

## **International Rotation Application Process Review Committee for Neurological Surgery**

The Review Committee for Neurological Surgery will approve international rotations as part of the accredited education of residents upon satisfactory review of all required information. International rotations must be offered as electives only, and must also receive prior approval of the American Board of Neurological Surgery (ABNS). Additionally, no operative cases completed during an international rotation may be entered into the ACGME Case Log System. Requests to establish a permanent international elective rotation, as well as requests for a one-time international elective rotation will be considered.

In order to apply for an international elective rotation in neurological surgery, please submit a request, addressed to the Executive Director of the Review Committee for Neurological Surgery, co-signed by the program director and designated institutional official (DIO) of the program's Sponsoring Institution, including the following information:

- Name and program number of applying program (program must hold a status of Continued Accreditation)
- Name and PGY level of the resident for whom the rotation is requested
- Name and location of the international site
- Name and qualifications, including current certification status, of supervising physician faculty member(s) (must be core program faculty member(s))
- Copy of a properly executed Program Letter of Agreement (PLA) between the accredited program and the international site at which the rotation will take place
- Letter of support from the DIO of the ACGME-accredited program's Sponsoring Institution
- Dates of the rotation (a minimum of one month at the site is required)
- Description of the international site that includes:
  - type of center (governmental, non-governmental, private)
  - evidence that there is local authority approval for the site
  - demonstration of the requirement that the center has an established ongoing relationship with the program (at least two prior visits by program faculty members to the center before any resident involvement)
  - names and qualifications of local physicians and health care providers with whom the resident will work (please note that the core physician program faculty member(s) identified above must supervise the resident)
  - statement of the center's operative volume and type
  - statement addressing the adequacy of the supportive anesthetic, radiologic, laboratory, and critical care infrastructure
  - description of the educational resources available, including reliable access to web-based educational materials
- Educational rationale for adding the rotation (the statement should include a description of the educational experience the international rotation will provide for the resident that the primary institution or domestic affiliates do not)
- Rotation description, including:
  - competency-based goals and objectives
  - verification that the rotation is elective

- verification that the experience will include an outpatient experience
- how the rotation will ensure that the resident participates in continuity of care (pre-, peri-, and post-operative care)
- how the proposed rotation will provide experience not available at the sponsoring institution or current participating sites
- how patients will be followed by local staff members after the resident has completed the rotation, and how the resident will receive feedback about individual patient outcomes
- a plan for resident assessment during the rotation (must include at least one mid-rotation and an end-of-rotation assessment)
- Samples of assessment form(s) that will be used
- Verification that salary, travel expenses, health insurance, and evacuation insurance is provided by the sponsoring institution and/or program
- Statement addressing physical and environmental issues, including housing, transportation, communication, safety, and language

The Review Committee will not approve proposed international rotations to countries or areas in countries that have U.S. State Department travel warnings at the time of application. It is the responsibility of the applying program to ensure that a U.S. State Department travel warning is not in effect for the site at the time of the rotation.

A complete application, including all of the documentation noted above, must be submitted by the agenda closing date of a regularly scheduled Review Committee meeting.

Programs that have an approved established international elective rotation must inform the Review Committee at least one month prior to the rotation start date each time a resident chooses to participate in that elective. The following information must be submitted to the Executive Director:

- Cover letter with the request and signed by the program director and DIO
- Name and program number of applying program (program must hold a status of Continued Accreditation)
- Name and PGY level of the resident for whom the rotation is requested
- Name and location of the international site
- Rotation start and end dates
- Copy of the Letter of Notification approving the standing international elective rotation
- Description of any changes in the rotation from what was originally approved

Direct questions to Review Committee staff members (contact information is listed on the [Neurological Surgery section](#) of the [ACGME website](#)).

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