

<b>Departmental Policy Title</b>	<b>Inbound Resident Rotators Policy - GME</b>	<b>Policy ID</b>	<b>11266</b>
<b>Keywords</b>	<b>Inbound, Resident, Rotator, PLA, Application, Rotating, Program, Letter, of, Agreement, Visitor, Visiting</b>		
<b>Department</b>	<b>Graduate Medical Education (GME)</b>		

## I. Purpose of Policy

To define the responsibilities of Inbound Rotators when applying for a rotation to an Accreditation Council for Graduate Medical Education (ACGME)-accredited graduate medical education (GME) program at Dartmouth Hitchcock.

## II. Policy Scope

The policy applies to all Inbound Rotators, GME Office staff and to ACGME-accredited training program leadership at Dartmouth Hitchcock.

## III. Definitions

**Resident:** Any physician in an ACGME-accredited graduate medical education program including Residents and Fellows.

**Inbound Rotator:** A Resident from an external ACGME-accredited training program rotating through an ACGME-accredited graduate medical education program at Dartmouth Hitchcock.

**Program Letter of Agreement (PLA):** A contract between the Inbound Rotator’s home institution and Mary Hitchcock Memorial Hospital (MHMH).

## IV. Policy Statement

### A. Timing Overview

- Programs are encouraged to plan inbound rotations carefully so that they meet the timing needs set forth below:
  - The GME Office must receive completed application materials for inbound rotations at least 120 days prior to the planned rotation start date.
  - Inbound rotations must occur in the months of September – May. They cannot occur June – August due to conflicts with graduation, onboarding and orientation of current Residents.
  - Inbound rotation requests are only processed by GME in the months of July – February due to conflicts with onboarding and orientation of incoming Residents at other times of the year.

- At least 2 weeks prior to the Inbound Rotator's orientation date the following must be placed:
  - Signed PLA
  - NH trainee medical license
  - Occupational Medicine clearance

## **B. Inbound Rotator Responsibilities**

- **Completion of Registration & Supporting Documents**

- Complete the Visiting Resident and Fellow Application Form and submit it, and the supporting documents, directly to the GME program hosting the Inbound Rotator for review and approval at least 120 days prior to the expected start date of the rotation.
  - A Program Coordinator can access the Visiting Resident and Fellow Application Form by clicking on the attachments tab in the upper right-hand corner of this policy in PolicyTech, or (2) the 'Inbound/Offsite Rotations' folder in MedHub.
  
- The application includes the following information:
  - Full name with identifying credentials
  - Current mailing address, phone number, and email address
  - Date of birth (DOB)
  - Social Security Number (identify either US or Canadian and provide directly to Program Coordinator via phone)
  - Citizenship status
  - Exact start and end dates for all medically related training from the start of medical school through the start of the visiting rotation with D-H, including the name of the medical school and all prior residency/fellowship training facility names.
  - Name of home institution and program
    1. Name of Program Director and contact information
    2. Name of Program Coordinator and contact information
    3. Name of Designated Institutional Official (DIO) and contact information
  
- The following documents must be included with the application:
  - Current curriculum vitae (CV)
  - Letter signed by current Program Director attesting to current residency status and verifying good standing.
  - Proposed curriculum for the rotation with the name of the D-H supervising physician, description of training, competency-based learning objectives, and performance evaluation methods.
  
- The following documentation must be submitted via the MedHub Visiting Resident Onboarding Module:
  - NH Training License application
  - Criminal Attestation form
  - Background check authorization
  - Occupational Medicine Worksheet along with proof of current immunizations and drug screen results
  - Copy of Social Security card
  - Educational Commission for Foreign Medical Graduates (ECFMG) certificate, if graduate of foreign medical school

- Copy of Visa or Green card, if foreign national
  - Copy of insurance card to document Personal Health Insurance
  - Certificate of insurance from home institution for Professional Liability Insurance
  - Current Basic Life Support (BLS) certification
  - Current Advanced Cardiac Life Support, if applicable
  - Headshot for badge photo
  - Parking Registration form
- **Additional Responsibilities**
    - The Inbound Rotator must also:
      - Have a current New Hampshire Physician Training License effective for the entirety of the rotation participation dates.
      - Participate in the standard Dartmouth Hitchcock general orientation and any other program orientation that may be required, including but not limited to Electronic Medical Record system (eDH) training.
      - Consent to a criminal background check and pass a drug screening prior to start of rotation.
      - Have current Basic Life Support (BLS) certification.
      - Have current Advanced Cardiac Life Support certification, if applicable.
      - Understand that under no circumstances may they prescribe medications while on rotation at Dartmouth Hitchcock.

### **C. Program Responsibilities**

- The program must confer with the GME Office as to the start date of a proposed rotation as the rotation must begin on a Dartmouth Hitchcock General Orientation date.
- The program must create an Inbound Rotator Request in the PLA Management section of MedHub in order to initiate a PLA and upload the Visiting Resident and Fellow Application Form with supporting documents at least 120 days prior to the proposed rotation.
  - Refer to the Rotation and PLA Request Workflow for specifics.
- The program must contact the Medical Staff Office if observation privileges are required for an Inbound Rotator.

### **D. GME Office Responsibilities**

- Prepare and coordinate the execution of a PLA.
  - A written PLA must be in place to document and define the relationship between MHMH and the Inbound Rotator's home institution or organization.
  - At no time will an Inbound Rotator be allowed to commence a Dartmouth Hitchcock rotation without a completed, current PLA on file in the GME Office.
- Initiate and monitor the Visiting Resident Onboarding Module via MedHub.
- Process New Hampshire Physician Training License application for the Inbound Rotator.
- Submit a Non-Employee form to Occupational Medicine for the Inbound Rotator.
- Complete the "Add a Non-Employee form" for the Inbound Rotator.
- Schedule visitor orientation and eDH training.

- Provide a pager, TDX code, and computer access.
- Communicate with the program as to the status of the inbound rotator's application and progress through onboarding documents.

**V. References - N/A**

<b>Responsible Owner:</b>	Graduate Medical Education	<b>Contact(s):</b>	Karen Miller
<b>Approved By:</b>	Chief Medical Officer - D-H Lebanon; GMEC Approver Group; Office of Policy Support - All Other Documents	<b>Version #</b>	5
<b>Current Approval Date:</b>	07/09/2024	<b>Old Document ID:</b>	
<b>Date Policy to go into Effect:</b>	07/09/2024		
<b>Related Polices &amp; Procedures:</b>	<a href="#">Affiliation Agreement and Program Letters of Agreement Policy - (GME)</a>		
<b>Related Job Aids:</b>			