The majority of resident and fellow clinical training occurs at UMass Memorial Medical Center and affiliated teaching sites of UMass Medical School. 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. The residents/fellows must also review and comply with all site requirements.

A GME Program Letter of Agreement signed by the site supervisor and the authorized institutional official, the UMMS Program Director and the UMMS Office of Graduate Medical Education is required. All requests for international rotations must also comply with the UMMS Policies and Procedures for international work-related travel posted on the International Support Services website [https://www.umassmed.edu/international-support-services/](https://www.umassmed.edu/international-support-services/).

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.
In compliance with the UMMS Travel Policy, all out of state travel including both domestic and international travel must be registered and approved. Please refer to the registration link for Terra Dotta: https://travelregistry.umasscs.net/ for details about UMMS Travel registration.

Definitions

UMMS International Travel

Travel by UMMS community members is considered UMMS International Travel if one or more of the following applies:
- The travel is in the course and scope of employment at UMMS.
- It is financed, in full or part, through UMMS funding, scholarship, or sponsorship
- It is credit-bearing, or the travel is necessary for meeting a training or degree requirement
- It is sponsored, arranged, or administered by the UMMS, or by UMMS faculty or staff members.
- The travel is directly related to a UMMS sponsored grant or contract.
- The travel is outside of the 50 U.S. States – travel to U.S. protectorates and territories is considered foreign travel

Examples of UMMS International Travel include, but are not limited to:
• UMMS funded or administered travel for research;
• Travel to international conferences paid for using department or faculty funds;
• Teaching or clinical training at a foreign location where the travel or time is paid for (at least in part) by UMMS: and
• International volunteer humanitarian or service trips led or organized by UMMS faculty or supported as part of a pathway or training program.

Travel in connection with purely voluntary experiences undertaken on one’s personal vacation/non-academic time and without any university funding or administrative support is not considered UMMS travel and does not need to be registered. Contact InternationalSupportServices@umassmed.edu if you have a question as to whether your travel must be registered and/or whether and to what extent your travels are covered by University travel assistance insurance.

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, personal or family issues. A rotation to a non-hospital site may require a distinct agreement in order to include the rotation time in the UMMS IRIS report for Medicare reimbursement. 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. Institutional oversight of outside electives can help to ensure the educational value of these experiences and compliance with all related regulations.

**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.

The policy does not apply to conference related travel, however conference attendees must register international travel on the UMMS International Travel Registry.

**Related Documents**

UMMS Travel Policy: https://www.umassmed.edu/international-support-services/international-travel/travel-policy/

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

GME OUTSIDE ELECTIVE REQUEST FORM

UMMS GME PROGRAM LETTER OF AGREEMENT

**Scope**

1. Each residency and fellowship program should have a program specific policy that establishes clear rules for program approval of outside training experience that is consistent with RRC training requirements. The policy should address the following:
   - 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
   - Limitations, if any, when away rotations may be taken
   - Requests for more than two months of away electives during a single academic year must be approved by the Associate Dean for Graduate Medical Education.

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.

3. 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.
Responsibilities and Procedures

Residents and fellows must submit request for all outside rotations or experience (both domestic and international) with program director approval to the Office of Graduate Medical Education to process.

1. The resident/fellow must complete the GME Elective Experience Request Form and provide 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.** 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. Failure to complete an evaluation will result in no credit

2. The Program Director must review and approve each request for an away rotation in accordance with the program specific policy.

3. All requests for electives in non-accredited training programs (including international experience) must also be approved by the Associate Dean for Graduate Medical Education and the Director of Claims Management.

4. Once authorization is approved by GME, residents/fellows must register on the University of Massachusetts Travel Registry website for any out of state domestic OR international rotation. [https://travelregistry.umasscs.net/](https://travelregistry.umasscs.net/)

5. If an there is a valid program letter of agreement already in place, an addendum must be provided noting the name, program and program level of the resident/fellow and the exact dates of the experience.

6. Residents on visas or work other authorization must contact the Immigration Services Office to ensure proper notification of the ECFMG or other relevant parties.

7. All resident/fellow on-line evaluations including rotation evaluations and duty hour reports must be complete.

8. **Prior to the rotation,** a GME Program Letter of Agreement must be completed and signed by the UMMS Program Director and the Associate Dean or Administrative Director for GME and the site supervisor and authorized site director. This documentation **may be required even if the sponsoring organization is a separate NGO.** A copy of the agreement between the NGO and site may be also be required.

9. If the sponsoring institution requires its own PLA for this rotation, a copy must be submitted to the GME Office for review prior to signing. **It is strongly advised that travel plans (e.g. purchase of plane tickets) not be finalized until a GME Program Letter of Agreement is signed by both parties.** There is no guarantee that both institutions will be able to agree on provisions stated in the PLA.
10. For rotations outside of Massachusetts, the resident/fellow is responsible for obtaining all necessary licensure and documentation.

**Approvals**

![Signature]

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

10/17/2007

Date
Revised 8/12/2008
Revised 3/16/2010
New Occurrence (Incident) Report Policy 8/27/2012
Revised 8/30/2013
Revised 12/71/2017
Revised 7/31/2018