

10. Name(s) of other Supervising Faculty

11. What is the anticipated start date for this rotation?

12. What is the duration of training (in days/weeks/months, full/part-time) by training level(s)?

13. Will this rotation be a **required** or an **elective** experience?

- Required
- Elective

14. If elective, will this be a single elective rotation for one trainee, or will this be an ongoing elective rotation that other trainees might participate in?

- Single elective rotation
- Ongoing elective rotation

15. Briefly describe the educational experience to be obtained at this site, addressing volume and variety of clinical experiences, applicable RRC requirements, etc.

16. Is this educational experience available at current rotation sites?

- YES
- NO

17. If yes, please explain why this new training site is required for the program.

18. Will this rotation involve research?

- YES
- NO

19. If yes, does the site have an IRB agreement?

- YES
- NO

20. Will the Participating Site Director and/or Supervising Faculty conduct evaluations of trainees?

- YES
- NO

21. Will trainees have the opportunity to evaluate the faculty and the rotation?

- YES
- NO

22. Who will pay for trainee stipends and benefits during time spent at this site:
- Participating Site
 - SOM
 - Department
 - Training Grant
 - Other
23. Will the Participating Site provide?
- Access to food while on duty?
 - Safe, quiet, and private sleep/rest facilities for residents/fellows to support education and safe patient care?
 - Security and safety measures appropriate to the site?
 - Medical records to support high quality and safe patient care and residents'/fellows' education, quality improvement, and scholarly activities?
 - Opportunities to engage residents/fellows in standardized transitions of care consistent with the setting and type of patient care?)
24. If this rotation occurs outside of Washington State, will trainees obtain appropriate licensure to participate in patient care activities at this site?
- YES
 - NO
25. Has the Participating Site Director approved the proposed rotation goals and objectives?
- YES
 - NO
26. If this rotation is at UWMC, HMC, SCH or the VA, will trainees on this rotation be boarding on another service? (If YES go to #27, If NO or NA proceed to 28)
- YES
 - NO
 - NA
27. If yes, has the Program Director of the specialty on which the trainees will be boarding approved this proposed rotation and the rotation goals and objectives?
- YES
 - NO
28. List the competency-based learning goals and objectives, by applicable training level(s), for this rotation.
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29. Program Director has confirmed the accuracy of the information on this request.
- Approved