

**OFFSITE ROTATION APPROVAL PROCESS**

University of Tennessee  
Graduate Medical Education Program

The purpose of off-site rotations is to provide training experiences outside University of Tennessee (UT) affiliated hospitals or clinical training sites. In order to avail itself of an off-site rotation opportunity, the requesting program must first receive approval from the Designated Institutional Official (DIO).

The Program Director is ultimately responsible for the ability of his/her program to meet ACGME and RRC requirements within UT facilities whenever possible. In order to request an additional training experience outside of UT facilities, completion of the following procedure is required before an offsite rotation may begin:

- 1) At least three months prior to the start of the requested off-site rotation, the Program Director will submit the following documentation to the Office of Graduate Medical Education:
  - (a) Request for Approval of Off-site Rotation Form
  - (b) Program Director Statement
  - (c) Off-site Affiliation Agreement including Acceptance / Waiver of Compensation
  - (d) Goals and Objectives for the rotation
- 2) Upon receipt of completed Request for Approval of Off-site Rotation Form and accompanying documentation, GME staff will present the request to the DIO for approval.
- 3) GME staff will send notice of approval of request to the Program Director when the DIO gives final approval. Likewise, the GME Office will send notice of denial to the Program Director if the request is denied.

## REQUEST FOR APPROVAL OF OFF-SITE ROTATION

The purpose of off-site rotations is to provide training experiences outside University of Tennessee (UT) affiliated hospitals or clinical training sites. As with all resident rotations, clear goals and objectives must be in place and residents should receive mid-point performance feedback and a final written evaluation.

Reimbursement for off-site rotations can only be obtained for rotations that have a valid Off-site Affiliation Agreement including Acceptance / Waiver of Compensation Form in place. Rotations that occur in non-UT affiliated hospitals are not reimbursable. UT cannot provide medical liability coverage for out-of-state rotations.

Submission of the following documentation to the Office of Graduate Medical Education is required before requests will be presented to the appropriate committees:

- 1) Request for Approval of Off-site Rotation;
- 2) Program Director Statement;
- 3) Affiliation Agreement including Acceptance / Waiver of Compensation Form; and
- 4) Written goals and objectives.

Name of Resident(s): \_\_\_\_\_

Name and address of rotation including names of all sites where resident(s) may have contact with patients (practice sites, hospitals, etc.): \_\_\_\_\_

\_\_\_\_\_

Dates of Rotation: From \_\_\_\_\_ To \_\_\_\_\_

Describe the rationale for offering this rotation: \_\_\_\_\_

\_\_\_\_\_

Description of resident activities: \_\_\_\_\_

\_\_\_\_\_

**The University of Tennessee under the provision of the Tennessee Claims Commission Act cannot provide medical liability coverage for out-of-state rotations. The resident and Program Director are jointly responsible for obtaining coverage.**

The required Affiliation Agreement is attached.

For rotations to non-UT affiliated hospitals,  
is malpractice provided by the host institution? Yes \_\_\_\_\_ No \_\_\_\_\_

***Please return the completed forms at least 90 days prior to the start of the rotation to:***  
Office of Graduate Medical Education; 920 Madison Avenue, C50; Memphis, TN 38163

**University of Tennessee Graduate Medical Education  
Program Director Statement  
Off-Site Rotation**

As Program Director of the University of Tennessee Residency Training Program  
in the Department of \_\_\_\_\_,  
(UT COM Dept.)  
I have reviewed this Off-site Resident Rotation for \_\_\_\_\_  
(Name of UT Resident)  
with \_\_\_\_\_, Program Director in the  
(name of off-site Program Director)  
in the Department of \_\_\_\_\_ at the  
\_\_\_\_\_  
(off-site institution name).

We are in agreement that the goals and objectives of this rotation will provide additional training  
experience outside University of Tennessee (UT) affiliated hospitals or clinical training sites.

As with all resident rotations, clear goals and objectives are in place for this offsite rotation.  
Those goals and objectives have been discussed and reviewed with the off-site director who will  
provide on-site supervision for this rotation.

\_\_\_\_\_  
(SIGNATURE - UT RESIDENCY PROGRAM DIRECTOR)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(TITLE)