

**KAWEAH HEALTH
EMERGENCY MEDICINE RESIDENCY PROGRAM
Away Elective Policy**

Revised 5/20/2023

Purpose

To outline the guidelines and procedures for away elective rotations.

Policy

An elective is defined as an educational experience approved for inclusion in the program curriculum and selected by the PGY-3 EM Resident in consultation with the program director or designee; an Away Elective rotation is done at an institution other than the sponsoring or affiliated institutions of the residency program. Requests for such rotations must be submitted in writing by the resident at least four months and ideally six months prior to the rotation start date to provide sufficient time for processing and required program approval, and to ensure proper reporting (e.g. Medicare reimbursement). Approval must be obtained by the EM program director or his/her designate. The agreement policies may have to be approved by the Director of GME, DIO and/or the legal department of Kaweah Health.

Procedures

All residents considering away rotations must first complete the required paperwork and submit according to the published deadline to the EM coordinator. When scheduled for an Away Elective rotation, arrangements are the responsibility of the resident, including obtaining an out-of-state temporary medical license if necessary, travel and lodging, etc. The resident must obtain a copy of the away site's contract for the required approvals. The EM program will submit a copy of the away site's contract to the GME director and DIO for review and approval. If arrangements are not complete, the resident will have to choose another away rotation that already has appropriate paperwork or is located on the Kaweah Health Campus. If the resident is unable or cannot fulfill the requirements needed to arrange for an elective (not because of delays from the elective institution), the program director will meet with the resident to reach a decision about the away rotation.

Such Away Elective rotations should have as their primary goal an educational focus that cannot be obtained at Kaweah Health Medical Center. During the elective rotation, Kaweah Health will continue to pay the resident's salary, benefits, and malpractice insurance as currently provided. The resident may not receive compensation for clinical activity from the elective site during the rotation. All other associated expenses (housing, meals, travel, immunizations, background checks etc.) will be the responsibility of the resident/fellow. Additional malpractice insurance beyond the current coverage will not be provided by the facility.

Residents must complete an elective request form to include the subspecialty rotation name, the supervising attending, and complete mailing address, contact information, and email address. Prior to the rotation, the resident must submit the rotation curriculum, Goals and

Objectives for the rotation and a confirmed schedule in writing that is approved by the supervising physician. The date-specific schedule must include all duty hours and planned educational conferences. (Goals and Objectives must be written in the form of the EM program's Goals and Objectives for rotations and must include the name of the teaching attending and the chain of command.) Also, an evaluation for the rotation must be written prior to travel.

Elective rotations to countries either on the U.S. State Department's Travel Warning list http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html or those with U.S. Treasury OFAC restrictions will not be permitted.

Methods

Step 1:	Read the Policy, choose elective, complete the request form. These can be found at Electives and Selectives Kaweah EM
Step 2:	Contact site for supervising attending, curriculum, and PLA.
Step 3:	Submit the completed Away Elective request form to the EM office at least four months prior to the rotation start date. For rotations with existing agreements with Kaweah Health, forms need to be submitted at least two months prior to the rotation start date. Submit the PLA, with Goals and Objectives to the EM Program as far in advance as possible.
Step 4:	
Step 5:	If no Goals and Objectives are available, the resident must write them and have them approved by the Program Director or his/her designee.
Step 6:	Begin the process for obtaining an out-of-state temporary license, if necessary.
Step 7:	
Step 8:	Upon receipt of all written documentation and the approval the DIO, the EM office will verify approval with the accepting facility.
Step 9:	Two weeks prior to departure, confirm with the program office that all arrangements are complete, including a phone number where the resident can be reached during regular business hours.
Step 10:	Upon completion of the Away Elective, the EM office will send to the away program an evaluation for completion.

ADD PLA TEMPLATE FROM SHARED DRIVE