BJH/SLCH/WUSM GME External Rotator Process

Program Leadership receives request

- 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 pursuing graduate medical education, it follows GME Process

Start Here: Who is this individual?

- Individual with terminal medical degree (DO, MD etc)
  - PD approval is obtained and all outside factors have been considered
  - Program Leadership gathers required documentation and submits Qualtrics form
    - ACLS/BLS
    - BNND
    - CV
    - DEA License (if applicable)
    - ECFMG (if applicable)
    - MO license
    - Proof of malpractice
    - Proof of PD approval

- Is this Hands On? (Clinical)
  - Program Leadership gathers required documentation and submits Qualtrics form
  - CV
  - Non Appointee packet
  - Visa Documentation (if applicable)
  - ECFMG (if IMG)
  - Program Leadership receives Qualtrics form and follows GME process. Will ensure all involved parties are informed

- Is this Hands Off? (Observer)
  - GME Office receives Qualtrics form and follows GME process.
  - Program Leadership receives AAMC LOA form. This form is REQUIRED for all external trainees coming to WASHU, BJH or SLCH

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

If other institute needs edits or alternative documentation, this minimally 16 weeks and needs to be communicated 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 Part ends here: All parties are informed of approval and Program handles onboarding

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