

Operating Policy	
<b>TITLE:</b> Outside Rotations	
<b>ISSUING DEPARTMENT:</b> Graduate Medical Education Committee, Creighton University School of Medicine-Phoenix	<b>ORIGINALLY ISSUED:</b> 12/01/25
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## PURPOSE

Provide all Creighton University School of Medicine-Phoenix (CUSOM-PHX) programs with valid and fair process on the conditions which allow outside rotations to be included in graduate medical education programs.

## SCOPE

The policy applies to all CUSOM-PHX sponsored training programs that are Accreditation Council for Graduate Medical Education (ACGME) accredited or meet the criteria in the Non-ACGME Accredited Program Policy.

## DEFINITIONS

**Elective Rotations:** An HSP-chosen clinical, educational, or research rotation approved by the Program Director as part of the curriculum. Designed to allow residents to pursue individual interests, subspecialty exposure, research, or unique learning opportunities.

**House Staff Physician (HSP):** Any resident or fellow in a CUSOM-PHX GME program.

**Outside Rotations:** Also known as Away or Extramural Rotations. A clinical, educational, or research experience either required or elective for HSPs, that occurs outside of Valleywise Health or St. Joseph's Hospital and Medical Center.

**Program Letter of Agreement (PLA):** A mandatory document between a Program and a participating site other than the sponsoring institution. It defines the responsibilities of both parties to ensure a suitable educational experience, outlining educational goals, faculty supervision, resident responsibilities, clinical content, and evaluation methods.

**Required Rotations:** Clinical, educational, or research experiences that are required by ACGME specialty specific requirements.

**Selective Rotations:** A rotation where HSPs choose from a pre-approved list of rotations that meet the program's curriculum requirements.

## PROCEDURE

To support the educational mission of the Creighton University School of Medicine-Phoenix and its graduate medical education (GME) programs, the institution may enter into affiliations with external organizations. Rotations occurring outside of St. Joseph's Hospital & Medical Center (SJHMC) and Valleywise Health (VW) are considered outside rotations and are subject to review and approval by the GME Office and oversight by the Graduate Medical Education Committee (GMEC).

### GME Office

#### A. Justification and Approval Requirements

All outside rotations must be accompanied by a clear justification explaining why the experience is necessary. Approval is contingent on the following educational criteria:

1. *Educational Value:* The rotation must provide a high-quality educational experience that meets defined curricular needs of the training program.
2. *Gap Fulfillment or Enrichment:* The rotation must:
  - a. offer required educational content or experiences not available at SJHMC or VW or
  - b. serve to complement and enrich the existing curriculum in a meaningful way.
3. *Accreditation Alignment:* The proposed rotation must align with the specialty-specific

requirements established by the ACGME Review Committee (RRC) or the applicable specialty accrediting board.

- B. **Audition Rotations:** Rotations intended primarily as audition experiences for potential employment will only be permitted if they meet the educational requirements stipulated above.

### **Program**

- A. Programs must ensure that all outside rotations do not duplicate regularly available rotations.
- B. Each program must develop a written policy on HSP participation in outside rotations. All program outside rotations policies must also meet the GME Office criteria outlined above.
- C. Program policies must include:
1. The criteria for HSP participation in outside rotations.
  2. The evaluation process for HSPs as part of the rotation.
  3. The description of how the level of supervision for the HSP will be determined for the rotation.
  4. Clarification if HSPs in the first year of their residency or fellowship program will be allowed to participate in an outside rotation.
  5. Clarification of the total number of elective rotations that a HSP will be allowed to participate in.
  6. Procedure for approval of goals & objectives.
  7. Process for ensuring PLA is executed prior to HSP beginning rotation.
- D. Clinical rotations - If residents will be engaging in clinical work during a required outside rotation, the site must be formally designated as a participating site in the ACGME's ADS, as applicable.
- E. Research rotations - the Program must ensure:
1. The work is educational and supervised appropriately.
  2. That work hours are tracked as applicable.
  3. The research activity aligns with the program's scholarly activity expectations.
- F. The quality of all Outside Rotations should be reviewed at least annually through the Program Evaluation Committee (PEC).  
Programs must verify that rotational experience meets all requirements for credit as defined by their specialty board and/or ACGME RRC or other specialty accrediting board. This verification must be completed prior to submitting the rotation request to the GME Office.

### **Approval of New Outside Rotations**

1. At least three months prior to the start of the requested off-site rotation, the request for Approval of Outside Rotation Form, including goals and objectives for the rotation, must be submitted to the GME office.
2. GME staff will process, review, and either return for modification/clarification, approve or deny the request.
3. The rotation experience will be presented to GMEC for oversight. If not approved by GMEC prior to the start of the rotation, the HSP's rotation will need to be re-scheduled.
4. A PLA is required to be approved to start; if not approved by the start of the rotation, the HSP's rotation will need to be re-scheduled.
5. For International rotations, once the site agrees to the terms in the PLA, the HSP must obtain all appropriate insurance coverage and register the experience with the [Creighton University Global Engagement Office](#).
6. *Selective Rotations:* In addition to procedure requirements outlined in steps 1-5, programs will:
  - a. Ensure selectives are reviewed at least **once** by the GMEC.
  - b. Review selective curriculum updates as part of the Annual Program Evaluation (APE).
  - c. Ensure **Program Letters of Agreement (PLAs) are up to date.**

7. *Elective Rotations:* In addition to procedure requirements outlined in steps 1-5,
- a. **Case-by-Case Approval:** GME Office will review elective rotations outside the primary clinical sites to ensure it meets justification requirements (Educational Value, Gap Fulfillment or Enrichment, Accreditation Alignment)

**ADMINISTRATION AND INTERPRETATIONS**

The Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix is responsible for the administration of this policy and may interpret its provisions as needed.

**AMENDMENTS OR TERMINATION OF POLICY**

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern. The University reserves the right to modify, amend or terminate this policy at any time.

**Outside Rotations Summary Table**

Aspect	Selective	Elective
<b>Type</b>	Resident picks from a program-approved list	Typically resident-initiated rotation
<b>GMEC Oversight</b>	Reviewed by DIO when curriculum is created or updated; no ongoing per-resident approval needed.  GMEC reviews when rotation is initiated.	Requires GME Office approval per resident per rotation.  GMEC tracks and monitors the number and type of outside electives at least annually.
<b>Program Letter of Agreement</b>	Required for all selectives per resident at outside site	Required for all electives per resident at outside site
<b>Monitoring</b>	Performed by program as part of APE curriculum review.  The quality should be reviewed at least annually through the program’s PEC.	GMEC must track each occurrence and ensure compliance.  The quality should be reviewed at least annually through the program’s PEC.