



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

Responsible University Official: Associate Dean for Graduate  
Medical Education, DIO  
Responsible Office: SMHS Office of GME  
Most recent revision:

## **POLICY ON ELECTIVE ROTATIONS**

### **Policy Statement**

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Residents and fellows may desire to take an elective rotation or pursue research at a non-affiliated institution within the United States or abroad. Accordingly, a GME policy to address the prerequisite needs for scheduling and obtaining permission to participate in such a rotation will be discussed herein.

### **Who Needs to Know This Policy**

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All Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs sponsored by the GW School of Medicine and Health Sciences (SMHS)

### **Policy Contact**

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Associate Dean for Graduate Medical Education, DIO

### **Who Approved This Policy**

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Graduate Medical Education Committee (GMEC)

### **History/Revision Dates**

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Created: January 27, 2014

Reviewed, amended and approved by GMEC: April, 2016

## **Policy**

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Away elective rotations should have 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). **Program Letters of Agreement (PLAs) must be reviewed and approved by the Office of General Counsel and signed by the Dean of the School of Medicine and Health Sciences. Elective rotations that require an Affiliation Agreement will not be approved.**

## **Requirements**

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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 a **Program Letter of Agreement (PLA)** is needed.
6. **If the host institution requires malpractice coverage, the GME Office will obtain approval from MFA and request the Certificate of Insurance.**
7. 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.
8. If the host institution requires malpractice insurance and/or **a PLA** 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.

9. 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.**
10. Residents on J-1 visas must complete and submit the ECFMG Required Notification of Off-site Rotation/Elective Form.
11. Residents who are approved by GME for **international 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.

### **Required Forms**

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Required forms are available on the GME Website:

<http://smhs.gwu.edu/academics/graduate-medical-education/current-resident-resources/elective-research-rotations>