

Departmental Policy Title	Domestic and International Off-Site Rotation Policy - GME	Policy ID	11312
Keywords	Off-site, Affiliated, Rotation, International, Domestic, Program, Letter of Agreement, PLA		
Department	Graduate Medical Education (GME)		

I. Purpose of Policy

This policy defines the requirements for Residents in Accreditation Council for Graduate Medical Education (ACMGE)-accredited graduate medical education (GME) programs rotating to domestic or international teaching locations not affiliated with Dartmouth Hitchcock (DH).

II. Policy Scope

The policy applies to Residents in an ACGME-accredited training program at DH.

III. Definitions

- **Participating Site:** An external organization not under the governance of DH that provides an educational assignment/rotation for a Resident. A participating site where every Resident in a training program must rotate for at least one month during their training must be entered into the ACGME Accreditation Data System (ADS).
- **Program Letter of Agreement (PLA):** A contract between Mary Hitchcock Memorial Hospital (MHMH) and a Participating Site.
- **Resident:** Any physician in an ACMGE-accredited graduate medical education program including residents and fellows.
- **Required Participating Site:** An external organization not under the governance of DH where every Resident in a training program must rotate during their training.
- **Taxable Benefit (TB):** Lodging and other associated expenses (utilities, internet, and parking) that are paid for by MHMH or an external organization with which DH has a financial relationship, for a Resident on an external rotation of greater than one month (31 days or more). The TB, due to federal tax law, is treated as a taxable benefit to the Resident and is included in W-2 compensation as reported to the IRS.
- **Tax Gross-Up (TGU):** Additional compensation paid by MHMH to a Resident to cover such federal and state income taxes incurred as a direct result of the payment for lodging and associated expenses for a Resident rotating to an external site for greater than one month. The amount of the TGU is the minimum amount necessary to place the Resident in the same economic position, after accounting for

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the federal and state income taxes applicable to TB and the TGU itself, as they would have received had the TB not been incurred. The amount of the TGU payment shall be determined by MHMH in its reasonable discretion.

IV. Policy Statement

Any external site not under the governance of DH that a Resident rotates requires a written PLA documenting the relationship between MHMH and the Participating Site. GMEC approval is required for any Participating Site whether the site meets the criteria for listing in ADS or not.

Requirements for listing a Participating Site in ADS.

- Each Resident in the training program is required to rotate to the Participating Site.
- The length of training at the Participating Site must be at least one month total during a Resident's training.

It is the sole responsibility of the Program Director to verify that a required external rotation at a Participating Site counts towards meeting the requirements for board eligibility in the respective specialty/subspecialty.

An educational assignment/rotation at a domestic external site that requires a PLA cannot commence without a completed, current PLA on file in the GME Office.

GME Office Notification Requirements - Domestic Rotations New Participating Site Request

- The GMEC must approve new Participating Sites. Either the Program Director or Coordinator submits, for approval, the "New Participating Site Request" form, which includes the following information:
 - Program name, Participating Site name, location
 - Type of rotation (elective or required) and training levels
 - Effective date and length of experience
 - Travel/lodging expenses
 - Educational rationale

Path to the MedHub form: Resources/Documents > GME Programs > Smartsheet Forms > Accreditation-Related Request Forms > New Participating Site Request Form

- After the GMEC approves a new Participating Site, the program submits the "Rotation Request" form to initiate a PLA. See process for all approved Domestic Rotations below.

GME Office Notification Requirements – All Approved Domestic Rotations

- All external domestic rotations require the submission of a "Rotation Request" in MedHub to initiate the creation of a PLA. The Rotation Request form is in the "PLA Management" section of MedHub.

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- Refer to the External Rotation and PLA workflows for details.
- Rotation request timing:
 - Rotation to a facility in New Hampshire:
 - Request must be made a minimum of 60 days in advance of the rotation start date.
 - Rotation to a domestic facility other than New Hampshire:
 - Repeat Rotational Experience: Request must be made a minimum of 60 days in advance of the rotation start date.
 - New Rotational Experience: Requests must be made a minimum of 120 days in advance of the rotation start date and should be planned with as much notice as possible. Note that for all electives, a Resident and program should have a backup plan in place should there be delays with legal review and acceptance of PLAs.
- The GME Office is responsible for preparing and coordinating the execution of a PLA with the program and the external site.

GME Office Notification Requirements - International Rotations

- All requirements for domestic rotations must be met for international rotations.
- In addition, the following requirements must be met prior to departure by a Resident approved to participate in an international rotation.
 - The Resident must sign a letter from GME stating the status of health insurance benefits and malpractice coverage while out of the country.
 - The Resident must consult with the DH Travel Clinic to review food/water precautions, vaccination recommendations, and additional travel prescription recommendations based on the travel location(s). Appropriate vaccinations and travel prescriptions may be provided at the time of this visit.
- Each Resident participating in an international rotation is strongly encouraged to do the following:
 - Review the “Tips for Traveling Abroad” section of the State Department’s website.
 - Enroll in the State Department’s “Smart Traveler Enrollment Program (STEP)”
 - Leave a copy of their itinerary and a copy of their passport data page with their Program Coordinator and a friend/family member in case of emergency.
 - Become familiar with local conditions and laws for the international location.
- The GME Office provides a travel insurance card from International SOS documenting institutional support for:
 - Medical transportation or care.
 - Coordination of medical fees.
 - Evacuation to a center of medical excellence if there is inadequate local care or a secure location is necessary.
 - Help if safety is at risk.

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- The GME Office will not approve requests for international rotations to countries currently on the U.S. Department of State Travel Warning list or Centers for Disease Control and Prevention Warning Level 3 or Level 4, Avoid Nonessential Travel list / Do not travel list.
- The GME Office supports Resident involvement in short-notice relief efforts coordinated through Dartmouth/Partners In Health. Residents involved in these efforts must submit all required documentation noted above for international experiences to the GME Office prior to departure. The GME Office will provide expedited review of these requests.

Taxable Benefit & Tax Gross-Up for Required Rotations Longer than One Month

For federal tax purposes, required rotations longer than one month that require overnight lodging paid by MHMH or an external organization with which MHMH has a financial relationship, are treated as a Taxable Benefit (TB) to the Resident. To minimize the impact of TB tax liability, MHMH pays additional compensation (Tax Gross-Up) to the Resident to cover such federal and state income taxes incurred as a direct result the payment for lodging and associated expenses.

V. References

- *Specialty Specific Program Requirements (2023)*. Retrieved from ACGME.org: www.acgme.org
- U.S. Department of State Website www.state.gov
- Centers for Disease Control and Prevention Website www.cdc.gov

Responsible Owner:	Graduate Medical Education (GME)	Contact(s):	Karen Miller
Approved By:	Chief Medical Officer - D-H Lebanon; GMEC Approver Group; Office of Policy Support - All Other Documents	Version #	4
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Related Polices & Procedures:	Affiliation Agreement and Program Letters of Agreement Policy - (GME)		
Related Job Aids:			

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