

**University of Arizona  
Emergency Medicine Residency Program – University Campus**

**Resident Selective Approval Process**

The Emergency Medicine Residency Program – University Campus has several selective options for residents. Selective descriptions, goals, objectives, and resident responsibilities can be found for each selective on our website.

The following processes must be followed prior to starting your selective to obtain appropriate on-site and off-site approvals. Specific selectives are not guaranteed.

Submission of the administrative paperwork below is required for selective approval, as it is also a requirement of the residency program to track resident selectives as part of ACGME accreditation. Should the program be audited by the ACGME, we must demonstrate that we are tracking all of our resident rotations including selectives.

**Selectives WITHIN Banner University Medical Center – Tucson and South Campuses:**

The following process serves to ensure that selective requests are approved with enough lead-time for faculty to arrange the resources necessary to maximize resident education on their core rotations and selectives. It also allows the program to ensure residents are on track for promotion and graduation.

**Timeline:**

- **3 blocks before** scheduled selective block
  - Peruse options: <http://emergencymed.arizona.edu/residencies/ua-university-campus/current-residents/selectives>
  - Choose a selective that you feel will round out your emergency medicine training.
  - If a selective of your interest is not on the pre-approved list or you require guidance or suggestions, please contact Vivienne Ng to discuss and copy Veronica Calderon.
- **2 blocks before** scheduled selective block
  - Ensure procedure logs are up to date in New Innovations
    - If you are behind on procedures, please contact the Medical Simulation group to arrange time in the simulation lab for procedure catch up.
- **6 weeks before** scheduled selective block
  - Email Vivienne Ng and Veronica Calderon with your intended selective choice with faculty advisor name if not already done.
- **No later than the first day of the block before** scheduled selective block
  - Email Vivienne Ng and Veronica Calderon with your procedure log (total of each procedure type) to obtain formal approval if not already done.

**General guidelines:**

- You may accelerate the above timeline.
- Reading/Study selective is only permissible for residents on the Academic Enrichment Plan or with Program Director approval for exigent circumstances.
- For clinical selectives, a reasonable amount of work is expected.
- Failure to submit your procedure log by the first day of the previous block will result in being scheduled ED shifts during your selective block.
  - The number of shifts scheduled will be prorated based on the lateness of submission.

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**Selectives OUTSIDE of Banner University Medical Center – Tucson and South Campuses:**

The following process serves to ensure that the necessary Program Letter of Agreement (PLA) is in place between the UA GME office and the selective away site. The purpose of the PLA is to provide details on faculty, supervision, evaluation, educational content, length of assignment, and policies for each rotation that occurs outside of UA. The GME office requires a minimum of 90-120 days to process new PLAs, as these require three levels of University approval (DEM, GME, Academic Management Council) prior to approval from the away site. The PLA also requires an agreement between UA and Banner attorneys and those attorneys at the outside site. This step can take several iterations to complete and is time consuming. (See *Institutional Policy on Program Letters of Agreement*, page 5 for more details.)

Please start the following process as early as possible. Submit the “*PLA - Request Fillable Form (v.1 08.2019).pdf*” at least 90-120 days prior to the start of your rotation. Rarely, a mutual agreement cannot be reached, so it is best to have a back up rotation in mind in case the outside selective falls through.

**Timeline:**

- **4 blocks before** scheduled selective block
  - Contact Vivienne Ng and Veronica Calderon with your intended selective choice and site.
  - Complete the “*PLA - Request Fillable Form (v.1 08.2019).pdf*” and return to Veronica Calderon if your specific selective and site has not previously been approved.
    - You will need
      - Approval from site supervisor (acceptance email is suitable)
      - Detailed learning goals and objectives
      - Educational rationale, including why the rotation could not feasibly be completed within the Banner Health network
      - Site supervisor with contact information
      - Rotation contact with contact information (if different from above)
    - Veronica Calderon cannot submit to GME without any of the above 5 items
  - Ensure procedure logs are up to date in New Innovations
    - If you are behind on procedures, please contact the Medical Simulation group to arrange time in the simulation lab for procedure catch up
    - *Procedure deficiency will result in denial of your away selective (see below)*
  - Peruse back up selective options: <http://emergencymed.arizona.edu/residencies/ua-university-campus/current-residents/selectives>
- **3 blocks before** scheduled selective block
  - Ensure procedure logs are up to date in New Innovations
  - Ensure conference attendance is >70%
  - Follow up with Veronica Calderon regarding PLA approval
- **2 blocks before** scheduled selective block
  - Ensure procedure logs are up to date in New Innovations
  - Ensure conference attendance is >70%
  - Follow up with Veronica Calderon regarding PLA approval
- **No later than the first day of the block before** scheduled selective block
  - Email Vivienne Ng and Veronica Calderon with your procedure log (total of each procedure type) to obtain formal approval if not already done.

**General guidelines:**

- You may accelerate the above timeline.

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- Outside selectives will only be approved for residents in good standing, which includes not being on academic probation or having recurrent charting audit deficiencies.
- If you are doing an **international selective**, contact Veronica Calderon for additional paperwork and mandatory requirements (i.e. register travel itinerary with UA Global Travel Registry, complete UA-COM/BUMC-T International Travel Waiver).
- Ensure procedure logs are up to date in New Innovations.
  - Failure to complete the required number of procedures by your selective block will result in denial of travel and away selective.
  - If you are behind on procedures, please contact the Medical Simulation group to arrange time in the simulation lab for procedure catch up.
- Failure to submit your procedure log by the first day of the previous block will result in denial of away selective and being scheduled ED shifts during your selective block.
  - The number of shifts scheduled will be prorated based on the lateness of submission.