I. PURPOSE

To provide a policy concerning housestaff requests to do an international elective rotation.

II. SCOPE

This policy applies to all Programs / Departments whereby housestaff wish to do an international elective away from RUTGERS Robert Wood Johnson Medical School.

III. DEFINITION

Housestaff refers to all interns, residents and sub-specialty residents (fellows) enrolled in a RUTGERS Robert Wood Johnson Medical School postgraduate training program. A member of the housestaff may be referred to as a house officer.

International elective refers to any elective rotation outside of the 50 states in the United States of America.

IV. RESPONSIBILITY/REQUIREMENTS

A. Request from Housestaff

1. The house officer must first review travel restrictions, requirements of US citizens, insurance information, etc., provided by the US Department of State (http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html). The international elective site cannot be on the US warning list for travel.

2. RUTGERS Robert Wood Johnson Medical School contracts with International SOS (ISOS) to provide travel assistance services for the University community while traveling abroad on university approved activities. ISOS provides security and medical evacuation services, and a variety of online health, safety, and security resources. Enrollment is required. Information is available at www.internationalsos.com. The trainee should plan to obtain any required/recommended immunizations, pending approval of the international elective.

3. The trainee must make a formal request in writing to the Program Director to obtain permission to perform an away rotation. This request must be made at least 90 days prior to the beginning of the away rotation. Residents seeking
rotations away from RUTGERS Robert Wood Johnson Medical School programs must be at a PGY 2 level or above in order to qualify. Each housestaff must possess either a NJ permit or license. Appropriate qualifications must be verified by the respective Program Director or Chair.

B. Approval by Program Director or Chair

The Program Director will consider whether a comparable elective rotation is available at RUTGERS Robert Wood Johnson Medical School or if the proposed away elective provides a unique educational opportunity that is specific to the individual’s career goals, is valuable to RUTGERS Robert Wood Johnson Medical School or is humanitarian. The Program Director will then approve or disapprove the request.

Away rotations must be approved in writing by the Program Director or Chairman and a copy of that approval must be kept in the trainee’s academic file.

C. Approval by Risk & Claims Management for Malpractice Coverage

The Program Director must provide the Graduate Medical Education Office with the following information, so that written documentation of malpractice insurance coverage can be requested from the Office of Risk & Claims Management prior to the initiation of any rotation away from RUTGERS Robert Wood Johnson Medical School.

- the reasons for which the educational experience requires an out of school rotation
- if the rotation is international, reason an international rotation is necessary
- name of Program Director or Medical School Faculty member at away training site
- objectives of the rotation
- location of away Program training site
- copy of an approval letter from the program director/faculty indicating type of rotation, specifying the dates and duration of away rotation.

Approval letters from Risk Management will specify both the limits of liability at the stated amounts of $1,000,000/$3,000,000, as well as the duration of coverage for the houseofficer while at the specified away training site/program. Risk Management requires at least 60 days notice for processing. All housestaff must obtain an approval letter prior to beginning any away rotations.

D. Letter of Understanding/Program Specific Letter of Agreement

Once approved by Risk & Claims Management, the Program Director must obtain a letter of understanding from the away Program Director/ Faculty specifying the goals and objectives and who will be responsible for supervision and evaluation. For elective rotations one month or longer in duration, Program Directors must check with their respective RRC’s in determining if a program specific letter of agreement is required as outlined in Policy IX.2 of this manual. Some RRC’s require a letter for each rotation, regardless of duration.
E. Documentation for the Graduate Medical Education Office

Copies of the approval letter and letter of understanding, along with proof of malpractice coverage must be submitted to the Office of Graduate Medical Education at least 30 days prior to the start of the away rotation.

V. SALARY SUPPORT

Funding of Salary support, all fringe benefits and malpractice coverage will remain as fiscally approved by RUTGERS Robert Wood Johnson Medical School unless explicitly stated otherwise in an Affiliation Agreement.

VI. HOUSING, MEALS, AND PARKING

RUTGERS Robert Wood Johnson Medical School will not be responsible for any subsidization for housing, meals, or parking for housestaff while on away rotations. This must be communicated to the rotating house-officer by the Division or Department prior to the initiation of the away rotation. (Individual Divisions or Departments may provide subsidization for housing, meals or parking).

VII. ORIENTATION

RUTGERS Robert Wood Johnson Medical School rotating housestaff should receive instructions as to the policies and procedures of away training Program/Institution. These may pertain to areas of: safety, parking, library availability, cafeteria hours, laundry facilities, on-call rooms and security issues.

Approved by GMEC on 2/14/12