

# UCLA GRADUATE MEDICAL EDUCATION

## GENERAL PROCESS FOR OUTSIDE ROTATORS

CA Medical Board requirement: Rotators must be from an ACGME or RCPSC (Canadian) accredited training program

- If coming from another state, and they do not have a California medical license, the rotation can be no longer than **90** days.
- If coming from another California institution, and PGY 3 and above, they must submit a copy of their CA medical license. If the rotator is an international medical school graduate (IMG), then they don't need their license until PGY 4.

<b>STEP 1</b>	Have the outside rotator's CV, elective and timeframe approved by the Program Director.
<b>STEP 2</b>	<p>Once the rotation schedule has been approved, the Program Coordinator advises the rotator to submit:</p> <p><b><u>Letter of Rotation Approval if the rotation is less than 30 days:</u></b>            Have the rotator create a Letter of Rotation Approval from his/her Program Director addressed to the UCLA division Program Director indicating that:</p> <ol style="list-style-type: none"> <li>1. Rotator is in good standing</li> <li>2. Beginning/end dates of the rotation</li> <li>3. Purpose of the rotation (specific information on what the resident is supposed to learn or the experience that the resident is supposed to get)</li> <li>4. Statement from the rotator's home Program Director attesting to the fact that he/she has completed a criminal background check (in California this would be a Live Scan) and that the home institution will pay the salary, benefits and liability insurance.</li> </ol> <p><b><u>Program Letter of Agreement (PLA) if the rotation is 30 days or more.</u></b>            The ACGME requires a Program Letter of Agreement (PLA) for each program and participating site if the assignment is for one month or longer:</p> <p>UCLA Division Program Coordinator completes a PLA in collaboration with the rotator's Program Coordinator and the UCLA GME office.</p> <p>After the program director has signed, submit to Cherie Lewis in the GME Office to obtain the other UCLA signatures. Do not submit directly to Dr. Perkins and/or Dr. Braddock for signature.</p>
<b>STEP 3</b>	Once the PLA/Letter of Rotation Approval is in place, e-mail it to the GME office along with the <u>completed</u> resident rotator form (can be found on MedHub under the GME Forms folder under Resources & Documents). <b><u>GME must receive this form at least 4 weeks prior to the rotator's start date.</u></b>
<b>STEP 4</b>	GME office will set the rotator up in MedHub and send the rotator instructions on how to complete the onboarding package on MedHub.
<b>STEP 5</b>	You'll also need to inform your department HR (or whoever enters the rotators into EDB) that this rotator is coming so they can be set-up in EDB, given the HR required documents, and assigned a UID#.
<b>STEP 6</b>	Once assigned (if not already provided on the rotator request form at the time of submission) please send the GME office the rotator's UID#. The GME office will need this number in order to: <ol style="list-style-type: none"> <li>1. Request an AD account</li> <li>2. Request CareConnect Access</li> <li>3. Enter the rotator in MSOW and generate a physician ID number</li> </ol> <p>Without a UID#, the above cannot be completed and thus the rotator will not be able to begin their rotation</p>
<b>STEP 7</b>	Once the request for the AD account and Care Connect access has been completed, the program coordinator will receive an e-mail. <b>It is the program coordinators responsibility to assign the trainee CareConnect training(s) as well as obtaining an ID badge.</b>

**Please note:**

- The Program Coordinator is responsible in making sure that all of the above has been fulfilled prior to the rotator's start date.

## Visiting Rotator Process

