POLICY: External Elective Rotation

Purpose
On occasion, members of the house staff may have opportunities to do elective rotations which are not part of an on-going training relationship the GME program has established with another institution. This External Elective Rotation policy stipulates the conditions under which house staff request approval for such rotations.

Policy
External elective rotations must be pre-approved by the resident/fellow’s Program Director, and by the Designated Institutional Official (DIO) in the Office of Academic Affairs. The House Staff Request for Off-Site Training form should be submitted, at a minimum, two months prior to the start of the rotation. The form must be completed in its entirety, including submission of competency-based learning objectives for the rotation, and an affirmation from the Program Director that these learning objectives cannot be accomplished at NYU Winthrop Hospital.

Procedure
Once the request has been approved, one copy of the form is to be returned to the academic coordinator in the resident/fellow’s training program, and the other to the GME Coordinator in the Office of Academic Affairs. The program’s academic coordinator must ensure that the block schedule in New Innovations is adjusted accordingly so that NYU Winthrop Hospital does not claim the resident for GME reimbursement during that time frame.

Academic Affairs will not issue any documentation needed by the host institution in the absence of a signed request form.

Approved GMEC: June 24, 2008
Revised and Approved: December 10, 2012
Reviewed and Approved: June 6, 2016