



Residency Management Suite Implementation Team Guidelines for Developing List of Rotations

- To successfully build the database, a single list of all rotations must be developed for all DAGMEC institutions.
- All institutions and all training programs have been listed by name and given an abbreviation. (See “Organizational Structure” document.) These abbreviations should be used consistently.
 - Example, Obstetrics and Gynecology is abbreviated as OBG (not Ob/Gyn, Ob/G, Obst/Gyn, etc.)
 - Family Practice (FP) will be used instead of Family Medicine, since both the ACGME and the AOA use the term Family Practice for accreditation.
- What is a rotation?
 - A term used for scheduling purposes that describes residents in the same location, with the same purpose, with the same supervisors, working together to cover a set of duties. The duration is usually one week to several months, and the resident usually is evaluated at the end of the period.
 - The following things DO NOT have to be the same for a rotation:
 - The discipline of the residents
 - The PGY level of residents
 - The educational experience: residents at various levels or from different programs will have different learning objectives and outcomes, but will be on the same rotation
- The rotation list is comprised of three pieces of information:
 - the hospital where the rotation takes place;
 - the program that has primary “ownership” of the rotation.
 - Example, multi-disciplinary residents rotate on Trauma at MVH, but that service is “owned” by the WSU-Surg program. Residents rotating in the Emergency Department will have WSU-EM as the rotation owner.
 - a unique name for the rotation. The names of two rotations can be the same at two different institutions. These three components will be permanently attached and will always be used together.
 - Examples:
 - MVH: WSU-Surg: Trauma
 - GSH: WSU-Surg: Trauma
 - MVH: WSU-EM: ED
 - KH: WSU-EM: ED
- Vacation, Sick Leave or Educational Leave can be added as a second entry on the block rotation schedule. Time-off can also be added to the schedule so it shows on the daily, weekly or monthly schedule. If you want the time-off to be hospital specific, it must be entered as separate rotations (i.e. MVH:WSU-Surg:VAC and KH:WSU-Surg:VAC).
- Electives, Research and Outside Rotations should be listed on the block schedule.
- Some rotations are assigned to “Med Ed” instead of a specific program. These are rotations that are not specifically owned by one program.
 - Example:
 - KH: KH-Med Ed: Anes