BJH/SLCH/WUSM GME External Rotator Process

Things to consider:
Visa Status
Lead time: Observer 4 months notice
Clincal hands on: MO License 3 months notice, without MO license 6 months notice
Blackout dates: March 1- August 31

Program Leadership recieves request

Start Here: Who is this individual?

A current medical student

Not handled by GME, goes to WUSM Electives Office

A current practicing physician

If this individual is no longer pursuing graduate medical education, it should be handled by the department

If this individual is still pursing graduate medical education, it follows GME Process

Individual with terminal medical degree (DO,MD etc)

Is this Hands On? (Clinical)

Is this Hands Off? (Observer)

PD approval is obtained and all outside factors have been considered

Program Leadership gathers required documentation and submits Qualtrics form

ACLS/BLS
BNDD
CV
DEA License (if applicable)
ECFMG (if applicable
MO license
Proof of malpractice
Proof of PD approval

Program Leadership gathers required documentation and submits Qualtrics form

CV
Non Appointee packet
Visa Documentation (if applicable)
ECFMG (if IMG)

GME Office recieves Qualtrics form and follows GME process. Will ensure all involved parties are informed

Program recieves conditional approval or denial based on Qualtrics form

Program Leadership will receive AAMC LOA form. This form is REQUIRED for all external trainees coming to WASHU, BJH or SLCH

If other institute needs edits or alternative documentation, this mininmally 16 weeks and needs to be communciated with WASHU GME ASAP

GME Part ends here:
After approval for documentation, signatures will be obtained by all parties. Fully executed document sent to WASHU GME. Program handles onboarding

GME will notify Program, the Department Manager and Non Appointee Office of Approval

GME Part ends here:
All parties are informed of approval and Program handles onboarding