

## Family Medicine Resident's Rural Rotation Guidelines and Procedures

Funded by the  
Texas Higher Education Coordinating Board  
Administered by the  
Faculty Development Center

***Program Directors must provide a copy of the Guidelines to all  
Rural Rotation Supervisors and Residents.***

### **I. Direction and Coordination of the Family Medicine Resident's Rural Rotation Program (FMRRR).**

- 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 Faculty Development Center (FDC) and may be accessed on the Center's web site at [www.wacofdc.org](http://www.wacofdc.org).
- B. Residency program directors must submit residents' application(s) to the FDC's staff **prior** to the beginning of the rotation (form A1).
- C. Program directors must notify the FDC's staff in **advance** of the desired dates and sites for a rural rotation. This is accomplished through the submission of the completed resident application (form A1).
- D. Program directors must certify that the resident has medical licensure or institutional permit status and malpractice insurance coverage for the rural rotation.

### **II. Location of the Family Medicine Resident's Rural Rotation**

- A. Site Requirements:
  - 1. All rural rotation sites shall be in either a) rural, non-urbanized counties in Texas, as defined by the U.S. Bureau of the Census, or b) have a population of 30,000 or less and designation as either a Health Professional Shortage Areas designation or Medically Underserved Area/Population.
  - 2. All sites must have a family physician supervisor on site that meets all requirements specified in Section II Subsection B of the FMRRR Program Guidelines.
  - 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 28-31 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 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 FMRRR Program Supervisor application on file with the Coordinating Board.
5. Supervisors must have attended at least one Rural Rotation Workshop; OR have completed an orientation by the program director prior to accepting any residents for a rural rotation.
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 Faculty Development Center.
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 state-funded rural rotation, and their clinic site shall be removed from the list of approved rural rotation sites.

If you are interested in becoming a Family Medicine Resident's Rural Rotation Supervisor, you will need to complete the supervisor application that can be accessed on the FDC's web site [www.wacofdc.org](http://www.wacofdc.org). Upon completion of the application, please submit to:

Stacey Silverman, Program Director  
Texas Higher Education Coordinating Board  
Attn: Family Practice Rural Rotation  
1200 East Anderson Lane  
Austin, Texas 78752  
(512) 427-6200  
[SilvermaSY@THECB.state.tx.us](mailto:SilvermaSY@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 Texas Higher Education Coordinating Board (THECB) Family Medicine Resident's Rural Rotation Program.

#### IV. Evaluation of the Rotation

- A. Supervisors shall complete an evaluation of the resident at the conclusion of the rotation, which shall be returned to the program director. Most residency programs provide the supervisor with their own evaluation form. If an evaluation form (E1) should be needed, it can be printed from the FDC's website, [www.wacofdc.org](http://www.wacofdc.org).
- B. Residents shall complete an evaluation of the supervisor at the conclusion of the rotation. The resident will leave the completed evaluation with the rural rotation supervisor. Most residency programs provide the resident with this evaluation form. If an evaluation form (E2) should be needed, it can be printed from the FDC's website, [www.wacofdc.org](http://www.wacofdc.org).
- C. Residents shall complete an evaluation relating to the educational value of the rural rotation experience. FDC will provide instructions after successful completion of the rotation. This evaluation will be completed electronically.
- D. The resident's program director will also complete an evaluation on the rotation. FDC will provide instructions after successful completion of the rotation. This evaluation will be completed electronically.

**Note: No FMRRR grant funds will be dispersed until both the resident's and the program director's rotation evaluations are completed.**

#### V. Funding Procedures

- A. Coordinating Board funds will be provided as available for one-month block Family Medicine Resident's Rural Rotations. 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. Coordinating Board funds for rural rotations will be provided only for Family Medicine residents in their first, second, or third year of training, and will be provided only upon completion of the one-month rotation.
- C. Residents may receive only one funded rural rotation annually, based on the state fiscal year.
- 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 \$1,000.
  - 2. Reimbursement to the resident for transportation for one round trip between the residency program and the site of the rotation not to exceed \$500, and reimbursement to the resident or the provider for living expenses incurred during the time of the rotation, not to exceed \$500;
  - 3. 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. Reimbursement levels for travel and living costs shall not exceed State reimbursement levels for travel and per diem expenses. Only costs incurred during

the course of a rural rotation conforming to these guidelines and for which documentation is provided will be reimbursed.

- F. Family Medicine residency programs shall submit to the Faculty Development Center documentation for rural rotation expenditures on the grant request form after the rotation has been completed. Program directors must submit their evaluation of the rotation along with supporting expenditure documentation in order for the program to receive reimbursement for rotation expenditures. The grant request form can be printed from the FDC's website at: [www.wacofdc.org](http://www.wacofdc.org).
- 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.