

GUIDELINES FOR ACCEPTING ROTATORS FROM OTHER INSTITUTIONS:

1. Letter from home Program Director to UCLA Program Director, stating the following:
 - resident is in good standing
 - the beginning/end dates of the rotation
 - the purpose of the rotation (specific info on what the resident is supposed to learn or experience the resident is supposed to get)
 - statement from their home Program Director, attesting to the fact that they have completed a criminal background check (in California this would be a Live Scan)
 - the home institution will pay salary, benefits and liability insurance.
2. If coming from another state, and they do not have a California medical license, the rotation can be no longer than 90 days.
3. Rotators must be from *ACGME* accredited training programs. The Medical Board of California does not allow us to accept international rotators.
4. The resident must be enrolled in an *ACGME* or *RCPSC* (Canadian) training program in their home institution.
5. If coming from another California institution, and PGY 3 and above, they must submit a copy of their CA medical license.

- If the rotator is an FMG then they don't need their license until PGY 4.
6. When they arrive at UCLA, they need to complete our Confidentiality and HIPAA quiz and Confidentiality statement.
 7. If they complete a user ID application I will request computer access. This takes 2-3 working days.
 8. If you are requesting a pager, please let me know. This is for residencies only, not subspecialties, as we do not provide pagers for fellow rotators.
 9. Please continue to provide your rotator info on the Excel spreadsheet you already have.

7/03

gmec/rotator guidelines