

THE JOHNS HOPKINS UNIVERSITY SCHOOL OF MEDICINE OFFICE
OF GRADUATE CLINICAL EDUCATION

**REQUEST FOR ELECTIVE ROTATION
OUTSIDE OF TRAINING PROGRAM'S STANDARD ROTATIONS
(ALLIED HEALTH TRAINEES)**

This form should be completed for each outside elective rotation which is not part of the training program's standard rotations.
THIS FORM MUST BE TYPED.

The completed form must be signed by the Allied Health Trainee, the JHU Program Director, and the representatives at the Host Institution, and sent with the required documentation to GCEOffice@jhmi.edu for final approval by the Director of Graduate Clinical Education.

Host Institution: (Name and full mailing address of location)		
Specialty Rotation at Host Institution:		
Preceptor at Host Institution and preceptor's email address and phone number:		
Period of Rotation: (Specific dates-mm/dd/yy)	From:	To:
Name of Hopkins Trainee		
Johns Hopkins Department:		
Johns Hopkins Program Director:		
Year in Johns Hopkins Training Program:		

For out-of-state rotations, provide evidence that the appropriate out-of-state licensure has been obtained.

_____ Attached _____ Not applicable

Indicate the responsible institution for the following:

1. Professional liability insurance (Minimum requirements: \$1 Million per incident/\$3 Million aggregate): will be provided by:
_____ Johns Hopkins _____ Host Institution

* If provided by Johns Hopkins, Certificate of Insurance shall be sent to: (provide mailing address, e-mail and phone number)

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2. Salary and Fringe Benefit Payments to be made by: _____ Johns Hopkins _____ Host Institution

3. Reimbursements

_____ There are no reimbursements to be made.

_____ There is an agreement for reimbursement to be made between institutions; please attach a copy of the reimbursement agreement.

4. Research Performed During Rotation:

If the resident or fellow participates in a research project during the course of the elective, this work will require approval from the Host Institution's Institutional Review Board.

_____ I, _____ (resident/fellow name) understand that I must comply with the Host Institution requirements for Institutional Review Board approval. I also understand that, if any research I do at the Host Institution extends beyond the length of this elective rotation, I must submit a request to the JHM IRB to either have the JHM IRB review the research or to request an IRB Reliance Agreement.

_____ I will not be participating in any research project during my elective.

5. Host Institution Responsibilities for Rotation:

- a. Host Institution recognizes that the Program Director of the Johns Hopkins Training Program has the responsibility for the overall administration of the Training Program for the trainee.
- b. The Host Institution Preceptor will evaluate the trainee upon completion of the rotation.
- c. The Host Institution will distribute to the trainee copies of Host Institution’s policies, rules and regulations that will be applicable to the resident/clinical fellow.
- d. The Host Institution Preceptor will be responsible for coordinating and administering the rotation and will report all issues relating to the trainee to the Johns Hopkins Training Program Director.
- e. The Host Institution will provide to the trainee the equipment, resources, facilities and professional/ technical/clerical personnel necessary for the rotation.
- f. Any removal or discipline of the trainee by the Host Institution will be discussed with the Johns Hopkins Training Program Director prior to action; provided, however, Host Institution may take action when, in its opinion, the trainee pose an imminent threat to patient safety or welfare.
- g. If the Host Institution is subject to accreditation by the Joint Commission or any other applicable accrediting agency, the Host Institution shall maintain such accreditation.
- h. Pursuant to Section 952 of the Omnibus Reconciliation Act of 1980, Public Law No. 96-499 (the “Act”), the parties agree as follows: until the expiration of four years after the furnishing of the services provided under this Request, the parties will make available to the Secretary, U.S. Department of Health and Human Services, the U.S. Comptroller General, and their representatives, this Request and all books, documents, and records necessary to certify the nature and extent of the costs of those services. If a party carries out the duties of this Request through a subcontract worth \$10,000 or more over a 12-month period with a related organization as defined in the Act, the subcontract will also contain an access clause to permit access by the Secretary, Comptroller General, and their representatives to the related organization’s books and records.
- i. The Host Institution agrees to indemnify, defend and hold harmless Johns Hopkins University and its affiliates (and their respective employees, agents, trustees, officers and directors) (collectively, “Indemnitees”) from and against any and all claims, losses, damages, suits, and costs (including attorneys' fees and defense costs), regardless of the outcome of such claims or actions, arising out of or relating to any allegedly negligent or intentional act or omission of the Host Institution, its officers, employees, or agents, including but not limited to, any violation or breach of duty owed to any third party, or any failure to perform any other covenant of this Agreement. The indemnification obligations herein shall not be limited by any insurance, or lack of insurance, maintained by the Host Institution. This indemnification provision shall survive termination or expiration of this Agreement.

6. Miscellaneous.

- a. This Request shall be governed and construed according to the laws of the State of Maryland.
- b. It is expressly understood that the parties hereto are independent contractors.

7. Overall Goal for this Rotation; Complete specific goals & objectives on the next page.

 Signature – Allied Health Trainee

JOHNS HOPKINS

HOST INSTITUTION

 Signature – Training Program Director

 Signature – Preceptor at Host Institution

(Print Name)

(Print Name)

 Signature -Director of Graduate Clinical Education
 Jessica L. Bienstock, MD, MPH

 Signature – Official at Host Institution

 (Print Name and Title)

8. Objectives for this Rotation (please list at least one objective per Competency; attach additional page(s) if necessary)

Competency-based objective	Method for accomplishing the objective	Evaluation method for assessing competence
Patient Care		
Medical Knowledge		
Practice-based learning and improvement		
Interpersonal and Communication Skills		
Professionalism		
Systems-based Practice		

Elective Rotation – Addendum

Complete this form for any international elective rotation and attach to the Elective Rotation Request form.

Resident/Fellow Name: _____

Country of Travel: _____

In 250 words, or less, please describe how this international elective experience will provide a real and tangible impact to your career advancement, as well as why other options to accomplish this goal are not feasible.

Allied Health Trainee Signature

We have reviewed the above justification, discussed with the trainee the risks and benefits to themselves of this experience, and support their request to participate in this international elective.

Training Program Director Signature & Date

Department Chair Signature & Date