THE GEORGE WASHINGTON UNIVERSITY
SCHOOL OF MEDICINE AND HEALTH SCIENCES
Graduate Medical Education Committee (GMEC) Institutional Policy

ELECTIVE/RESEARCH ROTATION POLICY

Residents and fellows may desire to take an elective rotation or pursue research at a non-affiliated institution within the United States or abroad. Such away elective rotations should have as its primary goal an educational focus that cannot be obtained at The George Washington University School of Medicine and Health Sciences (GWU).

During the elective rotation GWU will continue to pay the resident’s or fellow’s salary, benefits, and malpractice insurance as currently provided. All other associated expenses (housing, meals, travel, licenses, etc.) will be the responsibility of the resident/fellow. Malpractice coverage at the elective site will only be provided upon written approval of the Medical Faculty Associates (MFA).

Requirements and Process:

1. The Program Director must determine that the resident or fellow is in good standing in the program.

2. The resident or fellow must request approval for the proposed rotation from his/her program director by completing the GME Office Elective or Research Rotation Form.

3. The program director must identify a site director at the proposed training site who will agree to oversee all elements of the resident’s training at the site, including education, supervision, evaluation, duty hours, etc.

4. The program director must submit an educational rationale for the training experience and competency-based goals and objectives for the assignment.

5. The program director must indicate how malpractice will be covered at the elective site and if an affiliation agreement is needed.

6. At least 90 days prior to the start of the rotation, the program director must submit the completed GME Office Elective or Research Rotation Form to the GME Office for approval of the rotation by the Associate Dean for GME/DIO.

7. If the host institution requires malpractice insurance and/or an affiliation agreement and has a deadline for submitting these documents, the GME Office Elective or Research Rotation Form must be submitted to the GME Office 90 days before this deadline.
8. Except for unusual circumstances, approved in advance by the program director and The Associate Dean for Graduate Medical Education, no more than one month of elective time may be taken during the PGY 1 year of training.

9. Residents who are approved by GME for overseas electives must meet the requirements of the Office of International Medicine Programs for travel abroad by completion of the online application; and must comply with the University’s International Travel Approval Policy by registering for International SOS Assistance.

Approved by GMEC: January 27, 2014