

University of North Dakota School of Medicine & Health Sciences  
Internal Medicine Residency Program

**ROTATION CHANGE POLICY**

**A. Purpose**

The purpose of this policy is to allow residents to change rotations to enhance their education. While optimizing resident education and allowing for their interests, rotations must be taken to fulfill requirements and service obligations.

**B. Application**

This policy applies to all internal medicine residents.

**C. Background**

Within the internal medicine residency program, residents have the opportunity to select a variety of elective rotations. However, these electives cannot violate the fulfillment of requirements as described by the Accreditation Council for Graduate Medical Education, the Resident Review Committees for Internal Medicine, the American Board of Internal Medicine, and the program's curriculum.

**D. Policy**

1. Residents are expected to request any change in rotations at least six months in advance. Requests for rotation changes that impact the schedule for the first half of the academic year (July through December) should be made before July 1. Requests for changes that impact the schedule for the second half of the academic year (January through June) should be made before January 1. Any requests for changes after the deadline will be considered only for compelling reasons and must be approved by the program director.
2. All requests for rotation changes require the resident to complete the "Request for Schedule Change" form found on Sanford Connect (<http://intranet/residencycalendars/Forms/>).
3. Residents should be aware that changes that impact inpatient teaching services (inpatient internal medicine, night float, critical care medicine, and cardiology) will also impact the schedules of other residents. In addition to the usual approval process, changes to the schedule for inpatient teaching services will require the approval of other impacted residents.
4. All rotations must have an approved written curriculum.
5. The program director and staff will review all requested changes to ensure that the resident remains in compliance with the ACGME, RRC, ABIM, and residency program requirements.
6. Residency program staff will review the impact of the requested rotation change on other residents' rotation schedules, call schedules, backup call schedules, and continuity clinic schedules prior to final approval.