

Date: June 25, 2015
To: Children's Professional Staff
From: Angela Kade Goepferd, MD, Director of Medical Education
Subject: Graduate Medical Education Rights and Responsibilities 2015

Dear Professional Staff:

As we begin a new academic year in graduate medical education, we wanted to again share our "Rights and Responsibilities" for GME rotations at Children's. Compliance with these policies helps make certain that Children's is compliant with all regulatory requirements of the ACGME and the Joint Commission, as well as Children's policies and procedures.

To set up a rotation of one day or less, at any Children's site for a medical or PA student, resident, or fellow:

1. Contact medical education to verify the trainee's affiliation status and initiate the experience. Only trainees from currently affiliated programs will be permitted to rotate at Children's with less than 1 month's notice.
2. Medical education will provide enrollment information.
3. Trainee must complete the online enrollment at minimum 24 hours before starting their experience.

To set up a longer rotation at any Children's site for a medical or PA student, resident, or fellow:

For all CLINICAL (hands-on) rotations, medical education must verify an affiliation agreement is in place or execute one before ANY other planning can take place - appropriate lead time of at least one month is needed.

1. Hosting department must connect trainees to Medical Education in advance of guaranteeing a rotation to ensure that trainees are eligible to rotate at Children's and are able to complete enrollment in a timely manner.
2. Hosting department must communicate enrollment information to trainee and ensure completion.
3. Hosting department will arrange schedule, coordinate orientation as applicable, and ensure evaluations are completed, if appropriate.
4. Hosting department must ensure that trainees are sent to Medical Education to receive parking and an ID badge for their rotation. Department coordinator or faculty must set up EMR training (if applicable) through the Professional Staff Education group at professionalstaffeducation@childrensMN.org.

Note: These obligations must be considered as part of a department's decision to host a rotation at Children's – Medical Education will support certain parts of such rotations but cannot be responsible for

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orientation, scheduling, or other details of a rotation that must be managed by the hosting department/preceptor/sponsor or their designate.

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