



OMEKO

Graduate Medical Education Policy

Approved by the GMEC (Graduate Medical Education Committee) on August 26, 2025

Effective Date: July 1, 2023

Review Date: August 26, 2025

Next Review Date: August 2030

Corresponding Forms/Templates/Pathways: [International Elective Rotation Approval Form.pdf](#)

Policy Title: International Elective Rotation Approval Policy

Purpose: For Sponsored Programs to have the ability to provide off-site rotations to enhance clinical training experiences internationally.

Policy Type: Sponsoring Institution Policy

PROCEDURE:

1. The Sponsored Program must first receive approval from the DIO (Designated Institutional Official). As with all Trainee rotations, clear goals and objectives must be in place and Trainees should receive mid-point performance feedback and a final written evaluation.
2. The Program Director is responsible for his/her program's ability to meet ACGME (Accreditation Council for Graduate Medical Education) and RRC requirements. Because not all RRC's support the use of international rotations, it is the responsibility of the Program Director to receive written confirmation that their respective RRC will support the clinical experience as one that will count towards their educational requirement.
3. To request an international training experience, the Program Director will submit the required included checklist along with the following documents to the OSU-CHS/OMEKO Office of Graduate Medical Education:
 - a. (a) Request for Approval of International Elective Rotation Form
 - b. (b) Program Director Statement
 - c. (c) Letter from the participating site supervising faculty/institution supporting and verifying the rotation, or if required by the participating site the Program Letter of Agreement
 - d. (d) Goals and objectives for the rotation
 - e. (e) Copy of malpractice insurance coverage, if required by the participating site.
4. Upon receipt of the completed Request for Approval of International Elective Rotation Form and accompanying documentation, OSU-CHS/OMEKO GME (Graduate Medical Education) staff will review the request for approval and will send notice of approval of request to the Program Director when final approval is granted. Likewise, the OSU-CHS/OMEKO GME Office will send notice of denial to the Program Director if the request is denied.
5. The Trainee should sign the Acknowledgement of Release of Liability Form

6. The Trainee and Program Director are jointly responsible for determining that the Trainee has obtained professional liability coverage for the international off-site rotation if not provided for elective training through the Sponsored Program.