

## **POLICY: Elective Clinical Rotations to the UCSF Fresno Medical Education Program**

**Purpose:** To provide a policy and procedure for accepting residents from other institutions for clinical rotations to the UCSF Fresno Medical Education Program

### **Policy:**

The UCSF Fresno Medical Education Program may accept residents/fellows from other institutions on elective rotations for periods up to one-month in duration. While the primary obligation of the institution is the education of UCSF Fresno house staff, this policy has been developed to add some uniformity of experience and guidance to programs that choose to offer clinical rotations, as well as to the individuals who wish to undertake them. It is assumed that the availability of a clinical rotation is at the discretion of individual programs based on that department's availability of resources, and the existence of these guidelines is no obligation on the part of any program to provide such an experience.

Clinical rotation is defined as the position of participating in patient care as a member of a supervised clinical team in a health care setting, with patient contact appropriate for the individual's level of training and performance, for the specific purposes of gaining medical knowledge and experience, and obtaining credit for the experience toward ACGME accredited training. Clinical Rotations may be granted on a case-by-case basis to physicians from non-ACGME accredited programs, who are graduates of medical school and who are members in good standing of a GME program (hereinafter called "residency") within an ACGME-accredited institution.

*Note: The Medical Board of California allows residents to participate in rotations in California without a California medical license if the resident is attending an ACGME or equivalent residency-training program and the total length of all rotations in California does not exceed 90 days. The Osteopathic Medical Board of California allows residents in their first and second year to participate in rotations in California without a California medical license; however, residents in their third year and beyond are required to have a California medical license to practice in California. Visiting/rotating residents must submit a Postgraduate Training Registration Form (PTRF) with their rotation application packet. The GME office will forward the PTRF to the respective board.*

Individuals who may be eligible for Clinical Rotations include the following:

Residents/fellows in good standing in an ACGME or Military-sponsored program and is at least a PGY2 level of training.

Physicians on a case-by-case basis from non-ACGME accredited programs that fall under an institution that is ACGME accredited, with approval by the Assistant Dean for GME.

Individuals who are not eligible for Clinical Rotations include the following:

Residents/fellows at non-ACGME (excluding military)-sponsored programs without the approval of the Assistant Dean for GME's approval.

Physicians who are not currently enrolled as residents in a graduate medical education program.

Individuals who have not yet graduated from medical school (they may qualify for consideration for a Visiting Student Elective through UME –

[http://www.fresno.ucsf.edu/undergrad/visiting\\_student\\_require.htm](http://www.fresno.ucsf.edu/undergrad/visiting_student_require.htm))

### **Procedure:**

1. Acceptance into a Clinical Rotation will not constitute a precedent or guarantee acceptance into further residency/fellowship training in programs sponsored by UCSF Fresno.

2. Residents/fellows must be in good standing and enrolled in an ACGME/Military approved program or a non-ACGME accredited program governed by an ACGME accredited institution and must be at least at the PGY2 level of training.

3. Residents must complete the UCSF Fresno MEP rotation application packet as provided. UCSF Fresno currently has two elective applications (new and returning) and the following is required:

**a) New Application**

Completed application, signed by applicant's Program Director  
Non-UC trainees, please attach verification of malpractice (Military are covered under affiliation agreement and don't need verification of malpractice)  
A signed Child/Adult Abuse statement  
Patent Acknowledgement Form  
Waiver of Liability, Assumption of Risk and Indemnity Agreement  
Completed Health statement with proof of titers attached, including PPD results  
HIPAA Confidentiality Statement  
CV (ERAS application okay, but CV preferred)  
Copy of California medical license, if applicable (required for D.O.s in PGY3 and above)  
Copy of DEA certificate, if applicable  
Completed Post Graduate Training Registration Form- for applicants not licensed in California  
Medical School Diploma  
ECFMG Certificate, if applicable  
Competencies – provided to applicant by the UCSF Fresno program and signed by home program's Program Director. If rotation is to a UCSF Fresno specialty without a residency/fellowship program, applicant should provide competencies from his/her home program (must be signed by home program's Program Director).  
Workers' Compensation Coverage (for home program)

**b) Returning Application**

Completed application, signed by applicant's Program Director  
Non UC trainees, please attach verification of malpractice (Military are covered under affiliation agreement and don't need verification of malpractice)  
A signed Child/Adult Abuse statement  
Patent Acknowledgement Form  
Waiver of Liability, Assumption of Risk and Indemnity Agreement  
HIPAA Confidentiality Statement  
CV (ERAS application okay, but CV preferred)  
One PPD (within 3 months of start date) and Health Statement questionnaire  
Completed Post Graduate Training Registration Form- for applicants not licensed in California  
Competencies – provided to applicant by the UCSF Fresno program and signed by home program's Program Director. If rotation is to a UCSF Fresno specialty without a residency/fellowship program, applicant should provide competencies from his/her home program (must be signed by home program's Program Director).  
Workers' Compensation Coverage (for home program)

4. Before submitting the formal application, residents/fellows should contact the appropriate UCSF Fresno residency/fellowship program to confirm that an elective rotation is available for the time period in question.

5. UCSF Fresno MEP does not provide stipends, malpractice or health insurance to residents/fellows on rotation. Written proof of malpractice insurance coverage is required as part of the application packet.

6. Initial management of all Workers' Compensation incidents (on-the-job injuries, blood/body fluid exposures) including counseling, assessment of risk, and treatment will be initiated at the training site where the incident occurred. This is especially important to ensure the proper tests are done on both the resident/fellow and the source patient when an exposure occurs (i.e., needle stick). Residents/fellows should also notify their supervisor and/or program coordinator at UCSF Fresno. Resident/Fellow will be referred on to their home program's Workers' Compensation carrier for follow-up care.
7. Additional materials may be required by the program office or by UCSF Fresno MEP.
8. Completed application materials must be submitted to the UCSF Fresno MEP Office of Medical Education at least thirty (30) days in advance of the requested rotation.
9. The application will be reviewed and a response to the UCSF Fresno program will be made within ten (10) days of receipt of a completed application.
10. Housing is not provided for residents/fellows on rotation at UCSF Fresno MEP.
11. Upon arrival at UCSF Fresno, MEP residents/fellows will have their picture taken for badge purposes and their host program will be contacted once the badge is ready. If rotating to CRMC residents/fellows will be required to complete EPIC training. An orientation may be required at the site to which they are assigned.
12. After all requirements have been completed, the resident/fellow may begin his/her clinical rotation, will be supervised by attending physicians, can write orders, and has all of the privileges and responsibilities of all other residents/fellows within GME programs sponsored by UCSF Fresno.
13. Resident/fellow is responsible to be aware of adherence to UCSF Fresno policies and bylaws, rules and regulations. Depending upon the clinical site location, further documents may be required. ([http://www.fresno.ucsf.edu/housestaffportal/documents/Housestaff\\_Handbook.pdf](http://www.fresno.ucsf.edu/housestaffportal/documents/Housestaff_Handbook.pdf))
14. Prior to departure, residents/fellows should ensure all medical records are complete and MUST return their badge to the program coordinator.

*(Original signed Policy is available in the UCSF Fresno Office of Medical Education)*

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