

**YALE-NEW HAVEN MEDICAL CENTER**  
(YNHMC)

POLICIES AND PROCEDURES

Subject: Off-site Elective Rotations (Electives Outside of Yale-New Haven Hospital and its Affiliates)

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**Introduction:**

Yale-New Haven Medical Center is committed to providing residents and fellows with an educational program that offers them with a personal program of learning and broad education in the science and art of medicine. Recognizing that some educational experiences may need to be obtained outside of Yale-New Haven Medical Center or one of its affiliates, this policy is adopted concerning those experiences. As there must be full consideration of the quality of the rotation, including goals, objections and supervision; the educational necessity of the rotation; the accreditation implications; and the financial implications of the rotation, the following procedures must be followed.

**Application and Definitions:**

This policy and procedure applies to all Residency and Fellowship Training Programs sponsored by the Yale-New Haven Hospital and/or Yale School of Medicine.

**Yale-New Haven Medical Center:** Yale-New Haven Hospital (both campuses), Yale University School of Medicine, Connecticut Veterans Healthcare Administration, Connecticut Mental Health Center, Yale School of Nursing, Yale Laboratories, Yale Psychiatric Institute, Yale University Health Center. Inter-institutional agreements and program educational letters of agreement (where appropriate) must exist in the Office of Graduate Medical Education.

**Standard Off-Site Electives:** Rotations considered to be standing elective rotations and where trainees rotate on an on-going basis. Elective rotations at major participating institutions (as listed in the ACGME ADS System) are not considered to be "off-site." Program educational letters of agreement must exist in the Office of Graduate Medical Education. An example of this type of rotation is the Internal Medicine Global Health Sites.

**Non-Standard Off-Site Electives:** Rotations at institutions where no prior agreement exists with the program and are not offered by the program as described in the program list of standard off-site electives.

## **Policy and Procedure:**

### **1. List of Standard Off-Site Electives:**

All training programs must have a list of standard off site electives. This list must be distributed and made available to residents/fellows and sent to the OGME. There must be an educational letter of agreement, using the template created by the OGME and containing the five points as described in the ACGME Institutional Requirements, for each of the standard off-site electives. This letter must be filed with the OGME and a copy maintained in the Program's file.

Residents/Fellows who wish to rotate through any of these sites need to notify the program director. The program director and administrator are responsible for notifying the House Staff Office by submitting annual rotation schedules. If the rotation schedules are modified during the year, the HSO must be notified within one week, particularly of any change of rotation and dates.

### **2. Non-standard Off-Site Electives**

Residents/Fellows who wish to obtain a specific education experience outside of the Yale-New Haven Medical Center or the program's list of standard off-site electives, are required to:

1. demonstrate that the proposed rotation will provide professional experience which is important for the resident's education,
2. demonstrate that the experience cannot be obtained at Y-NHH or one of its affiliates, and
3. demonstrate that the experience will be appropriately supervised by faculty at the site.

The resident/fellow should submit, in writing using the "Application for Non-standard Off-site Elective Rotation" form, their proposal to their Program Director for approval. Proposal forms will be made available to the individual Program Directors through the OGME (see attached). The Program Director will either accept or deny the proposal and complete and sign the appropriate space on the form. If the Program Director approves, the application will be forwarded to the OGME for review and approval.

### 3. General Guidelines

PGY-1 residents will not be permitted to participate in non-standard off-site electives.

Maximum length of time that a resident/fellow may be on an off-site rotation (for combined Standard and Non-Standard off-site electives) with salary paid is to be determined by each individual program, but may not exceed a maximum of two (2) months in a twelve-month period and/or no more than four (4) months over the length of the entire training program, without prior approval by the Director, GME.

Application forms for non-standard off-site rotations must be submitted to the Program Director, and when approved to the Director, OGME **at least 90 days prior to the departure of the resident**. Incomplete application forms/proposals may result in denial of the request, or cessation of salary and benefits.

If the off-site elective is being utilized because the resident is unable to obtain the experience at Y-NHH or one of its affiliates, even if the experience is available, the Program Director should discuss this individually with the Director, GME.

The medical center is committed to providing the necessary resources for compliance with this policy and with ACGME requirements.

Questions about the application of this policy in a particular situation should be directed to the individual training program director and/or the Office of Graduate Medical Education.

J-1 visa holders must complete the ECFMG Form “Required Notification of an Off-site Rotation/Elective.” <https://www.ecfm.org/evsp/notification-off-site-rotation.pdf>