

APPLICATION REQUEST FOR OUTSIDE ELECTIVES

In order for a house officer to be granted approval for an outside elective, the following conditions must be met:

The Resident must:

- be in good standing, as determined by the Program Director, in the primary training program
- have completed all medical records at the time of submission. The signed verification from the Director of Medical Records must be attached to the application. Web-based core competency modules, if a program requirement, must be completed prior to the application being reviewed
- maintain academic good standing until time of departure for the elective

The requested elective must:

- relate to program mission &/or curricula
- provide experience not available at BIMC and /or relate to career goals
- Address the 6 ACGME competencies in the goals and objectives.

Application process:

The GMEC elective application must be completed.

The application must include goals and objectives for the elective

Each department will determine required date of submission, HOWEVER, the deadline for preliminary submission of application to the GME office is 60 days prior to the first day of the proposed elective.

GMEC will respond in a timely fashion. Final approval must be signed at least two weeks prior to the elective. Verbal approvals will not be issued.

International electives and Non-international electives in unapproved training programs:

The resident must provide a letter of acceptance from the supervising physician, including the:

1. Name, position, academic rank, training, experience of the supervisor
2. goals and objectives of the experience
3. description of the facility (resources) in which the elective will take place
4. proposed schedule of the daily activities
5. agreement for the supervisor and resident to complete an end of elective evaluation form. Failure to complete an evaluation will result in no credit.

Non-international electives in approved training programs

- The resident must complete the Beth Israel Medical Center elective form

Approval:

- A response of “Approval” or “Provisional Approval” establishes permission to proceed with plans for elective. Provisional Approval will be granted if further information is required but the information that is provided appears to meet the above criteria
- A response of “Not Approved” establishes that the resident may not proceed with the planned Elective. GMEC recommends that each residency program establish default plans for any resident submitting an outside elective application.

Upon completion of the elective:

- For rotations in accredited programs, completion of the rotation evaluation will suffice. The Program Director should assess whether this elective should be recommended to other trainees or approved by the program, if again requested.
- For non accredited and international rotations, the experience must result in scholarly activity, as determined by the Program Director. This requirement may be satisfied by presentation of Grand Rounds, presentation for Research Day, &/or manuscript for publication
- Additionally, for international electives, the resident must demonstrate how the proposed goals and objectives were met in relation to the six core competencies in a written format of sufficiently high quality to satisfy the Program Director.

Costs/Fees

The resident is solely responsible for costs/fees incurred during elective rotations. Any costs that are incurred by resident prior to formal GME approval are the responsibility of the resident. Resident is responsible for all costs if permission is rescinded due to noncompliance with the above requirements.