

BOSTON MEDICAL CENTER
POLICY ON ROTATORS

Boston Medical Center (BMC) offers residents and fellows from outside institutions the opportunity to rotate at our hospital. Rotators are any non-BMC clinical trainees requesting rotations at BMC.

Rotators must have the approval of their home Program Director as well as the BMC Program Director. All rotators are required to obtain and maintain a valid Massachusetts medical license (either full or limited) for the full extent of their time at BMC.

The Rotator must submit the Rotator Application and all accompanying documents 90 days prior to the start of the rotation.

Process:

- 1) Rotator completes the application and sends directly to the Program. The application must consist of
 - a) Completed and Signed visiting Resident Application (Attachment I)
 - b) Reference Letter from current Program Director
 - c) Copy of a valid Medical License for Massachusetts
 - d) Copy of current malpractice Facesheet; minimum of \$1million/\$3million coverage limits
 - e) Completed immunization forms (Attachment II)
 - f) Copy of a current CV
 - g) Signed and dated BMC IS Usage Agreement (Attachment III)
 - h) Signed affiliation agreement between home program and BMC program
 - i) CORI Verification from Home Institution
 - j) If applicable, a copy of a valid ECFMG certificate and work authorization
 - i) H1B visa holders must provide a copy of the US Certified Labor Condition Application for a Non-Immigrant Worker; which under Item G, subparagraph a), heading "place of employment/additional worksites", must include Boston, MA
 - ii) J1 visa holders must provide a copy of the DS2019
- 2) The Program will review the application and, upon acceptance, the completed application is emailed to the GME Office or, upon denial, the applicant is notified by the Program.
 - a) Upon receipt, the GME Office will enter the Rotators information in New Innovations (NI). All programs can track the progress of the application with GME through the link on your NI home page.
 - b) Only completed applications will be processed by the GME Office; incomplete applications will neither be accepted nor processed.
- 3) It is the Program's responsibility to gather all necessary documentation from the resident, review submitted documentation for content, keep the resident informed of the status of his/her application, and to continually review the status of the application on New Innovations and report said status to the resident.
 - a) Rotators will not be allowed at BMC without clearance from Occupational and Environmental Medicine.

- b) Rotators are required to complete all assigned courses in Healthstream prior to the rotation start date.
- c) Rotators requiring a new MA license should be directed to mail ALL documents directly to the Program.

IT Training, ID Badges and schedules will be given to the Rotator by the Program.

Please note that there is no subsidized parking for rotators at BMC. You may park in the resident parking lot, but you are expected to pay full price (\$30/day).

Approved by GMEC on October 17, 2011

**Amended on June 3, 2014*