

## **ROTATIONS AT OTHER INSTITUTIONS**

If a resident requests an outside rotation to obtain experience substantially unavailable through this training program, the following guidelines apply:

1. Request must be made in writing no less than 6 months prior to the absence and during the Academic year (July – June) prior to the expected rotation.
2. Arrangements for the rotation (acceptance of training responsibility by the outside program, transportation, housing, meals, etc) are the responsibility of the resident.
3. Outside rotations must occur during the ‘Elective’ rotation unless otherwise approved by the Chairman and Program Director. Coverage during a scheduled non-research rotation may be impractical and may result in denial of the request.
4. An official letter of invitation/confirmation from the residency coordinator of the outside rotation must be received by the Program Director prior to commencement of the rotation. This should include a statement of the inclusive dates of the rotation, name of the supervising physician under whom study will take place, and the goals & objectives of the rotation.
5. An evaluation of the resident’s performance by the supervising physician and/or Program Director of the off-site rotation must be received within 30 days of completion of the rotation.