

Instructions for Coordinators

Rotator Eligibility: Residents from outside training programs desiring a clinical rotation within our institution may be granted by clinical departments on a case-by-case basis to physicians provided they meet the following qualifications:

1. Graduates of an accredited medical or dental school and are interns/residents/fellows in good standing in a GME program within an ACGME, AOA, or Dental-accredited institution.
2. Hold a valid Massachusetts license or they must apply for and be approved for a valid limited or dental Massachusetts license prior to the start of rotation. ***NOTE: MA Limited License applications are time consuming, so please make sure the rotator contacts you to start the application at least 4 months if they are a USMG and 6 months if they are an IMG before the desired rotation date.**
3. Fulfill all Tufts MC rotation documentation requirements.

Clinical Rotations may not be granted to

1. Physicians who are not currently enrolled as interns/residents/fellows in graduate medical education programs at an ACGME, AOA, or Dental-Accredited Institution
2. Individuals who have not yet graduated from a medical school

Rotation experiences are not guaranteed and are subject to availability as determined by the Tufts MC program director or, in certain circumstances, the GME Office.

Rotator Appointment Process

1. Rotator applicants contact the training program directly to inquire about availability. If the trainee wishes to rotate into a program in which we do not have a specific training program it may be permissible for that person to rotate into a parent program that covers that rotation, or a department that covers that unit, if it is permissible by the programs, departments, licensing authorities and/or accrediting or specialty boards. For example, a rotator desiring a month of pediatric GI experience would rotate through our Pediatrics program.

2. When your program accepts a rotator, please email the Kristin Sweeney in the GME office (ksweeney@tuftsmedicalcenter.org) so that it can be added to the Rotator List. The Program Coordinator notifies the GME Office **4 months (if USMG) or 6 months (if IMG)** prior to start of rotation if:
 - o The rotator needs a MA Limited License
 - o The rotator holds an H1B visa

These applicants need additional processing time

3. If accepted, the program coordinator will forward the rotator application and instructions to the rotator. The application should be returned to the program coordinator for review, and then sent via email to ksweeney@tuftsmedicalcenter.org or via fax to 6-8215 **12 weeks prior to the start date of the rotation.**
4. The applicant will be added to New Innovations once the application has been received by the GME office. The applicant will then be required to upload the documents below in New Innovations, as instructed by the assigned checklists least 9 weeks in advance of the rotation:
 - o Rotation Schedule indicating rotation at Tufts MC
 - o Letter from his/her Program Director
 - o Verification that the home institution has run a CORI or similar)- no results please
 - o Copy of Valid MA License (Certificate if a Limited; wallet-sized card if a Full, or Dental)
 - o Copy of Malpractice coverage valid for length of rotation
 - o Copy of ECFMG certificate, if applicable
 - o Health Clearance Form
 - o Copy of MA Controlled Substance Certificate, if applicable
5. The Program Coordinator signs up the rotator with Computer access, Soarian, Smartweb, Outlook or any other internal services he/she will need.
6. The Program Coordinator will also be assigned a checklist to complete and will be required to upload the following documents 8 weeks prior to the scheduled rotation:
 - o Systems Access Request Form

- Program Coordinator Supplemental Form
 - NPI verification document
 - Employee Health Clearance verification
 - Letter from Tufts Program Director
 - If applicable: copy of Temporary DEA card – this can be uploaded on the first day of the rotation
7. The Program Coordinator will be cc'd on an email to the Rotator once the rotator has been cleared. Clearance includes complete records, employee health clearance and entry into hospital data systems such as Outlook and Smartweb.
8. The Program Coordinator will coordinate the time of pickup for the rotator's temporary Tufts MC DEA from Pharmacy in the South Basement (if applicable) as well as ID from security on the first day of the rotation.
9. The Program Coordinator will return the rotator's badge to security at the end of the rotation.

