

**Radiation Oncology**  
**Policy on Outside Rotations/Observerships**  
**Revised: September 2007**

The ability to perform a Clinical Rotation and/or an Observership at an outside institution or facility is at the discretion of the Chairman, based on the department's availability of resources. There is no obligation on the part of the department to provide a rotation at an outside institution, and thus these rotations may be granted on a case-by-case basis.

A resident may request an outside rotation with the clear understanding that the department will not automatically bear all of the costs. If the request is approved by the Chairman, and the resident would also like to request consideration for financial support, the department will require an estimated budget proposal for review. Depending upon departmental availability of funds, the Chairman may approve financial support of up to a maximum of \$5,000.00. Any funds that are granted may be applied towards the resident's stipend support, salary compensation, insurance coverage, benefits, and/or housing during the time period of the rotation. Under no circumstances will an amount greater than \$5,000.00 be granted. All expenses exceeding the final amount awarded, if any amount is awarded, will be the sole responsibility of the resident. This includes all salary compensation and benefits that would normally be earned through Hospital of University of Pennsylvania (HUP) Medicare funds for time spent at HUP. Residents who choose and are approved to spend time at an outside institution are not eligible for these HUP Medicare funds, and thus effectively forfeit these funds.

An external "**Clinical Rotation**" is defined as the position of participating in patient care as a member of a supervised clinical team in a health care setting outside of UPHS, with patient contact appropriate for the individual's level of training and performance, for the specific purposes of gaining medical knowledge and experience, and obtaining credit for the experience toward ACGME accredited training. Clinical rotations may be arranged by the Radiation Oncology training program as a means of meeting ACGME program requirements and/or to supplement the training received here. Any member of the house staff may be asked to complete external rotations as a formal part of their training. Any radiation oncology resident who is assigned a rotation at other institutions must meet the educational needs of the trainee. While it is within the Program Director's discretion to allow electives, the appropriate justification should be to provide training experience not available in the University of Pennsylvania health system. The Program Coordinator and Program Director will set an appropriate affiliation agreement with the other institution, one that meets ACGME standards including supervision, working hours, and safety. These rotations will be reported in writing to the Office of Graduate Medical Education. The GME and the Office of Legal Counsel will make all decisions concerning requests for affiliation and for malpractice certification. At the end of the rotation, the Supervisor at the outside institution will provide a written evaluation of the observer to the HUP, Radiation Oncology Program Director.

An “**Observership**” is defined as the position of observing patient care in a health care setting, without patient contact, for the specific purpose of gaining medical knowledge. Observerships may be granted on a case-by-case basis. (Same regulations of an external clinical rotation apply). An observer is not allowed any direct patient contact. Contact is defined as physically touching, performing a medical history and/or examination, counseling (patient or patient’s family/friends), assisting in brachytherapy cases or any other procedure, or otherwise interacting with patients, either individually or in the presence of others. An observer cannot make patient chart entries (electronic or hard copy). He/she may not make copies of patient charts (paper or electronic). The observership is performed on a voluntary basis. The Supervisor at the outside institution will provide a written evaluation of the observer to the HUP Radiation Oncology Program Director.

**Application Process:**

- The resident must obtain prior written authorization from the Program Director/Chairman.
- Up-to-date curriculum vitae
- Affiliation Agreement with outside institution
- Letter from outside institution’s supervisor stating curricular requirements to be met by the clinical and/or observership experience. This should include exact dates of the rotation.
- If it is a clinical rotation, the resident must obtain an MT license from the state where the outside rotation will be performed. Due to the fact that it can sometimes take 6-9 months to process an MT license, the request must be submitted to the Program Director and Chairman at least 10 months ahead of the rotation.