

Section 4	Program Policies & Procedures	Effective:	May 2013
		Revised:	May 2019
Policy 4.4.3.(a)	Visiting Residents 3 – Military Rotators – Non-embedded	Responsibility:	Designated Institutional Official

Visiting Residents 3 – Military Rotators – Non-embedded

Policy The UTHSCSA is ACGME-accredited as a sponsor of Graduate Medical Education (GME) programs. Under the accreditation standards, as well as the regulations of the Texas Medical Board (TMB), The Joint Commission (TJC), and other regulatory bodies, certain rules apply which govern the institution's process for accepting military rotators. While the primary obligation of the institution is the education of our residents, this policy has been developed to add some uniformity of experience and guidance to clinical departments that choose to offer rotations to military residents.

The availability of clinical experiences to military rotators from other programs is at the discretion of individual clinical departments and is based on the departments' availability of resources and preferences. The existence of these guidelines creates no obligation on the part of any clinical department to provide such experiences.

Definitions:

Embedded: These rotators are an integral part of providing patient care for some UT services.

Non-embedded: These rotators are completing rotations that are not dependent on the service of these rotators

Eligibility:

Clinical Rotations of any length may be granted on a case-by-case basis to military rotators who are graduates of a medical school and who are members in good standing in a military GME program within an ACGME accredited institution.

Application Process: Application packet must be received in the GME office no later than 15 business days prior to requested clinical rotation start date.

The application packet consists of the following:

1. Completed Military Rotators Processing Checklist (Policy 4.4.3.1) for UTHSCSA GME Office
2. All documents requested in the checklist

The UTHSCSA program coordinator is responsible for:

1. Receiving and reviewing the packet for completeness.
2. Notifying the appropriate military program coordinator that the packet is complete and the rotation(s) is approved.
3. Forwarding the packet to GME (this indicates that the packet is complete and the UTHSCSA program approves the rotation) and ensuring the packet is forwarded to the GME office in no later than 15 business days of the start of the rotation.

The UTHSCSA GME Office is responsible for:

1. Entering the military rotator's pertinent information into New Innovations (Ni) and ensuring the rotator's Ni file is activated 10 days prior to the start of the rotation.
2. Notifying UHS, VA, military program coordinator, and the hosting program's coordinator that the military rotator is cleared for the approved rotation.

After the military rotator has been cleared, the hosting program coordinator must enter a block schedule into New Innovations for the rotator.

After the military rotator is cleared, he/she must, with assistance from the hosting program coordinator:

1. obtain a photo identification badge from UTHSC Police Office to include access to the MARC and/or CTRC (if necessary),
2. complete all of the required paperwork and training of the facility through which he/she will rotate (i.e., UHS, VAH).
3. Must obtain a resident parking permit from the GME office in order to park at the MARC and/or CTRC (if necessary).

At that time, the military rotator has all of the privileges and responsibilities of all other residents within GME programs sponsored by UTHSCSA. During the rotation period, all bedside and clinical procedures will be performed with direct supervision.

No stipend support, insurance coverage, or housing will be provided by the UTHSCSA or the teaching hospitals.

The rotation packet is valid for the entire academic year; however, residents will be cleared per contiguous rotation within a single hosting program.

Multiple, non-contiguous rotations within the same program require reactivation of the clearance. The hosting program's coordinator must notify the GME office at least 7 business days prior to, but no more than 30 business days in advance of the start of the rotation.

Multiple rotations in different programs require the approval of each hosting program.