

Title: Block Rotation & Assignment Schedules Policy**Reference:** ACGME Institutional and Common Program Requirements; ACGME Glossary of Terms

I. Purpose

To ensure educational oversight this policy and procedure delineates the process by which the University of Texas Rio Grande Valley (UTRGV) School of Medicine (SOM) records and oversees the clinical and educational assignments of residents and fellows ("residents").

II. Policy

It is the policy of UTRGV SOM that resident activity and effort be recorded accurately on monthly block & assignment schedules in a timely fashion. All programs must have the annual block schedule entered into New Innovations prior to the beginning of the academic year, preferably by the end of May.

III. Definitions:

Participating Site: An organization providing educational experiences or educational assignments/rotations for residents. Examples include a university, a medical school, a teaching hospital which includes its ambulatory clinics and related facilities, a private medical or group practice, a nursing home, a school of public health, a health department, a public health agency, and organized health care delivery system, a consortium, or an educational foundation.

Program Letter of Agreement (PLA): A written document that addresses graduate medical education (GME) responsibilities between an individual accredited program and a site other than the primary clinical site at which residents receive a required part of their education.

IV Procedures:

1. It is the responsibility of each program director and program coordinator to record the monthly activity of each resident accurately in the institution's Residency Management System, New Innovations.
2. Block Rotation & Assignment Schedule updates are to be reviewed and updated in New Innovations in real time to ensure accurate evaluation matching and external reporting. Electives (and other placeholders) must be identified by specific rotation names.
3. All schedules will be "locked" by the 10th day of the following month. Any changes to schedules identified after this time must immediately be communicated to the GME Office. Schedules are used for mandated data entry into the Intern and Resident Information System (IRIS) for the Centers for Medicare & Medicaid Services (CMS), as well as used for billing purposes.

4. The Block Rotation & Assignment Schedule lists each resident and the location of his/her activity during any given month. Clinical and educational activities at UTRGV and all affiliated sites are to be reflected accurately and completely.
5. There must be a PLA between the program and each participating site. The program director of each respective residency program and the GME Office are jointly responsible for ensuring that rotations and PLAs are updated and/or renewed as needed [CPR 1.3.]
6. The Graduate Medical Education Committee (GMEC) is responsible for review and approval of additions and deletions of each of its Accreditation Council for Graduate Medical Education (ACGME) accredited programs' participating sites [IR 1.13.g.].
7. The program director and/or program coordinator must submit any additions or deletions of participating sites routinely providing an educational experience, required for all residents, of one-month full time equivalent (FTE) or more through the ACGME's Accreditation Data System (ADS) [CPR 1.6.].