

**University of North Dakota School of Medicine & Health Sciences
Department of Internal Medicine**

Off-site Rotation Policy

Purpose: The purpose of this policy is to direct Transitional Year and Internal Medicine residents on the process of arranging off-site elective rotations.

Application: This policy applies to all Transitional Year and Internal Medicine Residents, however, off-site rotations for first year Internal Medicine Residents are not allowed except under very limited circumstances as determined by the Program Director.

Background: This policy was developed at the request of the Program Director and the Residency Coordinator in order to appropriately track all the required documentation and assure that the curriculum is in place in order to satisfy the Residency Program, ABIM, and ACGME requirements.

Guidelines:

1. Resident is required to notify the Residency Coordinator of their desire to complete an off-site rotation no later than 90 days prior to the start date of the rotation. Notification is done through the UND Internal Medicine & Transitional Year Off-Site Rotation Request/Checklist available from the Residency Coordinator.
Please note: Residents must return to North Dakota no later than the 28th day of the month of the rotation.
2. All off-site contacts and attendings, including phone numbers, email addresses and any other necessary information must be submitted to the Residency Coordinator. Checklist needs to be completed in its entirety prior to making further arrangements.
3. The Resident will then schedule a meeting with the Program Director for approval of the requested off-site rotation. The Resident will be required to provide a copy of a curriculum from the off-site rotation for review by the Program Director.
4. Once the approval has been granted by the Program Director, a letter of agreement will be generated by the Residency Coordinator and sent to the off-site Office of Graduate Medical Education. In addition to the agreement letter, proof of malpractice coverage will be provided.
5. The resident will be responsible to provide any other required documents requested by the off-site rotation, however, the Residency Program will assist the Resident in providing the requested documents.
6. Resident is responsible to arrange for a temporary medical training license if required by the State Licensing Board of which the resident will be completing their rotation.
7. The Residency Coordinator will email the resident's evaluation to the appropriate staff to be completed, signed and returned either by the resident or by mail from the off-site GME office. The Resident will receive credit for the off-site rotation when the completed evaluation is submitted to the Residency Coordinator.