

# Request for International Rotation

Program Name:

Program Director:

Program Coordinator:

Department Chair:

Specialty Program Director (if applicable):

Requested Rotation Dates:

\_\_\_\_\_  
Program Director Signature/Date:

\_\_\_\_\_  
Specialty Program Director Signature/Date:  
*(if applicable)*

\_\_\_\_\_  
Department Chair Signature/Date:

International Rotations will not be considered until the DIO has given approval and all paperwork has been processed. No resident or fellow should be hired or promised a position for international rotations until approval has been given by the DIO.

Please address all the requirements on the next page in your request. Send completed requests to Dr. Harry S. Clarke, Jr., Interim DIO (c/o GME Office, room 202 MUH, MSC 333) at least six months prior to the desired rotation.

**FOR GME OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Approved by the DIO: \_\_\_\_\_

## **Request for International Rotation**

### **Rationale, Impact and Financing for International Rotation**

1. A justification letter stating why your residents will need to rotate out of the country for this rotation. What specific training does the international facility offer that is not offered at MUSC, at a facility in SC or in any other facility in the U.S.?
2. Goals and Objectives for this international rotation.
3. A letter from your Chair stating s/he will cover all expenses (salary, fringe benefits, etc.) while your residents are on this rotation.
4. If the rotation is approved by the DIO, a letter to John Cooper, Director of Hospital Finance, notifying him of the beginning and ending dates of the rotation will be needed so he will be able to transfer funds from the department's UDAK to the appropriate GME UDAK for resident salaries.
5. You will need to provide documentation that either: a.) there is no need for malpractice coverage or b.) malpractice coverage will be covered by the host facility or some other entity - The name of the provider would need to be stated. Both documents would need to have the appropriate signatures. Per Risk Management, MUSC will NOT provide malpractice coverage for residents who do clinical rotations outside of the U.S. (excluding Canada).
6. If your residents are planning to receive credit for this international rotation, we will also need documentation from your RRC and/or Board to verify this rotation is approved as part of your residency requirements.