

Texas Higher Education Coordinating Board

Family Medicine Rural Rotation Program Guidelines and Procedures

Program Directors must provide 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 the [Family Medicine Residency Program](http://www.thecb.state.tx.us/FamilyPractice) website (<http://www.thecb.state.tx.us/FamilyPractice>).
 - B. Family Medicine residents interested in participating in a rural rotation are required to have their residency director submit their applications by a date determined by Coordinating Board staff. Residents must indicate on the application if they would like to participate in a rotation without payment if they are not selected for funding. Residents who participate without funding are required to submit all documentation. Program directors will be notified prior to September 1st regarding which residents have been selected for funding.
- II. Location of the Family Medicine Rural Rotations
 - A. Site Requirements:
 1. All rural rotation sites shall be in a rural, non-urbanized county in Texas, as defined by the U.S. Census Bureau, OR in a Texas county that has a population of 30,000 or less and also has a designation of either a Health Professional Shortage Area or a 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 continuous four-week period.

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 Medical Board 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 is available on the [Family Medicine Residency Program](http://www.theccb.state.tx.us/FamilyPractice) website (<http://www.theccb.state.tx.us/FamilyPractice>). Upon completion of the application, please submit to:

Suzanne Pickens, Senior Program Director
Texas Higher Education Coordinating Board

FamilyPractice@theccb.state.tx.us

Subject: Family Practice Rural Rotation Resident Requirements

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

Evaluation forms are available on the [Family Medicine Residency Program](http://www.thecb.state.tx.us/FamilyPractice) website (<http://www.thecb.state.tx.us/FamilyPractice>). All evaluations listed below must be submitted to the Coordinating Board at FamilyPractice@thecb.state.tx.us with the Rural Rotation Grant Request. Grant funding will not be disbursed until Coordinating Board staff have received and approved all required evaluations.

- A. Supervisors must complete an evaluation of each resident at the conclusion of the rotation. The completed evaluation must be signed by the supervisor and the resident. Supervisors must send a copy of the completed evaluation to the program director, who must submit a copy of the evaluation to the Coordinating Board.
- B. Residents must complete an evaluation of the supervisor at the conclusion of the rotation. The completed evaluation must be signed by the supervisor and the resident. Supervisors must send a copy of the completed evaluation to the program director, who must submit a copy of the evaluation to the Coordinating Board.
- C. Residents must complete an evaluation relating to the educational value of the rural rotation experience. The program director must submit a copy of the evaluation to the Coordinating Board.
- D. The resident's program director must complete an evaluation of the resident's rotation and submit a copy to the Coordinating Board.

V. Funding Procedures

- A. Rotation funding is provided only for:
 - 1. Rural rotation at a qualified site completed in a continuous four-week period, or
 - 2. Rural rotation at two qualifying sites completed in a continuous four-week period.
- 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 continuous four-week rotation.
- C. Residents may only receive funding for 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 rural rotation is based on the following:
1. Family Medicine residency programs must continue to pay the resident's 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 \$1,000.
 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. All documentation listed below must be received by the Coordinating Board before funding will be disbursed to the program.
1. Resident Letter of Agreement
 2. Grant Request
 3. Evaluations described in Section IV. Evaluation of the Rotation

All forms are available at:

[Family Medicine Residency Program](http://www.thecb.state.tx.us/FamilyPractice) (<http://www.thecb.state.tx.us/FamilyPractice>)