Children's National

INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY

SUBJECT: Rotating Trainee Policy **DATE EFFECTIVE:** July 1, 2022

POLICY: Rotator

I. PURPOSE:

The Children's National Hospital (CH) welcomes visiting trainees from other institutions and offers the opportunity to participate in clinical rotations at CH. Approval for rotations at CH is at the discretion of the CH rotation director or their designee. This policy outlines the documents required by CNH and the requirement for an active District of Columbia (DC) Medical Training License (MTL), Medical Training Registration (MTR) or full license from the DC Board of Medicine

II. DEFINITIONS:

Rotating Resident: resident or fellow from an outside institution participating in clinical learning experiences set forth in the sending program's curriculum in accordance with the accreditation and certification body for that discipline. The rotation ranges from 2 weeks to 12 months with the goal of receiving clinical experience in pediatrics at CH which provides part of the trainee's required learning experience and contributes to their educational preparation as a future health care professional.

III. POLICY:

Sending institutions must have an institutional affiliation agreement and current Certificate of Insurance (COI) prior to sending a rotating resident to CH. A Program Letter of Agreement (PLA) between the sending and receiving training programs is required prior to sending a rotating resident to CH.

Requirements for residents applying to participate in a clinical rotation include:

- The resident must be in good standing at their sponsoring institution,
- The sponsoring institution must continue to provide salary and benefits while the resident is on rotation at CH unless exceptions are documented in the affiliation agreement.
- The sponsoring institution must provide malpractice coverage for the rotation unless exceptions are documented in the affiliation agreement,

- Rotators must submit all documents via the MedHub system and complete all required training modules 30 days prior to the start of the rotation,
- The visiting resident from training programs outside DC must be approved for a Medical Training Registration (MTR) prior to the start date of the rotation. Residents from DC training programs must hold a valid DC Medical Training License (MTL) or full DC license.

IV. PROCESS:

- By May 1st of each year or at least 60 days prior to the start of the rotation, the CNH Program Administrator obtains rotating resident information and rotation dates on the GME provided template for incoming rotators, and with the approval of the CH rotation director, sends template to GME Coordinator. The information includes their full name, email address, PGY level, rotation start and end date, home program and the name of the CH division where the rotation will occur. All returning rotators must be included on the list as they are required to reapply annually.
- The GME operations lead ensures the sending institution has an active affiliation agreement and COI and the training program has an active PLA. The GME operations coordinator will request these documents as necessary.
- The GME Coordinator completes the following tasks:
    - sends the MedHub application to the rotating resident along with a welcome email,
    - enters the required information into People Soft which generates the Employee ID (EID),
    - assign a Provider ID (PID),
    - confirm the NPI and Taxonomy number,
    - assign the CNH institutional DEA number,
    - assign the CNH institutional CDS number,
    - confirm the active MTR, MTL or full license from the DOH website.
        - Take a picture of the license and enter in MedHub.
        - Document the license number, issue date, expiration date and license type
        - Notify the Operations Lead for status check on all pending MTR by the 15th day of the month preceding the rotation.
- The visiting resident completes the application documents, reads instructions, and completes training modules prior to the rotation start date. The GME Coordinator monitors compliance.
- The GME team reviews the application in MedHub annually to ensure all forms and modules meet current onboarding requirements.
- GME Coordinator reviews all application documents submitted by the trainee for 100% completion.
- Verity Process
    - Confirm trainee does not have an existing account
    - Add new trainees (House Staff)
    - Enter Personal Information including the first/last name, title, DOB, SSN, NPI,

PID and EID
    - Enter Address includes home address, phone and email
    - Enter Credentials (Number, Issue Date, Expiration Date)
        - DC license – DC BOM
        - DC CDS – DC BOM – use CNH institutional CDS
        - Federal DC DEA (select DEA) use institutional DEA
    - Enter Facilities
        - Department 26000
        - Staff Status Rotating Resident
        - Appointment Date – date entered in Verity
        - Reappointment Date – license expiration date or rotation end date (whatever comes first)
    - If rotator has an existing account, update all information
- DOH Attestation: Operations Lead sends attestation to DOH for upcoming rotations on the 15th of the month preceding the rotation
- Clearing Trainees for Rotation: The GME Coordinator will review all documentation and license status before final clearance is provided to the rotator and rotation director.
    - If the trainee(s) are not cleared the GME Coordinator will notify the trainee(s), Rotation Director and Program Administrator
    - The Trainee will be required to e-sign the non-clearance letter.
    - The non-clearance letter will be saved in the trainees MedHub file (forms and files) and noted in the certifications comment section.
    - If the rotating resident cancels or reschedules the rotation, the information is updated in MedHub and on the Microsoft Teams spreadsheet.
    - If a rotation is cancelled after the 15th of the month the GME Coordinator also notifies the Operations Lead immediately.
- Parking and Badges
    - At least two weeks prior to start date, GME sends badge template to parking office and cc's Program Administrator
    - Badges are to be picked up by the program administrator for all trainees who are cleared to start rotation

V. APPROVAL:

Approved by:



Vice Chair and DIO

5/8/2024

Date

VI. REVIEW OR REVISION DATE:

Approved by the GMEC: June 15, 2022
Modified and Approved by GMEC: September 13, 2023
Reviewed and Approved by GMEC: May 8, 2024