

Title: Monthly Rotation & Assignment Schedules

Reference: ACGME Common Program Requirements (effective July 1, 2019) and Institutional Requirements (effective July 1, 2018)

Purpose: This policy and procedure delineates the process by which the University of Texas Rio Grande Valley (UTRGV) School of Medicine (SOM) records and processes the clinical and educational activities of residents and fellows (“residents”).

Policy: It is the policy of UTRGV SOM that resident activity and effort be recorded accurately on Monthly Rotation & Assignment Schedules in a timely fashion.

Definitions:

Participating Site: A participating site is an organization providing clinical/educational experiences or clinical/ educational assignments/rotations for residents.

Program Letter of Agreement (PLA): A document between a graduate medical education (GME) program (“program”) and a participating site that governs the relationship between the program and the participating site providing a required assignment.

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. Monthly Rotation & Assignment Schedules are to be completed and entered in New Innovations by the 28th of each month. A schedule for any given month is considered delinquent if it is not entered by the 10th day of the following month; any schedule changes should be updated by this time. After this point, schedules will be “locked” and 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.
3. The Monthly 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.
4. 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.
5. 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.

6. 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).

Note: Continuity Clinics and experiences at private clinic offices need not be included for pediatric and family medicine only.

Pediatrics	Surgery	Obstetrics and Gynecology
Family Medicine	Thoracic Surgery	Physical Medicine and Rehabilitation
Internal Medicine	Plastic Surgery	Colon and Rectal Surgery
Psychiatry	Emergency Medicine	Ophthalmology
Neurological Surgery	Otolaryngology	Preventive Medicine
Allergy and Immunology	Combined Programs	Sleep Medicine
Neurology	Urology	

For the specialties (and their subspecialties) listed below:

The program director and/or program coordinator must submit any additions or deletions of participating sites routinely providing a required educational experience.

Diagnostic Radiology	Anesthesiology	Nuclear Medicine
Radiation Oncology	Transitional Year	Orthopaedic Surgery
Dermatology	Pathology	Medical Genetics