

## ELECTIVE AWAY ROTATIONS (DOMESTIC AND INTERNATIONAL)

The Office of Graduate Medical Education will consider Away Rotations for House Staff as approved by the Program Director and the ACGME DIO as part of the educational training program. Advance planning and careful coordination with your program director and program coordinator are necessary for all the items that must be in place prior to an away rotation. Please follow the link for additional information on the timeline and process: (<https://gme.app.vumc.org/GHEPortal>.)

Away rotation requests must be submitted (minimum of 7 months prior for international away rotations or minimum of 4 months prior for domestic away rotations) on the GME Away Rotation Management System (<https://gme.app.vumc.org/GHEPortal>). Final approval is required by the ACGME DIO before travel arrangements are made or the away rotation initiated.

House Staff who apply for an Away Rotation should be aware that they may be subject to an additional background check or drug and alcohol testing, as required by other institutions.

In order to be eligible for reimbursement, international travel must be in compliance with VUMC Policy Number FIN 4.9 (available in VUMC Policy Tech: <https://vanderbilt.policytech.com>).