

**University at Buffalo
Office of Graduate Medical Education**

**Offsite Rotation Approval Process
Revised February 2008**

The University at Buffalo ("UB") and its sponsored resident training programs are committed to the provision of educational content and experience in accordance with the guidelines, policies and procedures set forth by the relevant accrediting bodies. This may require, or provide elective opportunities for, rotations outside the UB affiliated teaching hospitals.

All resident rotations to sites outside UB affiliated teaching hospitals ("Offsite Rotations"), whether required or elective, must be approved by the UB Graduate Medical Education Committee ("GMEC") prior to the start of the resident rotation(s) to the site(s). The GMEC *Sub-Committee for Resident Offsite Rotations* ("*Sub-Committee*") reviews all program requests for Offsite Rotations prior to final action by the GMEC.

The primary purpose of an Offsite Rotation is to meet mandated training requirements that cannot be satisfied within UB affiliated teaching hospitals. The Program Director is ultimately responsible for the ability of his/her program to meet accrediting body and/or RRC requirements within UB affiliated teaching hospitals whenever possible. In the event that training requirements cannot be satisfied within these hospitals, the Program Director must request approval for the rotation at least three (3) months prior to the anticipated start date of the rotation(s).

Procedure:

- At least three (3) months prior to the anticipated start date of the rotation;
 - The Program Director should submit the ***Program Director Request for Approval of Resident Offsite Rotation Form*** together with the appropriate documentation / information as indicated on the form for the type of rotation requested.
- Upon receipt of complete information from the Program Director, the Office of Graduate Medical Education ("GME") will submit the request to the Sub-Committee for consideration
- At least one (1) week prior to each GMEC meeting, the Sub-Committee will prepare a summary report of recommended approvals/denials of Offsite Rotation Requests for consideration by the GMEC. Program Directors whose requests are recommended for denial will be offered the opportunity to speak at the next GMEC meeting to defend their request.
- After consideration and discussion of all requests, the GMEC will vote on the action to be taken for each request. A written summary of the GMEC decision will be provided to the Program Director within one week of the GMEC meeting.
- The Program Director is responsible for any follow-up reporting / action requested by the GMEC