

**CONEMAUGH MEMORIAL MEDICAL CENTER
GRADUATE MEDICAL EDUCATION POLICY
OFF-SITE DOMESTIC ROTATION POLICY**

Purpose

To establish guidelines and requirements to ensure resident/fellow off-site rotations comply with educational accrediting organizations requirements and receive appropriate oversight and benefits from their home institution during the rotation.

Applies To

All Conemaugh Memorial Medical Center Graduate Medical Education (GME) training programs.

Policy

Residency/fellowship training programs will utilize standards and criteria to ensure resident/fellow off-site rotations comply with the policies of applicable educational accrediting organizations as well as the Conemaugh GME Policy.

Procedure

- A. Resident/fellow will follow the procedure set forth in his/her department for presenting off-site requests to the Program Director. After the Program Director has approved the request, the program coordinator should obtain the appropriate Program Letter of Agreement. Off-site rotation requests must be submitted to Administration three (3) months prior to the rotation date and must include the following:
 - Contact information for sponsoring institution
 - Supervising faculty
 - Curriculum of rotation
 - Goals and objectives of rotation
 - Statement of educational justification
- B. The resident/fellow is responsible for meeting the licensure requirements in the state where the rotation occurs.
- C. The resident/fellow and Program Director are jointly responsible for determining that the resident has obtained professional liability coverage for the off-site rotation. Under the current policy obtained by Conemaugh Memorial Medical Center, resident/fellow is covered in the United States, including United States territories, and Canada. However, residents must contact the GME office if rotation outside the continental United States.
- D. During the elective rotation, Conemaugh Memorial Medical Center will continue to pay the resident/fellow's salary, benefits, and malpractice insurance as currently provided.

References

CR: I.B (Participating Sites)

GMEC Revised: 2/2014, 1/2016, 3/2018

Approved by GMEC: 03/21/13