Texas Higher Education Coordinating Board

Family Medicine Rural Rotation
Guidelines and Procedures

Program Directors must provide a copy of these guidelines to Rural Rotation Supervisors and Residents.

I. Direction and Coordination of the Family Medicine Rural Rotation Program.

A. Family Medicine residents in training at an accredited Texas Family Medicine residency program with the advice and consent of their program director may select a desired rural rotation site from a list of approved sites and supervisors. This list is maintained by the Texas Higher Education Coordinating Board (Coordinating Board) and may be accessed on their website at www.thecb.state.tx.us/ruralrotation.

B. Family Medicine residents interested in participating in a rural rotation are required to have their residency director submit their application by a date determined by Coordinating Board staff. Residents will then be selected for funding. Program directors will be contacted prior to September 1st, which residents have been selected to be funded for a rotation. Residents not selected for funding who would like to participate without payment, must indicate that on the application. Residents not funded who participate are required to submit all documentation.

II. Location of the Family Medicine Rural Rotations

A. Site Requirements:

1. All rural rotation sites shall be in either rural, non-urbanized counties in Texas, as defined by the U.S. Bureau of the Census, or have a population of 30,000 or less and have a designation as either a Health Professional Shortage Areas designation or Medically Underserved Area/Population.

2. All rural rotation sites must have a family physician supervisor on site that meets all requirements specified in Section II, Subsection B of the Family Medicine Rural Rotation Guidelines and Procedures.

3. Eligible rural rotation sites will be designated by the Coordinating Board staff in cooperation with the residency program directors. If questions arise concerning the suitability of sites, the Family Medicine Residency Advisory Committee may be requested to determine eligibility of a site.

4. The rotation may be split between two rural rotation sites. However, the entire rural rotation must be completed in a one-month period of 28 to 31 days.

B. Supervisor Requirements:

1. Supervisors must possess a current Texas medical license and have no pending or past disciplinary action taken against them by the Texas Board of Medical Examiners or the Texas Medical Foundation.

2. Supervisors must be board-certified in Family Medicine; OR, have completed residency training in Family Medicine; OR, have previously served in a satisfactory manner in the Texas Statewide Family Medicine Preceptorship Program.

3. Supervisors must have active admitting privileges at a licensed hospital in their practice area, if such a hospital exists.

4. Supervisors must have a completed, current Family Medicine Rural Rotation Program Supervisor application on file with the Coordinating Board.

5. Supervisors must have completed an orientation by the program director prior to accepting any residents for a rural rotation; OR in the past have attended at least one Rural Rotation Workshop by the Faculty Development Center.

6. Supervisors must sign the Resident Letter of Agreement with the appropriate Family Medicine residency program director **prior** to accepting a resident for a rural rotation. A copy of the agreement must be on file with the Coordinating Board.

7. Supervisors or their local hospitals may not pay residents stipends for the rural rotation in addition to any state-funded reimbursement provided by the Coordinating Board during the time of the rural rotation.

8. Supervisors shall not encourage any activity designated by the program director or by the Family Medicine Residency Advisory Committee as endangering the resident's eligibility for board certification. Supervisors who do so shall no longer be considered qualified for purposes of the rural rotation program and their clinic site shall be removed from the list of approved rural rotation sites.

If you are interested in becoming a Family Medicine Rural Rotation Supervisor, the supervisor application can be accessed on the Coordinating Board website www.thecb.state.tx.us/ruralrotation. Upon completion of the application, please submit to:

Suzanne Pickens, Program Director
Texas Higher Education Coordinating Board
Attn: Family Practice Rural Rotation
1200 East Anderson Lane
Austin, Texas 78752
(512) 427-6200
familypractice@thecb.state.tx.us

III. Resident Requirements

A. Residents must be in their first, second, or third year of training in an accredited Texas Family Medicine Residency Program in order to be eligible to participate in the Family Medicine Rural Rotation Program.

IV. Evaluation of the Rotation – all forms are available on the Coordinating Board website

A. Supervisors will complete an evaluation of the resident at the conclusion of the rotation. Supervisors will send the completed evaluation to the program director and send a copy to the Coordinating Board.

B. Residents will complete an evaluation of the supervisor at the conclusion of the rotation. The evaluation shall be returned to the program director and a copy provided to the supervisor and the Coordinating Board.

C. Residents will complete an evaluation relating to the educational value of the rural rotation experience.

D. The resident's program director will also complete an evaluation of the resident's rotation.

Note: Grant funds will not be disbursed until all four evaluations are received by the Coordinating Board staff.

V. Funding Procedures

A. Rotation funding is provided only for:

1. One-month continuous rural rotation at a qualified site, or
2. One-month continuous rural rotation at two qualifying sites.

B. Funding is provided only for Texas Family Medicine residents in their first, second, or third year of training, and only upon completion of the one-month rotation.

C. Residents may receive funding for only rural rotation annually, based on the state fiscal year. Funding may not be available to support all residents completing a rotation.

D. Coordinating Board funding for the rural rotation is based on the following:

1. Family Medicine residency programs must continue to pay the resident's their regular stipend during the time of the rotation. An additional stipend may be available to the resident during the time of the rotation, not to exceed $500.

2. Reimbursement to the resident's Family Medicine residency program for the loss of the resident's services during the time of the rural rotation, not to exceed $1,500 per resident.

E. Program directors must submit all evaluations of the rotation in order for the program to receive funding. The grant request form can be printed from the Coordinating Board website at: www.thecb.state.tx.us/ruralrotation.

G. Family Medicine residency programs shall maintain all receipts associated with the expenses of the rural rotation for a period of four years. These records will be open to inspection at all times to the Coordinating Board staff.