

## **PROCESS FOR OFFSITE ROTATION REQUEST**

If the resident/fellow is rotating to an offsite location for an educational experience, please follow the steps below:

- 1- **Elective Rotation:** If this rotation is listed on your block diagram as an elective, a PLA is not required by UMMC unless the receiving site requests it, so please check with them then go to step 8.
- 2- **Required learning experience:** If this rotation is listed on your block diagram as a required learning experience, and you have a current affiliation agreement, please proceed to step 8.
- 3- **New site for a required rotation:** Please send a completed [New Affiliation Request](#) form to Maureen Hyson [mhyson@umm.edu](mailto:mhyson@umm.edu), GME Director, for review.
- 4- **The Program Director will be required to present the request at a GMEC meeting for their approval.**
- 5- Following the GMEC approval, if RRC approval is required for your specialty/sub-specialty, please forward the educational rationale for the new site along with your revised block diagram to Maureen Hyson [mhyson@umm.edu](mailto:mhyson@umm.edu), GME Director, for review by the GME Leadership Team **BEFORE** you submit any documents into ADS.
- 6- Once GMEC (and RRC) approvals are secured, the program coordinator will work with Haidy Nagib [hnagib@umm.edu](mailto:hnagib@umm.edu) to complete the affiliation agreement and continue to step 8.
- 7- The Program Director will add the site in ADS (or your program's accrediting body page), upload the executed affiliation agreement and update the block diagram if needed.
- 8- J1 Visa holders
  - a. If the site is listed as a participating site in ADS (or your program's accrediting body page), please proceed to step 9.
  - b. If the site is not listed in ADS, please send a completed '[Notification of Off-Site Rotation/Elective](#)' Form to Serena Roach [serenaroach@umm.edu](mailto:serenaroach@umm.edu), then follow step 9.
- 9- Please complete an [Offsite Request Form](#) and send it along with the supporting documents to Haidy Nagib [hnagib@umm.edu](mailto:hnagib@umm.edu).

**This form must be completed for all outside rotations (NOT within UMMC) even if a malpractice certificate is not required by the other site.**