

## **POLICY: RESIDENT ROTATIONS AT OUTSIDE INSTITUTIONS (EXTRAMURAL ROTATIONS):**

During the third and fourth years of pathology training, the resident may petition the residency training committee for approval to take a four week extramural (outside) rotation. The conditions of such rotations are as follows:

- No more than four weeks of extramural (off-site) rotation will be approved per resident during their entire residency except under unusual circumstances (such requests are addressed on a case-by-case basis).
- These rotations are to be taken during resident elective time when the resident has not been scheduled for call.
- If the resident is needed to cross cover call or cover other resident duties, these duties take precedence over the extramural rotation, and the extramural rotation must be rescheduled or canceled.
- To protect residents **not** on extramural rotations from undue coverage/call/service, a maximum of only 3 extramural rotations will be allowed in any one year (July to June) among the residents as a whole (both fourth and fifth year residents combined).
- Residents on extramural rotations must finish all of their surgical cases/autopsies/responsibilities prior to their departure.

The resident should obtain written permission from their mentor and scheduled attending faculty member. The resident should submit a letter to the residency training committee explaining why they desire the outside rotation, the academic goals to be achieved, and the unique experience that the extramural rotation would provide. For the residency training committee to approve the extramural rotation, the resident must demonstrate that the extramural rotation provides an experience not otherwise available in the University of Florida institution. The letter should outline in detail the proposed program (assignments, responsibilities, conferences, research activities) and what specific educational benefits are expected. The resident's proposed area of study should be consistent with his/her long-term goals for practice and/or research. The proposed service mentor for this off-site elective must also submit a letter outlining the goals and activities of the rotation. The off-site institution must next be contacted by the resident and submit a letter stating that they will accept the resident. A contract with the off-site institution will next need to be arranged beforehand through the Dean's office.

All requests for elective rotations outside the institution will be considered individually by the residency training committee. The extramural mentor must agree to submit an evaluation of the resident and do so at the completion of the resident's rotation. If the extramural rotation is approved, the resident will remain salaried by the UF/VA institution. Limited malpractice coverage is provided by the University.