

# UCLA GRADUATE MEDICAL EDUCATION

## GENERAL PROCESS FOR OUTSIDE ROTATORS

CA Medical Board requirement: Rotators must be from an ACGME or RCPC (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, they must provide a copy of their post-graduate training license (PTL) or full and unrestricted medical license pocket card.
- \*\* If coming from Canada, they must already be in the US on a clinical J status; Please reach out to Joan Cerera at [jcerera@mednet.ucla.edu](mailto:jcerera@mednet.ucla.edu) with any questions.

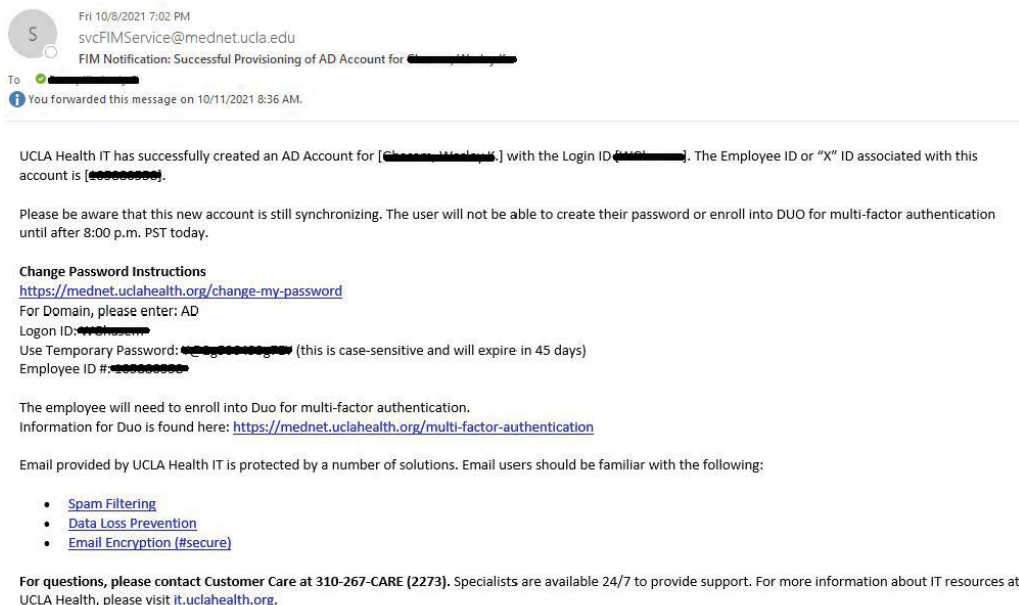
<b>STEP 1</b>	<b>Obtain Program Director approval</b> of outside rotator’s CV, elective and rotation timeframe
<b>STEP 2</b>	<p><b>Program Coordinator initiates:</b></p> <p><b>1. Program Letter of Agreement (PLA) and Affiliation Agreement (AA)</b>            UCLA requires a Program Letter of Agreement (PLA) for each program and an Affiliation Agreement (AA) for each participating site regardless of the rotation length. For sites with currently existing AA’s, a PLA will be the only requirement The current PLA and PLA VA template can be found in MedHub.</p> <p>Additionally, a list of sites with current AA’s in place can be found here:  <a href="https://uclahs.box.com/s/agsglj5tsov3npxsdv3nu5ia7jpkzmz4">https://uclahs.box.com/s/agsglj5tsov3npxsdv3nu5ia7jpkzmz4</a>. Questions about AA’s can be address to Morgan Fultz (<a href="mailto:mfultz@mednet.ucla.edu">mfultz@mednet.ucla.edu</a>) in the Dean’s Office. Initiate a new AA by completing the request form linked here: <a href="https://form.jotform.com/221315286050143">https://form.jotform.com/221315286050143</a>.</p> <p>UCLA Division Program Coordinator completes a PLA and AA in collaboration with the rotator’s Program Coordinator and the UCLA Dean’s and GME offices.</p> <p><b>Signatures:</b> After the program director has signed the PLA, submit the PLA and completed <b>Rotator Request</b> Form to the GME Office (<a href="mailto:gme@mednet.ucla.edu">gme@mednet.ucla.edu</a>). The DIO will review the PLA. After the AA has been initiated, the Dean’s office will coordinate the document completion with the program. When the AA is finalized, it will be sent to the Dean for a signature. The PLA will then be signed by the DIO at this time.</p> <p><b>GME will facilitate obtaining DEO signature for the West LA Veteran’s Hospital after all other signatures have been obtained (send near complete document to <a href="mailto:GME@mednet.ucla.edu">GME@mednet.ucla.edu</a>).</b></p> <p><b>The University of California has implemented restrictions on affiliations with institutions that have certain policy-based restrictions. GME may request additional documentation or decline rotation arrangements with these institutions.</b></p> <p><b>2. Rotator Request:</b>            The Rotator Request Form/PLA/ Letter of Rotation Approval must be sent to GME (<a href="mailto:gme@mednet.ucla.edu">gme@mednet.ucla.edu</a>) <b>at least 12 weeks prior to the start date of the rotation (no exceptions)</b>. Please be sure an AA has already been initiated when this is sent. Rotations are not approved until all pieces of the onboarding package, AA, and PLA are all finalized.</p> <p><small>*Rotator Request forms are available in MedHub under Resources &amp; Documents/Resident Rotator folder.</small></p>
<b>STEP 3</b>	<b>GME:</b> Creates rotator profile in MedHub and generates onboarding package (sent from MedHub directly to the rotator). <b>It is the responsibility of the program coordinator to ensure that all required documents are submitted at least four (4) weeks before</b> the rotation start date. Failure to do so may cause delays in gaining system access and result in cancellation of the rotation.
<b>STEP 4</b>	<b>Department HR or designee</b> hires the rotator as a <i>Contingent Worker</i> (refer to Job Aid instructions) in UCPath.
<b>STEP 5A</b>	<b>Program Coordinator sends University ID to GME.</b> <i>Without a UID#, the next step cannot be completed and the rotator will be unable to start their scheduled rotation</i>
<b>STEP 5B</b>	<b>GME initiates:</b> <ol style="list-style-type: none"> <li>1. Request for AD account</li> <li>2. Request for CareConnect Access</li> </ol>

3. Request to enter MD Staff/provide physician ID number
4. Request for Meal Funds (if applicable – amount and department FAU must be noted on the Rotator Request Form)

**STEP 5C** **Program coordinator** completes [Guest/Affiliate Request form](#) through the BruinCard website. This occurs before a rotator can receive a badge from Security and meal funds (if applicable) and requires a minimum of 3 business days to process. *Complete this step as soon as the UID is available.* Once approved, BruinCard will send a confirmation email to the requestor.

**STEP 6** **Program Coordinator assigns CareConnect Trainings(s), or provides instructions on how to self-enroll to CareConnect training, as well as obtaining an ID badge and requesting for Spok Mobile Paging Profile.** Once the request for the AD account and Care Connect access has been completed, the program coordinator will receive an e-mail.

Sample AD Email:



Sample CareConnect Training Email:

**From:** [REDACTED]  
**Date:** October 21, 2021 at 9:14:00 AM PDT  
**To:** [REDACTED]  
**Subject:** FW: Register [REDACTED] for Training in LMS

Hello [REDACTED],

ISS has received your request to grant/or change CareConnect access for [REDACTED]. If this user has not attended training or if this change requires additional training, please register this user for the appropriate training [here](#). If you need help determining what training may be required, please call the CareConnect Support Line at (310) 267-2273.

For the user who require training, access will be granted within 24 hours (Monday - Friday) after they complete training and demonstrate proficiency. Changed access will be granted within 24 hours (Monday - Friday) for users who do not need additional training.

Thank you  
 Information Services & Solutions  
 UCLA Health

Ref:MSG30936508

**Please note:** The Program Coordinator is responsible for making sure that all of the above has been fulfilled prior to the rotator’s start date.

## **Resources**

*IT Support: AD, CareConnect, Spok Paging Issues*  
310-267-CARE (2273)

*CareConnect Training:* follow Step 3 instructions <https://it.uclahealth.org/guides/new-clinicians>

### *Badging Office*

(310) 825-3258

Monday - Friday, 8:30 AM - 11:30 AM

Monday - Thursday, 1:00 PM - 4:00 PM

Closed Friday afternoons, weekends and all major holidays.

### *Badge Access Issues*

Email [ProxCardAccess@mednet.ucla.edu](mailto:ProxCardAccess@mednet.ucla.edu) with the following information:

- Full Name
- 9-digit UID (located on the front of the University ID)
- 5-6 digit prox (located on the back of the University ID, on the bottom right corner)
- Locations where access is required (floors, suite numbers, departments)

### *UCLA Campus Parking*

General Parking Inquiries:

(310) 794-7433 | [transportation@ts.ucla.edu](mailto:transportation@ts.ucla.edu)

Faculty and Staff Parking Permits:

(310) 794-7433 | [transportation@ts.ucla.edu](mailto:transportation@ts.ucla.edu)

### *BruinCard*

Phone: (310) 825-2336, Monday to Friday 10 am – Noon and 1 pm – 3pm

Affiliate/Guest Request Form direct link: <https://secure.bruincard.ucla.edu/bcw/web/CustomerService/forms-policyand-procedures.aspx>

## **Frequently Asked Questions**

**My rotator didn't receive or lost the email from MedHub for their onboarding package. Who can I contact about it?**

Please email GME and we can provide a direct link to their onboarding package.

**Our department would like to provide a meal fund for the rotator, how can I request this?**

On the last column in the Rotator Form, include the amount and your program's FAU. The GME Housestaff team can make the request with BruinCard.

**I have a rotator coming from out of state and he/she does not have CA Medical License. Can they still rotate with us?**

Trainees outside of CA can rotate with UCLA for up to 90 days, as long as they are licensed from their home state.

## INSTRUCTIONS FOR ADDING ROTATORS AS CONTINGENT WORKERS (CWR) IN UCPATH

The following are instructions for adding Rotators or Visiting Residents/Fellows as a Contingent Worker (CWR) to UCPATH. Using this method, the Empl ID and the campus UID will be automatically created upon approval of the template (similar to employee EMPL ID and UID process).

### Important Information:

- These instructions are only for newly added Contingent Workers who have not been assigned an UCLA UID. If the individual has previously had a UCLA UID, please contact Felecia Chriss ([fchriss@mednet.ucla.edu](mailto:fchriss@mednet.ucla.edu)) for assistance prior to entry into UCPATH.
- Rotators or Visiting Residents/Fellows excludes medical residents who are working for the VA or Olive View Medical Centers. Trainees at these sites should be hired into employee positions.

### Key Contingent Worker (CWR) Onboarding Documents\*

Form	Required for CWR	Additional Information
UC State Oath of Allegiance	No	Required only for US citizens who have an employee title
UC Patent Acknowledgement	Yes	Required for all employees and contingent workers
Employment Eligibility Verification (I-9 Form)	No	Contingent Workers are excluded from completing the I-9 Form (Tracker)

*\*Not a complete list. The department/organization may have other required documentation.*

### STEP 1 – Create Position

- If not already available, create the position for the appropriate CWR job code.

Follow these step-by-step instructions to [Initiate New Position Control Request](#) in UCPATH.

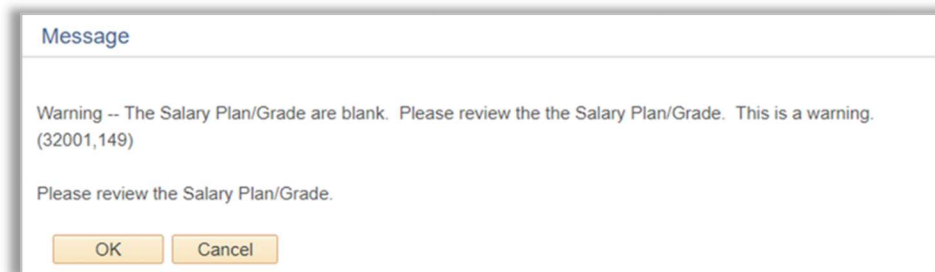
**Important:** CWR positions can be single head count or multiple head count as they are not represented or part of the permanent budget.

1. Navigate to Position Control (*PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request*)
2. Enter the following information:
  - **Effective Date:** Enter the effective date for the transaction. Note: Do not use the same date as the job effective date. Best practice: enter at least 30 days prior to job effective date.
  - **Status:** Active (default)
  - **Reason:** NEW (default)
  - **Position Status:** Approved (default)

## INSTRUCTIONS FOR ADDING ROTATORS AS CONTIGENT WORKERS (CWR) IN UCPATH

- **Job Code:** CWR007
- **Full/Part Time:** Variable
- **Union:** Enter **ZZZ** – No Union code-CWR
- **Department:** Enter the department code the CWR should be associated with
- **Location:** Accept the default from Department or select the appropriate location from the dropdown
- **Reports To:** Enter the position number of the Reports To
- **Salary Admin Plan:** Leave Blank
- **Salary Grade:** Leave Blank
- **Max Head Count:** Enter the number of incumbents to be added to the position
- **FTE:** Enter the appropriate FTE
- **HR Worksite:** Enter **N** – No I9 Integration Required
- **Employee Relations Code:** Not applicable – Contingent Wk
- **Submit for approval**  
**Note:** You may get the following warning message, simply select “OK” to submit.

Figure 1- Position Control CWR warning message



### STEP 2 – Submit Add CWR POSN Template

- Add your Contingent Worker/s into the new position/s
  - Follow these step-by-step instructions to [Initiate Add Contingent Worker \(With Position\) Template Transaction](#)
  - Refer to the [CRU and UCPATH pay processing calendars](#) for Smart HR Template transactions submission times
1. Navigate to Smart HR Transactions (*PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions*)
  2. Enter the following information:
    - **Template:** UC\_ADD\_CWR\_POSN
    - **Effective Date:** Enter effective date for the transaction
    - **Reason Code:** Add Contingent Worker (default)
    - **Name:** Required

## INSTRUCTIONS FOR ADDING ROTATORS AS CONTINGENT WORKERS (CWR) IN UCPATH

- **Date of Birth:** *Required* for campus UID creation
- **National ID (SSN):** *Essential* for campus UID creation unless CWR is a foreign national and has not been issued a Social Security Number. If the CWR has not been issued an SSN, leave this field blank and note why in the Initiator Comments section.
- **Person Phone Number:** Not a required field
- **Person Email Address:** A “Home” email is required
- **Patent Acknowledgement Sign Dt:** Enter the date if paper completed. **Note:** CWRs are required to complete either the paper or electronic Patent Acknowledgment.
- **UC External System ID:** Always leave this section blank
- **Position Number:** Enter the Position Number of the CWR Position you created as part of Step 1 of this process
- **Employee Classification:** Select “14 = Academic CWR” job code
- **Expected Job End Date:** Enter the end date of the CWR job
- **Initiators Comments:** Enter the appropriate comments for the transaction
- **Save and Submit**

Any questions pertaining to **transacting in UCPATH** can be directed to the [fchriss@mednet.ucla.edu](mailto:fchriss@mednet.ucla.edu).

Inquiries about the Rotators and Visiting Residents or Fellows may be directed to [GME@mednet.ucla.edu](mailto:GME@mednet.ucla.edu).