



**USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE**

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Scope: Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

Background: In general, all Resident training experiences should be within facilities approved by the GME Office and listed as a Participating Site on ACGME WebADS for the Morsani College of Medicine, while under the supervision of USF faculty (CPR I.B.4.). Occasionally, and for brief periods, residents may be authorized to participate in extramural training experience in order to gain additional, specific educational opportunities.

Policy: Each experience must be approved by the Program Director and the Senior Associate Dean for Graduate Medical Education. Programs and Departments may have additional internal procedures related to approving off-site rotations. ACGME requirements, Specialty Board eligibility and departmental policies must be considered prior to approval. Experiences must have legitimate educational justification of intent and adequacy. Provision must be made for continuation of salary, benefits and assurance of professional liability coverage. Lack of the financial funds to pay for the rotation may be a reason for denial.

Procedure

Responsible Party

Resident

Action

Must submit a written request for extramural rotation to the department (located on website).

Program Director

Verifies appropriateness of extramural rotation and that it abides by departmental policy and seeks approval from departmental leadership for funding.

Follows all established Review Committee requirements for obtaining prospective approval, if required, for off-site educational experiences.

Program Administrator

Ensures the Approval Form for Off-Site Rotations is accurate and sent to GME Office, including completion of PLA and draft of any required agreements or contracts for the Institution/rotation providing the off-site rotation, as needed. Serves as

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liaison with other institution and USF legal for completion of any required agreements and contracts.

GME Office

Ensures that Affiliation Agreement (as needed) is completed for the Institution / Location providing the off-site rotation experience, and obtains approval from Self Insurance and Senior Associate Dean for GME on Approval Form.

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
01/1999	07/2023	06/2006; 08/2008; 01/2011; 04/2017; 6/2023	N/A