Policy Statement

Residents/fellows may request permission to spend a portion of their training at non-affiliated sites for clinical experience, observation, or research. All such requests must comply with the UMMS policies and individual ACGME RRC program requirements concerning attendance in required rotations, didactic activities and continuity clinic, as applicable. Residents/fellows must also review and comply with all site requirements.

To participate in an offsite elective, residents/fellows must complete an Outside Elective Request Form approximately 8-12 weeks prior to the elective and secure approval from the site supervisor, the UMMS Program Director and the UMMS Office of Graduate Medical Education. There must also be a separate agreement between UMMS and site that authorizes the UMMS resident(s)/fellow(s) to be at the host facility, signed by the GME Office and an authorized site official.

During outside electives, residents and fellows remain employees of UMass Medical School subject to UMMS GME Personnel Policies. They also remain subject to UMass Memorial Medical Center Policy # 1080 - Occurrence (Incident) Reporting Policy and are required to notify the Claims Management Department of the occurrence of any events.

Residents and fellows may NOT use their UMass DEA number to write prescriptions during outside elective rotations. Upon return to UMass, residents/fellows may be subject to Employee Health clearance and infectious disease screening.

Reason for Policy
Residents and Fellows may request permission for away electives for a variety of reasons including, but not limited to, audition for fellowships or employment following UMMS training, clinical experience that is not available at UMass Memorial, global/comparative clinical experiences, and personal or family issues. Institutional oversight of outside electives can help to ensure the educational value of these experiences and compliance with all related regulations.

The Massachusetts Limited License is valid ONLY in the sponsoring institution (UMass Memorial) and affiliated training sites. It is valid in a teaching hospital that sponsors their own ACGME accredited training programs. There are additional requirements of the ECFMG and other entities for residents on visas.

**Entities Affected by This Policy**

- All UMMS residents and fellows in ACGME accredited and non-accredited programs.
- All UMMS residency and fellowship program directors and coordinators

**Related Documents**

UMMS International Travel Guidelines: [https://www.umassmed.edu/international-support-services/international-travel/travel-guidelines/](https://www.umassmed.edu/international-support-services/international-travel/travel-guidelines/)

UMass Memorial Medical Center Policy # 1080 Occurrence (Incident) Reporting

GME OUTSIDE ELECTIVE REQUEST FORM

UMMS GME PROGRAM LETTER OF AGREEMENT

**Scope**

1. This policy is for all outside electives undertaken within the scope of a Fellowship or Residency.

2. The policy does NOT apply to conference-related travel. However, conference attendees must register travel per UMMS travel policy requirements.

3. The policy does NOT apply in connection with purely voluntary experiences undertaken on one’s personal vacation/non-academic time and without any university funding or administrative support.

4. An Outside Elective must also comply with any specialty-specific policy for outside training experiences, including any terms regarding:
   - Maximum length of time away. This maximum may be stated per year or for the duration of the training program.
• Requirements for continuity clinic, night/weekend call and didactic experiences during away rotations
  • **Program-specific requirements**
  • Limitations, if any, as to when away rotations may be taken
  • Note: Any request for outside elective time exceeding two months in a single academic year must be approved by the Associate Dean for GME.

2. The resident/fellow must:
   • be in good standing, as determined by the Program Director
   • have completed all medical records at the time of application for the away elective
   • have completed all required evaluations.

### Responsibilities and Procedures

1. **Request**:
   a) The resident/fellow must complete the GME **Outside Elective Experience Request Form** and send documentation of acceptance from the supervising physician to the GME Office **a minimum of 8 weeks prior to the anticipated start of a domestic rotation; 12 weeks prior to the anticipated start of an international rotation**.
   b) The documentation must include:
      • detailed description of the rotation (including amount of time and summary of clinical and/or research responsibilities)
      • whether the experience is in an ACGME accredited program
      • educational goals and objectives of the rotation
      • official(s) responsible for resident education and supervision
      • inclusive dates of the rotation
      • agreement for the supervisor and resident to complete an end of rotation evaluation form.

   **Note:** Failure to complete an evaluation after an elective will result in no credit.

2. **Request Review & Approval**:
   a. The Program Director must review and approve each request for an outside elective in accordance with the program specific policy.
   b. All requests for electives in non-accredited training programs (including international experiences) must also be approved by the Associate Dean for Graduate Medical Education, as well as the Director of Claims Management.

3. **UMMS-Site Agreement**:
   a. Unless covered by an active Affiliation Agreement, a separate agreement between UMMS and the host site must be in place prior to the elective.
   b. For student-led and one-off electives at international or domestic sites, a rotation-specific Program Letter of Agreement (PLA) must be completed.
You can either work with GME to customize the UMMS template PLA to align with rotation details, or you can provide a copy of the site PLA for UMMS review.

a. Note: If the site requires that its own PLA be used for the rotation, a copy must be submitted to the GME Office for review prior to any UMMS signature

c. All PLAs must be approved by the UMMS Program Director and the Associate Dean or Administrative Director for GME and signed by an authorized person at Site and UMMS.

d. A PLA may be required even if the sponsoring organization is an NGO/non-clinical site (with certain modifications.) Contact the GME office (508) 856-3250 with questions.

e. **Note: It is strongly advised that travel bookings (e.g., purchase of plane tickets) not be finalized until an approved agreement is signed by both parties. There is no guarantee that both institutions will be able to agree on provisions stated in the PLA.**

### 4. Travel & Logistics:
- In compliance with the UMMS Travel Guidelines, all **overnight, out of state travel** on behalf of UMMS, **whether domestic or international**, must be registered and approved through the UMMS travel registry system: [https://travelregistry.umasscs.net/](https://travelregistry.umasscs.net/).
- Once approved, registered travel farther than 100 miles from home is covered by the **UMass Travel Assistance Policy**, which includes medical evacuation coverage and 24/7 on-call support.
- For rotations outside of Massachusetts, the resident/fellow is responsible for obtaining all necessary licensure and documentation.
- Residents and fellows on J1 or H1B visas or other work authorization documents must be fully compliant with visa requirements regarding location(s) of training. Contact the Immigration Services Office to ensure proper notification of the ECFMG or other relevant parties.

### 5. Evaluation:
- Site supervisors must complete the Program-specific evaluation form.
- All resident/fellow must complete on-line evaluations including rotation evaluations and duty hour reports.

### 6. Return to Work: Return to duty is subject to UMMMC post travel requirements for physicians, particularly if travel was to a country subject to a Level 2 or 3 CDC Travel Notice.

**Approvals**
Responsible Policy Administrator
Deborah DeMarco, Assoc. Dean for Graduate Medical Education

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