

Hospital-wide Policy	Title: Incoming Rotators
Issuing Department: Educational Office	Effective Date: December 21, 2016
<p>IMPORTANT NOTICE: The official version of this policy is contained in the Policy and Procedure Manager (PPM) and may have been revised since the document was printed.</p>	

Purpose:

It is the responsibility of each Program Director to select and appoint in-rotating House Officers in accordance with the procedures described below. These procedures are applicable to all in- rotating House Officers processed by the Hospital’s GME office.

The term “in-rotating House Officers” includes physicians, or other graduates of an MD, DO, or DDS program enrolled in an ACGME, AOA or Dental Hospital-sponsored training program such as interns, residents or fellows (hereinafter “in-rotators”).

Each Program has its own criteria and processes for the selection of Trainees.

Eligibility:

Residents from other training ACGME Accredited programs desiring a clinical rotation within our institution may be granted by clinical departments on a case-by-case basis to physicians provided they meet the following qualifications:

- 1) Are graduates of an accredited medical or dental school and are interns/residents/fellows in good standing in a GME program within an accredited ACGME, AOA, or Dental-accredited institution.
- 2) Hold a valid Massachusetts license or they must apply for and be approved for a valid full, limited or dental Massachusetts license prior to the start of rotation.
- 3) Fulfill all Tufts MC rotation documentation requirements.
- 4) ECFMG may have restrictions on outside rotations that would apply to providers on visas. Please contact the GME office for additional information.

Clinical Rotations **may not** be granted to:

- 1) Physicians not currently enrolled as interns/residents/fellows in graduate medical education programs at an ACGME, AOA, or Dental-Accredited Institution.
- 2) Individuals who have not yet graduated from a medical school.
- 3) Individuals who are unable to meet the Institutional, Program, and GME requirements for the rotation.
- 4) Incoming Physicians from outside the US not enrolled in an ACGME accredited training program.

Rotation experiences are not guaranteed and are subject to availability as determined by the Tufts MC program director or, in certain circumstances, the GME Office.

Policy:

In-rotators are expected to follow all Tufts MC departmental and institutional policies. It is the responsibility of every in-rotator to carry an in-house alphanumeric pager regardless of the rotation. Pages must be answered in a timely fashion as soon as current clinical responsibilities allow.

It is the program's responsibility to ensure all documentation is uploaded in New Innovations in a timely manner. Programs must provide pagers to in-rotators and request Smart-web access. Pagers may only be assigned to one in-rotator at a time. For groups or programs having more than one in-rotator coming through their program simultaneously or consecutively, the program will need to obtain an additional pager. It is the program's responsibility to ensure that each in-rotator signs out with medical records, their rotating department, and returns their ID and pager at the end of the rotation to the program coordinator.

Procedure:

If an individual would like to request a rotation at Tufts Medical Center, they must contact the program coordinator at least 12 weeks prior to the start of the rotation.

If the in-rotator is in need of a MA limited license or is on visa, the GME office must be notified immediately. The GME office will require 4-5 months advance notice for any in-rotator in need of a Massachusetts Limited License.

The GME office will notify the coordinator which license application the in-rotator will need and give guidance to visa holders regarding additional documentation required.

If the individual is accepted into a program, the coordinator will send out the rotator packet with the expectation that the in-rotator and Program Coordinator will upload the following items at least 9 weeks before their start date in New Innovations:

- Fully completed 3 page rotator application
- Rotation schedule indicating rotation at Tufts MC (cannot say elective)
- Letter from rotator's PD
- Verification of CORI check being run

- Copy of valid MA license
 - Copy of malpractice coverage (valid during rotation) Proof of MassPat registration (only if the rotator will be prescribing during the rotation, see below under MassPat). ECFMG certificate (if applicable)
 - Health Clearance form
 - Copy of MA controlled substance certificate (if applicable)
 - Copy of Federal DEA certificate (if applicable)
 - Waiver form (if applicable)
 - Copy of visa or permanent resident card (if applicable)
 - LCA (if on an H1-B visa and required)
 - Limited license application (if applicable)
 - eCW and System Access Request (SAR) forms (if applicable)
 - Complete the Mandatory Education
- The in rotator must be cleared by the GME office no later than 3 business days prior to the start date or the start date will be delayed.
 - The program coordinator will review the documentation and will be responsible for uploading the documents via a new innovations checklist. . The following items will be assigned via checklist for the Program Coordinator to upload: the Program Coordinator supplemental form, proof of systems access form, NPI verification, Employee Health clearance and the Tufts MC program director letter to the GME office.
 - The program coordinator initiates the request for the in-rotator to be listed in Smart-web, Outlook, and the System Access Request (SAR) form.
 - The Program Coordinator will order the in-rotator a pager and send the pager number to the GME office.
 - Once the GME office processes the documentation they will, request an SMS number from Medical Records, and request Veriphy access once an SMS number is generated.
 - The GME office will request a temporary DEA from pharmacy (if applicable).
 - After the rotation is complete the in-rotator must complete a sign out with medical records, their rotating department, and return their ID and pager at the end of the rotation to the program coordinator.
 - The program coordinator will forward the sign-out to the GME office to complete the process via checklist collection.

If an in-rotator is requesting a second rotation in a different department, two different applications are required; one for each rotation.

MassPat:

If an incoming in-rotator holds a limited license and will be issued a temporary hospital DEA he/she will be required to register with MassPat, updating their profile with the Tufts DEA# and listing the Tufts Medical Center Program Director as their Supervisor prior to starting the rotation.

At the end of the rotation the Tufts Medical Center Program Director can log into MassPat and delete the in-rotator.

References *(if applicable)*

- Instructions and Documents for Tufts MC Program Coordinators
- Instructions and Documents for Rotators
- Employee Health Clearance Form
- Mandatory Education for Rotators