

	Johns Hopkins Medicine Graduate Medical Education Policies and Forms	<i>Policy Number</i>	P&F016
		<i>Effective Date</i>	03/15/2018
	<i>Subject</i> Resident/Clinical Fellow Rotation Agreement Policy	<i>Page</i>	1 of 2
		<i>Supersedes</i>	02/01/2014

Keywords: clinical fellows, residents, rotation agreements, rotation policy

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I. POLICY

Training of residents and fellows in ACGME-accredited programs of the Johns Hopkins University School of Medicine is under the direct control of the Program Director, in accordance with the policies of the GMEC, the ACGME and other regulatory agencies. When training is provided outside the Primary Clinical Site, agreements must be established between the Participating Institution and the Johns Hopkins University on behalf of its School of Medicine and between the Program Director and the Local Program Director to assure compliance with the requisite policies and regulations. This policy describes how such agreements shall be executed.

II. DEFINITIONS

Program Director	A single faculty member, approved by the ACGME, with authority and accountability for the operation of the program.
Local Program Director	A medical staff member, approved by the Program Director, at each participating site who is accountable for resident education.
Primary Clinical Site	The hospital at which a program is based.
Participating Institution	A hospital or other clinical site, separate from the Primary Clinical Site, which has entered into an agreement with the JHUSOM, in order to provide clinical training to residents or fellows.
Standard rotation	A training experience outside of the Primary Clinical Site which is utilized by most or all of the trainees and appears in a block diagram of the usual training program.
Elective rotation	A training experience outside of the Primary Clinical Site which an individual trainee selects to fill elective time and which is not usually utilized by the program.
Program Letter of Agreement	An agreement predominately between the Program Director and the Local Program Director specifying the manner of training and evaluation to be provided at the Participating Institution. Effective March 15, 2018, JHUSOM joined the registry of users for the AAMC Uniform Terms and Conditions for Program Letters of Agreement.
Host Institution	Institution or clinical site providing training as an Elective rotation.
Preceptor	Individual overseeing the training of a resident/fellow on an Elective rotation.

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III. PROCEDURE

A. Standard Rotations

- For each Standard rotation, a Program Letter of Agreement, which attaches and incorporates the AAMC Uniform Terms and Conditions for Program Letters of Agreement, shall be executed. All elements, except the “Other Modifications or Exceptions to the AAMC Uniform Residency Training Terms and Conditions” area, must be completed. A rotation description, including ACGME competency-based goals and objectives, evaluation methods and any other requirements such as required conference attendance, must be attached to this agreement.

A completed Program Letter of Agreement with signatures of the Program Director, Local Program Director and appropriate persons at the Participating Institution, shall be submitted to the GMEOffice@jhmi.edu in accordance with the Electronic Agreement Processing Procedures for approval.

B. Elective Rotations

- For an Elective rotation, the REQUEST FOR ELECTIVE ROTATION OUTSIDE OF TRAINING PROGRAM’S STANDARD ROTATIONS (Elective Rotation Out) shall be executed. The completed form, with the signatures of the Program Director and the Preceptor (and if appropriate, other representatives of the Host Institution) shall be submitted to the GMEOffice@jhmi.edu for approval. For out of state rotations, the resident or fellows will need to provide evidence that the appropriate out-of-state medical licensure has been obtained.

C. Malpractice Insurance

- The Johns Hopkins University School of Medicine shall provide and maintain professional liability insurance covering residents rotating another institution in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate per year, unless alternative agreements have been made; such agreements must be approved by Senior Claims Counsel in the Johns Hopkins Health System Legal Department.

IV. ROTATORS TO JOHNS HOPKINS MEDICAL INSTITUTIONS FROM OUTSIDE SPONSORS

Because ACGME standards require the program sponsor to obtain and maintain rotation agreements for their trainees, outside sponsors often have their own policy and forms for rotation from their programs. Those forms should be filled out and submitted to GMEOffice@jhmi.edu, in the same manner as forms for rotations out. They will be reviewed by the Legal department and returned either with a request for modifications or with completed JHUSOM signatures. Outside sponsors may also bypass the need for legal review by using the PLA template linked to the AAMC Uniform Terms and Conditions for standing rotation or our standard forms for an **Elective Rotation Into JHH** or an **Elective Rotation Into JHBMC**.