I. Policy Statement
   A. The purpose of this policy is to outline procedures and define requirements for a resident from an outside institution who requests to do a rotation at University of Missouri Health Care (UMHC)
   B. This policy is important because residents from other institutions who rotate through UMHC residency programs must be held to the same standards and requirements as UMHC residents.

II. Definitions
Not Applicable

III. Process/Content
   A. Periodically, departments may be contacted by a resident physician in an outside program who wishes to do a rotation at UMHC to gain additional training.
   B. It is at the program director’s discretion whether to approve or deny the requested rotation.
   C. Physicians who are not in a formal training program who wish to receive training at UMHC must contact the Medical Staff office.
   D. All outside rotators must be vetted through the Human Resources (HR) office and meet the same requirements as hospital employees.
   E. Notice of an outside rotator must be sent to the Graduate Medical Education (GME) office prior to the rotation, in the form of an Affiliation Agreement.
   F. Prior to the start of the rotation, the program through which the outside rotator wants to participate must initiate and complete an Affiliation Agreement for Outside Rotators. (See attached copy of Affiliation Agreement for Rotators.)
   G. Details of the rotation should be included with or attached to the Affiliation Agreement.
   H. The Affiliation Agreement must be approved by UMHC legal counsel and by the GME office before the agreement is sent to the trainee’s institution for signature.
   I. Allow a minimum of eight (8) weeks for such review and approval to occur.
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J. After approval by UMHC legal counsel and the GME, three originals of the Affiliation Agreement should be sent to the trainee’s institution for approval and signature there.

K. The signed Affiliation Agreements should be sent back to the GME office for signature by the Senior Associate Dean for Graduate Medical Education and any other required official signatures.

L. Once fully executed, one signed copy of the Affiliation Agreement will be sent to:
   1. The program director for the department in which the rotator will be training
   2. The rotator’s home institution.
   3. One signed copy will be retained in the GME office.

M. The resident cannot begin the rotation until the Affiliation Agreement has been approved.

IV. Attachments
   A. Affiliation Agreement for Outside Rotators

V. References, Regulatory References, Related Documents, or Links
   Not Applicable