

Instructions for Coordinators

Rotator Eligibility: Residents from other 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) Are 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.
- 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 medicals 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. If accepted the program coordinator forwards the following items to the rotator. All of these items are contained in the Rotator Packet.
 - a. Rotator Applicant Instructions
 - b. Rotation Application
 - c. Health Clearance Form
 - d. Waiver
 - e. Document Completion Form
3. The Program Coordinator notifies the GME Office **10 weeks** prior to start of rotation if:
 - a. The rotator needs a MA Limited License
 - b. The rotator holds an H1B visa

These applicants need additional processing time

4. The applicant returns the following items to the Program Coordinator or program/department designee at least **9 weeks** prior to the start of the rotation. Bolded items are required for all rotators.
 - **3 page Rotator Application**
 - **Rotation Schedule indicating rotation at Tufts MC**
 - **Letter from his/her Program Director**
 - **Verification that the home institution has run a CORI or similar)- no results please**
 - **Copy of Valid MA License** (Certificate if a Limited; wallet-sized card if a Full, or Dental)
 - **Copy of Malpractice coverage valid for length of rotation**
 - Copy of ECFMG certificate, if applicable
 - **Health Clearance Form**
 - Copy of MA Controlled Substance Certificate, if applicable
 - Copy of Federal DEA Certificate, if applicable
 - Waiver Form, if applicable
 - Copy of VISA (includes Permanent Resident and Work Authorization Cards), if applicable
 - LCA if on an H1-B and required
 - Limited license application if applicable
5. The Program Coordinator reviews ALL items provided for accuracy and completeness.
6. The Coordinator completes and attaches signed:
 - **Document Completion Form**
 - **Program Coordinator Supplemental**
 - **Tufts MC program Director letter to the GME Office.**
7. The Program Coordinator makes a copy of the rotation documents for the program's records and forwards the documents required on the document completion form along with the following items to the GME Office no less than **8 weeks** prior to the start of the rotation:
8. The Program Coordinator enters/signs up the rotator into SmartWeb, Outlook, Veriphy (if applicable) and or any other internal services he/she will need
9. The Program Coordinator will be cc'd on an email once the rotator has been cleared to rotate. Clearance includes complete records and entry into hospital data systems such as Outlook and Smartweb.
10. The Program Coordinator will coordinate the time of pickup for the Rotator's temporary Tufts MC DEA from Pharmacy in South Basement (if applicable) as well as the ID from Security.
11. The Program Coordinator or designee will obtain the rotator's badge and return it to the GME office upon the close of the rotation.

END

Rotator Packet

Document Completion Form

Tufts MC Program Coordinator- Once you have received all items listed below, send them to the Graduate Medical Education Office [along with this page](#).

- 3 page Rotator Application
- Rotator's Rotation Schedule
- Letter from the Rotator's Program Director
- Verification that a CORI (or similar) check was run by home institution (no results, please)
- Copy of Valid MA License (certificate, or if a Full License, wallet-sized card)
- Proof of Malpractice valid for period of rotation
- Copy of ECFMG Certificate, if applicable
- Health Clearance Form
- Document Completion Form
- Copies of MA Controlled Substance Certificate, if applicable
- Copy of Federal DEA Certificate, if applicable
- Waiver form, if applicable
- Copy of Visa (includes Perm Res. and Work Author. Cards), if applicable
- Letter from the Tufts MC Program Director accepting rotator
- Program Coordinator Supplemental Form

Tufts MC Program Coordinator Signature

Printed Name

Date

