

Augusta University  
House Staff Policies and Procedures

Policy

HS 5.0 Clinical Rotations

Source

Graduate Medical Education Office

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1.0 Purpose

To define the procedures that govern situations where House Officers leave Augusta University premises for clinical educational experiences and for non-Augusta University House Officer physicians who come to Augusta University for educational purposes.

2.0 Procedure

This policy does not apply to medical students applying for elective rotations at Augusta University. All questions regarding medical student rotation should be referred to the Office of the Associate Dean for Curriculum at extension 1-3218.

Augusta University Graduate Medical Education House Officers performing off-site rotations:

2.1 Clinical educational experiences which last for thirty days or less and are not to be repeated:

2.1.1 A Letter of Agreement is required.

<https://www.augusta.edu/colleges/medicine/residents/programletterofagreementplatemplate010621.docx>

Process must be started at least 30 days prior to the start of the clinical educational experience. The Graduate Medical Education Office must have a copy of each clinical rotation Letter of Agreement on file.

2.1.2 The Clinical Rotation memo is initiated by the Department Chairperson or Program Director of the House Officer's program, forwarded to the DIO and Dean of the Medical College of Georgia for signatures. The GME Office will obtain the required signatures and return the original document to the department. An example to be used as a guideline can be found at

<https://www.augusta.edu/colleges/medicine/residents/clinicaleducationalrotationrequestmemo.rtf>

2.1.3 If verification of adequate malpractice insurance coverage for the House Officer is required by the off-site facility, arrangements should be made through the legal office (1-4018).

2.1.4 A House Officer who desires to perform an in-state/out-of-state rotation is responsible for determining whether or not they must obtain a medical license in the state where the rotation is to be performed. If a license is required, the House Officer is responsible for obtaining the license BEFORE performing the rotation.

2.1.5 J-1 Visa holders must contact the Graduate Medical Education Office before the rotation begins to ensure that the ECFMG is notified of the clinical rotation.

2.1.6 House Officers in H-1B status may not work for other employers or in positions other than those described in the Augusta University H-1B petition without applying for additional H-1B sponsorship.

2.1.7 International clinical rotations require the completion of a travel request form, to be signed by the Dean of the Medical College of Georgia, in addition to other guidelines stated above.

2.2 Clinical Educational Experiences which last for more than thirty days or last for thirty days or less but will be repeated throughout the year or annually:

2.2.1 A Master Affiliation Agreement is required between Augusta University and the other Institution and a copy on file in the Graduate Medical Education Office.

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Effective Date:  
7/05

Revision/Review Date:  
12/05, 10/07, 12/09, 10/10, 2/11  
1/13, 10/14, 9/15, 1/16, 2/17, 6/19, 8/21

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- 2.2.2 The Master Affiliation Agreement should be routed through Augusta University's contract routing process for review and signature by the President. For information on the Master Affiliation Agreement form and information regarding this process, contact the Legal Office at extension 1-4018. Please note: *This process requires four to eight weeks for completion.*
- 2.2.3 A House Officer who desires to perform an in-state/out-of-state rotation is responsible for determining whether or not they must obtain a medical license in the state where the rotation is to be performed. If a license is required, the House Officer is responsible for obtaining the license BEFORE performing the rotation.
- 2.2.4 J-1 Visa holders must contact the Graduate Medical Education Office before the rotation begins, to ensure that the ECFMG is notified of the clinical rotation.
- 2.2.5 House Officers in H-1B status may not work for other employers or in positions other than those described in the Augusta University H-1B petition without applying for additional H-1B sponsorship.
- 2.2.6 International clinical rotations require the completion of a travel request form to be signed by the Dean of the Medical College of Georgia, in addition to other guidelines stated above.

Non Augusta University Graduate Medical Education House Officers performing rotations at Augusta University:

- 2.3 Clinical educational experiences which last for thirty days or less and are not to be repeated
  - 2.3.1 Non Augusta University House Officers will be allowed to participate in clinical educational experiences (rotations) at AU Health Systems. Rotations will be limited to a period of 30 days unless justification is submitted for special circumstances. Any clinical educational experience that is to be repeated by another non-Augusta University House Officer from the same primary institution will require a Program Letter of Agreement and verification of liability coverage. A copy of the Program Letter of Agreement and additional required paperwork must be on file in the Graduate Medical Education Office prior to start of clinical rotation  
<https://www.augusta.edu/colleges/medicine/residents/clinicaleducationalrotationrequestmemo.rtf>  
Here is an example Program Letter of Agreement which should be used as a guideline:  
<https://www.augusta.edu/colleges/medicine/residents/programletterofagreementplate010621.docx>
  - 2.3.2 A Program Letter of Agreement between the Program Training Director at the sending institution and the Program Training Director at Augusta University is the initial step in the approval process. The process is completed when signatures of approval are obtained from the DIO, the Chief Medical Officer of AU Health Systems, the Director of Risk Management, and the Program Training Directors from the sending and receiving institutions (Here is an example letter of agreement which can be used as a guideline from the other facility).
  - 2.3.3 *Requirement of negative PPD or negative chest X- Ray* – The non-Augusta University House Officer must present written documentation of a negative PPD test (Mandatory testing) within the last six-months or present written documentation that a PPD test has been performed by AU Health Systems Employee Health Services prior to the signing of the agreement. It will be the responsibility of the receiving program to assure that the PPD test is read within the appropriate time period and that the test result is negative. If the test result is positive, the House Officer will not be allowed access to clinical service areas until given approval by Occupational Health Services with appropriate documentation of current health status.

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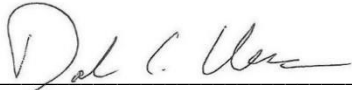
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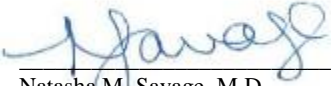
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- 2.3.4 There may be additional testing needed by AU Health Systems Occupational Health for the House Officer to be approved for a rotation at Augusta University. Covid vaccination are required for all clinical rotations.
- 2.3.5 For Non-Augusta University House Officers, the receiving program is responsible for ensuring the following requirements are completed prior to the rotation. *See attached Clinical Rotations checklist*
- Affiliation Agreement for Clinical Training of Residents
  - Signed “Letter of Agreement”
  - Certificate of malpractice insurance attached to the “Letter of Agreement”
  - HR Data Form
  - Criminal Background form
  - Copy of social security card
  - Notarized medical diploma
  - Notarized ECFMG certificate (if applicable)
  - Valid unrestricted GA medical license or Residency Training Permit (required for all clinical rotations)
  - NPI#
  - Employee Health requirements
  - Signed forms (see checklist)
  - Verification of successful completion of AU Health Systems Right to Know and HIPAA training
  - Copy of all required paperwork on file in the Graduate Medical Education Office

2.4 Academic Observerships must adhere to AU Health Systems . Observership instructions which may be found at <https://augusta.policyletech.com/dotNet/documents/?docid=619>

  
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David Hess, M.D.  
Dean, Medical College of Georgia

8/16/21  
Date

  
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Natasha M. Savage, M.D.  
Interim Associate Dean, Graduate Medical Education and  
DIO

8/16/21  
Date