

TEMPLE UNIVERSITY HOSPITAL GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

NUMBER: TUH GMEC – 401 (Formally TUHRAC 401)
TITLE: Monthly Rotation Schedules
EFFECTIVE DATE: 07/1999
LAST REVIEWED: 09/01/2005, 08/01/2006, 05/22/2007, 08/2009
LAST UPDATED: 01/07/11
REFERENCES:
ATTACHMENTS:

PURPOSE

This policy and procedure delineates the process by which Temple University Hospital records and processes educational activity of Residents. The Monthly Rotation Schedule is a standardized form used by all residency programs. (See Attachment)

POLICY

It is the policy of Temple University Hospital that Resident activity and effort be recorded on a Monthly Rotation Schedule.

PROCEDURES

1. It is the responsibility of each Program Director or his/her designee to record the monthly activity of each Resident accurately into New Innovations.
 2. Monthly Rotation Schedules are to be completed and entered into New Innovations by the 28th of each month. A schedule for any given month is considered delinquent if it is not entered by the tenth (10th.) day of the following month.
 3. The Monthly Rotation Schedule lists each Resident and the location of his/her activity during any given month. Educational performance at TUH and at affiliate institutions/sites is to be reflected accurately and completely.
 4. If a Resident is receiving educational training at an affiliate institution/site, there must be an Affiliation Agreement for such activity. The Program Director of each respective residency and the Graduate Medical Education Office are jointly responsible for ensuring that rotations and Affiliation Agreements are in sync.
 5. Monthly Rotation Schedules entered into the New Innovations system are used by Finance to compile the IRIS report and the annual cost report.
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