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## **1. ABBREVIATIONS AND DEFINITIONS**

ACGME-I: Accreditation Council for Graduate Medical Education International

GME: Graduate Medical Education

DIO: Designated Institutional Official

GMEC: Graduate Medical Education Committee

## **2. RATIONALE**

External rotations are an opportunity to expand the professional networks of our residents and may lead to further doors opening for them after graduation. However, to keep the overall quality of each external rotation very high, this document sets out the minimum standards that must be met before a resident participates in an external rotation.

## **3. ELIGIBILITY CRITERIA**

All residents must meet the following criteria:

- Be in good standing in the program (no concerns identified by the CCC)
- Completed at least 2 years of residency
- Must use elective time so experience counts as a training experience

## **4. REQUIREMENTS**

In general, external rotations are optional, and generally shall occur in the senior years of residency. At least 2 months in advance of the rotation start date, all external rotations must receive approval from: 1.) the Program Director or designee 2.) the written acknowledgment of the supervisor at the host institution.

All requests for external rotations must meet the following criteria for approval:

- a.) The rotation must have educational value;
- b.) The rotation must be of excellent educational quality;
- c.) The goals and objectives of the rotation must meet ACGME-I applicable Institutional, Common and Specialty-specific program requirements;
- d.) A letter/email from the Vinuni program director stating whether or not the resident will receive academic credit for this rotation. If full credit will not

be given, this letter must outline the terms of the extension of the period of training that will be required for completion of the program.

- e.) Documentation from the host institution outlining the procedures for exposure to blood borne pathogens (specifically the availability of post-exposure prophylaxis for HIV) and/ or other infectious diseases commonly encountered in patient care environments.
- f.) During approved rotations Residents shall abide by the VinUni and ACGME-I policies, rules and regulations governing their residency programs including, but not limited to, those rules that address duty hours.
- g.) A Letter of Agreement or equivalent is required between VinUni and the host Program/ Institution.
- h.) Residents/fellows are responsible for all trip-related expenses, unless such expenses are paid by the training program and agreed to prior to the rotation. Where applicable, trainees are also required to abide by VinUni-wide policies and guidance on external training (<https://policy.vinuni.edu.vn/all-policies/outbound-student-exchange-procedure/>).
- i.) Residents/fellow participating in elective external rotations must sign a Voluntary Participation and Assumption of Risk Agreement, similar to the sample attached to this policy, acknowledging that there are inherent risks in external travel, that participation is completely voluntary, and releasing VinUni from liability for property loss or personal injury incurred while participating in the program.
- j.) Residents are responsible for obtaining, personal medications, required vaccinations, visas, passports, travel health and evacuation insurance if necessary. Residents must provide the Residency Coordinator with an emergency contact in the host country and a means to contact them while out of the country. If these steps are not completed prior to travel, the Residency Program Director will be made aware and the resident or subspecialty fellow will not be allowed to travel. In addition, residents/fellows must abide by any official travel restrictions/advisories put forth by the Ministry of Foreign Affairs of Vietnam or other legal authorities in Vietnam. If a resident/fellow is requesting to travel to a country with official restrictions, then the rotation must be formally approved by the Dean.
- k.) Residents/Subspecialty Residents are prohibited from the following:
  - a. Engaging in any activities that have direct political, military or religious implications on foreign soil while in training as a VinUni resident on an external rotation.
  - b. Practicing any medical procedures or treatments that clearly contradict the standards of ethical practice in Vietnam.
- l.) After the rotation Residents must:
  - a. Supply a letter/email confirming completion from the host institution's supervising physician in order to receive credit for the rotation;
  - b. Provide the Program Director with a report/ journal of their activities, functions, achievements, social, medical, and educational impact/ contribution at the end of their rotation.
- m.) Note regarding vacation:
  - a. While it is certainly the resident's right to add vacation to their rotation, the program strictly prohibits residents from replacing formal rotation time with vacation. In addition, planning and logistics, including any costs, financial or otherwise, for the purpose of vacation is entirely born by the resident, not the GME program nor the host institution.

## **5. APPENDIX – SAMPLE ONLY**

**Example of a typical 4-week external rotation (individual rotations are subject to change):**

### **Component 1: Clinical exposure**

- Week 1 ◊ daily rounds on a typical medicine teaching service as an observer (? Join on call night for a few hours?)
- Week 2 ◊ daily rounds on a subspecialty service (#1) that's not available in current VinUni GME (e.g. Palliative care service, transplant services, procedure service etc.)
- Week 3 ◊ outpatient week?
- Week 4 ◊ daily rounds on a subspecialty service of VinUni resident's choice

### **Component 2: Educational conference exposure**

- Morning reports
- Noon conferences
- Grand rounds
- QI/safety conferences like M&Ms
- Interprofessional (IPE) conferences
- RCAs/Health Equity conferences
- GME grand rounds
- Research updates, works in progress (WIPs)
- Combined conferences as available (ex. Combined EM/IM, combined IM/Surg, etc.)

### **Component 3: One-on-one learning opportunities**

Informational meetings set up to enrich VinUni resident experience:

- Meet with and learn about roles of IP team members ◊ SW, CM, SLP, child life, chaplaincy, house supervisor, ethics consultants, risk management, etc.
- Meet and greet w/ host institution residency director, chief resident (s), department chair, etc.

### **Component 4: Teaching**

Teaching expectations for the VinUni resident:

- A minimum of 1 teaching session for host institution medical students on a clinical topic
- An end of the month talks to a group of host institution faculty/housestaff on a clinical topic

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**Developed by: Designated Institutional Official (Dr. Le Van Phuoc)**

**Reviewed by: GMEC**

**Approved by: CHS Dean**