

# Required Notification of Off-site Rotation / Elective



Federal regulations require that ECFMG maintain up-to-date records on the locations and activities of the exchange visitor physicians it sponsors. Therefore, ECFMG must be informed at least 30 days *in advance* of any proposed off-site rotation or elective that will be conducted at a location other than the approved “Sponsoring Institution” or a “Participating Site” for the training program as reported to and recognized by the ACGME, including international rotations.

## EXCHANGE VISITOR (EV) PHYSICIAN AND PROGRAM BIOGRAPHICS

EV Physician Name: \_\_\_\_\_ USMLE/ECFMG ID: \_\_\_\_\_

Training Institution Name: \_\_\_\_\_  
(Current Site of Activity)

Specialty / Subspecialty: \_\_\_\_\_ ACGME Program ID: \_\_\_\_\_

## ROTATION / ELECTIVE SITE INFORMATION

Rotation / Elective Site: \_\_\_\_\_  
(Name of Institution)

Rotation / Elective Site Address: \_\_\_\_\_

Rotation / Elective Dates: \_\_\_\_\_ Name of Rotation / Elective: \_\_\_\_\_  
(Specialty or Focus)

Will the EV physician receive credit for the rotation / elective?

Yes  No

Will the funding source / amount listed on the EV physician’s Form DS-2019 remain the same?

Yes  No

Will participation in the proposed rotation / elective result in the need for additional time to complete the training program?

Yes  No

## REQUIRED SIGNATURES

**Program Director Name:** \_\_\_\_\_ **Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TPL Name:** \_\_\_\_\_ **TPL Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that I must continue to maintain the J-1 visa required levels of health and accident insurance during the off-site rotation / elective and, if applicable, update ECFMG’s OASIS with a temporary U.S. residential address.

**Exchange Visitor Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Upload the completed form and any attachments to the exchange visitor physician’s current sponsorship record via EVNet (TPL) or OASIS (EV physician).

Updated  
April 3, 2019