I. PURPOSE
To provide a policy concerning rotations by residents from external graduate medical education programs.

II. SCOPE
This policy applies to all Programs / Departments whereby housestaff will be rotating into RUTGERS ROBERT WOOD JOHNSON MEDICAL SCHOOL from external GME programs.

III. DEFINITION
External housestaff refers to all interns, residents and sub-specialty residents (fellows) enrolled in A.C.G.M.E. or A.O.A. approved GME programs outside of RUTGERS Robert Wood Johnson Medical School.

IV. RESPONSIBILITY/REQUIREMENTS
All rotations by external housestaff must be approved by the RWJMS Program Director and the RWJMS Associate Dean for GME. Residents from external programs must be at a PGY 2 level or above in order to qualify as a rotating resident at RUTGERS Robert Wood Johnson Medical School.

Housestaff from other training programs interested in a clinical rotation in one of the RUTGERS Robert Wood Johnson Medical School Graduate Medical Education programs are welcome to apply. Completed applications are reviewed and approval is granted on a case-by-case basis provided trainees meet specific qualifications and entry requirements. Generally, trainees will be considered if they:

1) are in good standing in an accredited training program
2) obtain approval and support to rotate from a RUTGERS Robert Wood Johnson Medical School Program Director
3) complete and submit all rotator documentation and properly enroll prior to start date
4) Applicants wishing to apply for a rotation in a RUTGERS Robert Wood Johnson Medical School program should:

   1) Contact the program coordinator of the desired RUTGERS Robert Wood Johnson Medical School program to determine if the program is currently accepting rotators. The recommended time to contact a program is at least three months prior to the start of the rotation.

   2) Complete and submit the following documents to the respective RUTGERS Robert Wood Johnson Medical School program at least
two (2) months prior to the expected rotation start date:

A) Letter of support indicating housestaff in good standing from home institution (indicating rotation dates)
B) Letter of approval from RUTGERS Robert Wood Johnson Medical School Program Director (indicating rotation dates)
C) Current Curriculum Vitae (CV)
D) Copy of valid/unexpired picture identification (driver’s license, passport, etc.)
E) Attestation that the following documentation for the individual are on file with their institution:
   1. An annual or the initial Health Assessment within the past twelve (12) months certifying fitness for duty for the rotator’s work functions in a health care facility.
   2. Record of Immunity by laboratory titers to rubella, rubeola, mumps and varicella. If laboratory titers are nonimmune, then record of full vaccination is required (at least 2 MMRs, Varivax series) unless there is a documented medical contraindication to vaccination.
   3. Documentation of laboratory testing for Hepatitis B (HB) Surface Antigen, HB Surface Antibody and HB Core Antibody. Evidence of immunity by positive antibody titers to Hepatitis B or documentation that full Hepatitis B vaccination has been received or proof of declination of Hepatitis B vaccine. If Rotator is Hepatitis B Surface Antigen positive, the New Jersey Medical School Occupational Medicine Service (973-972-2900) must be contacted regarding further evaluation prior to rotation at RUTGERS Robert Wood Johnson Medical School.
   4. Record of Tdap in adulthood or record of medical contraindication to Tdap vaccination.
   5. Record of seasonal influenza vaccination or documentation of medical contraindication to influenza vaccination.
   6. Record of annual TB skin test (or blood assay for TB) if negative. If positive, documentation of negative chest x-ray at initial evaluation and annual symptom survey. If chest x-ray revealed evidence of active TB, documentation of appropriate medical treatment and annual symptom survey.
   7. Medical clearance for respirator fit testing for N95 respirator or PAPR if needed.
   8. Orientation training including preventing harassment and discrimination, radiation safety, patient safety, infection control/influenza and environment of care.
   9. Cleared a criminal background check.
F) Copies of BLS, ACLS, or PALS valid certification through the rotation timeframe, if required by RWJMS program.
G) Malpractice insurance coverage verification from home institution (must indicate coverage through rotation timeframe). Coverage must be acceptable to RUTGERS Robert Wood Johnson Medical School Risk and Claims.
H) Copy of medical license, DEA, or training permit from trainees Board of Medical Examiner’s Office.
I) US Medical Graduates-Copy of Medical School Diploma or Foreign Medical Graduates- Copy of ECFMG certificate/Fifth Pathway Certificate.
J) RUTGERS Robert Wood Johnson Medical School Confidentiality Statement.
K) RUTGERS Robert Wood Johnson Medical School EMR Confidentiality Statement (if applicable).

Approximately one month prior to the requested rotation, the resident will receive notification from the RWJMS Program Director, with copy to the
RWJMS GME Office, indicating if the application was approved. The resident will be provided with instructions for completing the mandatory online training as well as instructions to obtain an identification card/parking. **FAILURE TO COMPLETE ONLINE TRAINING BEFORE START DATE WILL FORFEIT ROTATION APPROVAL.** The resident must provide all online training certificates to RWJMS program director no less than ONE WEEK prior to start date. It is the rotator’s responsibility to make arrangements for housing and transportation as necessary.
V. **SALARY SUPPORT AND MALPRACTICE INSURANCE**

Salary support, all fringe benefits and malpractice insurance coverage must be provided by the originating program unless explicitly stated otherwise in an Affiliation Agreement. Verification of malpractice insurance coverage is required prior to the initiation of the rotation at RUTGERS Robert Wood Johnson Medical School and must include the following:

A certificate of insurance naming RUTGERS Robert Wood Johnson Medical School as a certificate holder or, if the external program is a self-insured program, actuarial certification of self-insurance funding mechanism issued through the external program's risk management office; coverage limits of $1,000,000 / $3,000,000; coverage dates that include the time the resident will be at RUTGERS Robert Wood Johnson Medical School and a statement that the coverage includes the resident's activities at RUTGERS Robert Wood Johnson Medical School.

VI. **HOUSING, MEALS, AND PARKING:**

There will not be any subsidization for housing, meals, or parking by RUTGERS Robert Wood Johnson Medical School for rotating residents. This must be communicated to the rotating resident by the Division or Department prior to the initiation of the rotation. (Individual Divisions or Departments may provide subsidization for housing, meals or parking).

VII. **ORIENTATION:**

Rotating residents should be oriented by a member of the Department or Division in which they will be rotating. Individual residents should receive instructions as to the policies and procedures of both the University and Department or Division pertaining to: safety, parking, library availability, cafeteria hours, laundry facilities, on-call rooms and security issues.

Approved by GMEC on 11/9/99, 1/11/11
Amended 11/12/02, 01/10/11