

Rotator General Information

Housestaff from other training programs interested in a clinical rotation in a program sponsored by Rutgers New Jersey Medical School are welcome to apply. Completed applications are reviewed and approval is granted on a case-by-case basis provided trainees meet specific qualifications and entry requirements. Generally, trainees will be considered if they:

- 1) are in good standing in an ACGME-accredited program
- 2) obtain approval and support to rotate from a Rutgers Program Director
- 3) complete and submit all rotator documentation according to all deadlines

If a resident at an outside institution wishes to apply for a rotation in one of the NJMS-sponsored programs please note the timeline and information requirements below.

- Complete the attached “**Rotator Request Form**” and email the completed form to rotator@njms.rutgers.edu at least two (2) months prior to the planned rotation.
- The external program coordinator & resident will both receive an email with the resident’s login and password to New Innovations, the management software used at Rutgers NJMS, in approximately 3-5 business days. Each step in the New Innovations checklist needs to be fully completed and approved at least two weeks prior to the rotation start date. The steps are as follows:
 1. Demographic Information (must upload copies of medical/dental school diploma and current medical license or training permit as part of this checklist item)
 2. RBHS Confidentiality Statement
 3. University Hospital Confidentiality Agreement
 4. Copy of valid/unexpired government picture identification (driver’s license, passport, hospital ID, etc)
 5. Copies of valid BLS, ACLS, PALS certification (as applicable) – American Heart Association (AHA) Certified Courses only
 6. Rotator Medical Requirements (Health Clearance Attestation Form)
 7. Proof of Respirator Fit Testing on UH approved mask or Signed Disclaimer
 8. Program Director & DIO Attestation of Compliance
 9. EMR Access Request Form
 10. Malpractice insurance coverage verification from home institution (must indicate coverage through rotation timeframe) – Professional Liability Insurance (no less than \$1MM/\$3MM) and Commercial General Liability Insurance (no less than \$1MM/\$3MM)
- Read the “**Rutgers NJMS Parking Permit Instructions**” form to pay for parking during your rotation
- Approximately one (1) month prior to your rotation you will be enrolled in CLASSROOM EPIC clinical systems training. **FAILURE TO COMPLETE CLASSROOM EPIC TRAINING BEFORE YOUR START DATE WILL FORFEIT ROTATION APPROVAL.**
- You must present to the GME Office on your first day (or several days prior if your start date is on a holiday or weekend as the GME Office may be closed) to obtain your medical record dictation number, clinical systems passcodes, and receive information to obtain an identification card.
- It is the rotator’s responsibility to make arrangements for housing and transportation as necessary.

Please contact the Graduate Medical Education Office if you have any questions (973) 972-6049 regarding this process.

Rotator Request Form

Resident Name: _____ Title: _____

PGY Level at time of rotation: _____ Program Year: _____

DOB: _____ SSN: _____ NPI #: _____

Address: _____

Home Institution: _____

Home Program: _____

Home Coordinator Email Address: _____

Home Coordinator Phone Number: _____

Resident Email Address: _____

Resident Cell Phone Number: _____ Phone Carrier: _____

NJMS Program of Interest: _____

Does the resident have experience using Epic EMR: _____

Proposed Training Dates: _____

The coordinator & external resident will both receive an email with the resident's login and password to New Innovations, the management software used at Rutgers NJMS, in approximately 3-5 business days. Each step in the checklist will need to be fully completed prior to rotation approval.

***Completed checklist is due no later than 2 weeks prior to start date or rotation will be rescheduled.**

American Heart Association Life Support Certification Requirements

Program	BLS	ACLS	PALS	NRP
Addiction Medicine	X	X		
Allergy & Immunology	X	X		
Anesthesiology	X	X	X	
Anesthesiology-Pain Management	X	X		
Cardiology & Interventional Cardiology	X	X		
Child Neurology	X		X	
Child Psychiatry	X		X	
Dentistry-General Practice	X	X		
Dentistry-Pediatrics	X		X	
Diagnostic-Radiology	X	X	X	
Emergency Medicine	X	X	X	X
Emergency Medicine (Adult Only)	X	X		
Emergency Medicine (Pediatrics Only)	X		X	X
Endocrinology, Diabetes, Metabolism	X	X		
Gastroenterology & Hepatology	X	X		
Geriatrics	X	X		
Infectious Diseases	X	X		
Internal Medicine	X	X		
Internal Medicine/Pediatrics	X	X	X	X
Nephrology	X	X		
Neurological Surgery	X	X	X	
Neurology	X	X		
Neurology-Vascular	X	X		
Neurosurgery Endovascular Neuroradiology	X	X		
OB/GYN	X	X		X
OB/GYN- Maternal-Fetal Medicine	X	X		X
OB/GYN- Reproductive Endocrinology	X	X		
Ophthalmology	X	X		
Oral Maxillofacial Surgery	X	X		
Orthopedics (inc Hand and Musculoskeletal Oncology fellowships)	X	X		
Otolaryngology	X	X	X	
Otolaryngology-Rhinology & Endoscopic Skull Base Surgery	X	X	X	
Pathology	X			
Pediatrics	X		X	X
Plastic Surgery	X	X		
PM&R	X	X	X	
PM&R-Musculoskeletal Rehabilitation Medicine	X	X		
PM&R-Pediatric	X		X	
PM&R-Spinal Cord Injury	X	X		
PM&R-Traumatic Brain Injury Medicine	X	X		
PM&R-Stroke Fellowship	X	X		
Podiatry	X	X		
Preventive Medicine	X	X		
Psychiatry	X	X		
Pulmonary Critical Care	X	X		
Rheumatology	X	X		
Surgery	X	X	X	
Surgery Critical Care-Trauma	X	X	X	
Urology	X	X		
Vascular Surgery	X	X		

PARKING PERMIT INSTRUCTIONS

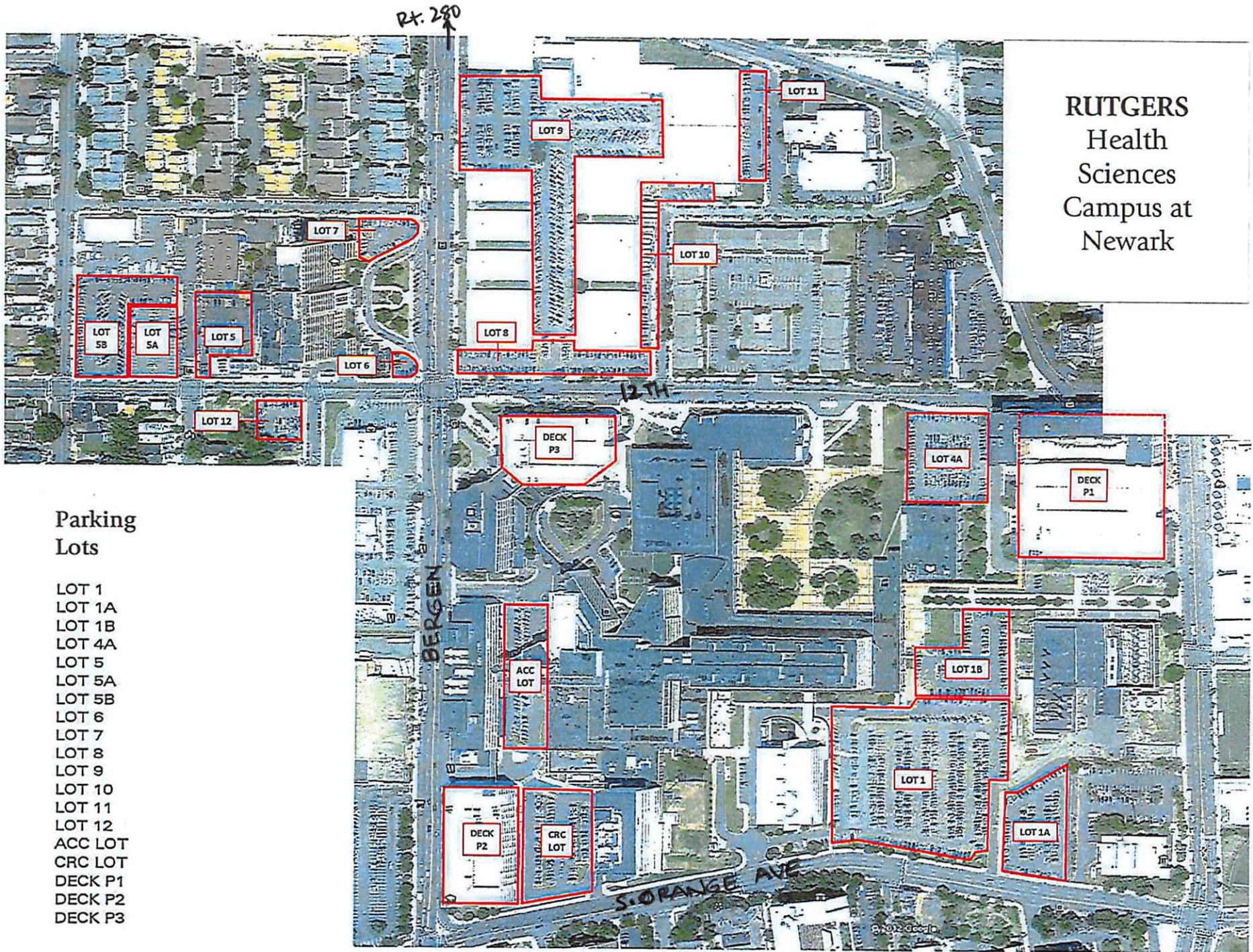
VIRTUAL PARKING PASS SYSTEM

The Virtual Parking Pass system eliminates the need for hangtags and paper tickets and provides you with a convenient, paperless self-managed parking pass system.

**YOU MUST REGISTER FOR A PARKING PERMIT
NO LATER THAN ONE WEEK PRIOR TO YOUR
ROTATION START DATE – NO EXCEPTIONS**

1. Prior to your rotation at NJMS, you will receive an email from the **Rutgers Department of Transportation Services (DOTS)** with instructions on registering your vehicle for parking in selected parking lots on the Newark campus.
2. This email will include your **User Name and Password**, and a link to access the Vehicle Registration Form. **You must complete all required fields.**
3. You will receive a confirmation email from the DOT.
4. Cost of the monthly (4-week) parking permit: \$30.00 plus \$1.99 sales tax = \$31.99. Credit and Debit cards are accepted. **If your rotation exceeds one month but less than two months, you must purchase a pass for two months.**
5. Hangtags or stickers will no longer be issued. Vehicles are identified by license plate number.
6. The parking permits are valid only in the following surface/paved lots: 1, 1-A, 1-B, 4-A, 8 & 9 (see attached campus map).

RUTGERS
Health
Sciences
Campus at
Newark



Parking
Lots

- LOT 1
- LOT 1A
- LOT 1B
- LOT 4A
- LOT 5
- LOT 5A
- LOT 5B
- LOT 6
- LOT 7
- LOT 8
- LOT 9
- LOT 10
- LOT 11
- LOT 12
- ACC LOT
- CRC LOT
- DECK P1
- DECK P2
- DECK P3