

LOYOLA MEDICINE
RESIDENT HANDBOOK
III. POLICIES AND PROCEDURES

III. I. ROTATIONS AND OFF-SITE ELECTIVES

I. 1. Definition

1. Any Loyola resident assignments or rotations at other institutions must meet the educational needs of the trainee.
2. It is the responsibility of the program director to communicate with the Graduate Medical Education Office (“Central Office of Graduate Medical Education”) to create an affiliation agreement or memorandum of understanding with the institution, and to ensure that accreditation standards including supervision, working hours, and safety are followed.
3. The administrator/program director will report rotation assignments and revisions in writing to the Central Office of Graduate Medical Education/Finance Department on a timely basis.

I. 2. Electives

1. Loyola residents may, with the program director’s permission, participate in training programs outside of the affiliated hospital system. These assignments, when performed outside the system and on an irregular basis, are referred to as “electives.”
2. While it is within the program director’s discretion to allow electives, the appropriate justification should be to provide training experience not available in the Loyola system. When requesting an elective, the program must reimburse the Central Office of Graduate Medical Education for the resident on an elective rotation by submitting a plan for funding to provide salary and fringe benefits.
3. Program directors must submit a request for the resident’s elective request and program director’s recommendation to the Chief of Staff for approval with documentation as to the dates and locations of the assignments.
4. Loyola may not certify malpractice coverage for the resident’s participation in an elective outside of Loyola. The residency training program will be required to obtain and maintain malpractice coverage while the resident is on an elective rotation if not otherwise provided.

I.3 International Service Immersion/Missions

Resident may elect to participate in international service immersion or other foreign mission trips sponsored by the institution with the expressed written permission of their program director.

Program sponsors are encouraged to secure funding to defray the cost of resident salary and benefits during their participation in these activities. In the event that these funds are not available in whole or in part, residents who elect to participate in these activities will be expected to utilize vacation time for the balance of unfunded time away.

Residents who elect to participate in these activities are required to provide all requisite documentation prior to departure.

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