



## PGME Rotation Guidelines

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### Purpose

PGME relies on accurate rotation data for scheduling, evaluation, and reporting. To improve data quality, a new Rotation Management process was introduced in early 2025, requiring all rotations to follow a standardized naming convention and include specific reporting details. This document outlines the requirements for PGME rotations.

### Rotation Management

To ensure consistency and data integrity across all PGME rotations, the management of rotation data is centralized through the Education Systems Team. This approach streamlines data processes, supports accurate reporting, and ensures compliance with relevant stakeholders. All requests for new rotations, edits, or deactivations will be submitted to and processed by the Education Systems Team. For more information, refer to the PGME Guidelines for Managing Rotation Data.

### Rotation Naming Convention

Field	Clinical Specialty (CS)	Rotation Details (RD)	Clinical Location (CL)	Type (T)
Requirement	Mandatory	Optional	Mandatory	Optional
Example	Child and Adolescent Psychiatry	Psychiatry PGY3	BC Children's Hospital	Core

## Rotation Details Required for Reporting

Rotation Fields: **Mandatory** and **Optional**

Rotation Field	Rotation Field Definition	Rotation Field Values	Guidelines and Requirements
<b>Clinical Specialty</b>	<i>A recognized and standard medical treatment-related specialty within a physician practice, clinic, or hospital.</i>	Clinical Specialty List	<p><b>Mandatory field</b></p> <ul style="list-style-type: none"> <li>When creating a rotation, you <u>must select one</u> clinical specialty that matches the service being taught.</li> <li>The Clinical Specialty is linked to the learner's hospital access</li> <li>A drop-down list of values is available to choose from</li> </ul>
<b>Rotation Details</b>	<i>An added element used to describe the rotation experience for training, scheduling, evaluation, assessment and/or TWPC tracking.</i>	<p>Full Names of the value are captured (no abbreviations)                      Ex. Clinical Teaching Unit, not CTU</p>	<p><b>Optional field</b></p> <ul style="list-style-type: none"> <li>An added descriptive element or specialty not named in the clinical specialty field</li> <li><u>Must not</u> match the clinical specialty field</li> </ul> <p><u>Example:</u> Preceptor Name, Community Name, City of PPO, Province of OOP, Country of OOC, Unit, Team, and/or TWPC Tracking</p>
<b>Clinical Location</b>	<i>A physical space where learning takes place. Example. Hospital, Clinic, Office</i>	Clinical Location List	<p><b>Mandatory field</b></p> <ul style="list-style-type: none"> <li>When creating a rotation, you <u>must select one or multiple</u> locations where the rotation takes place</li> <li>There is a primary Clinical Location where the majority of time is spent</li> <li>There can be alternate locations where the minority of time is spent</li> <li>Learners scheduled in the rotation must attend each location during their time on rotation</li> <li>*If access is needed at a location where 0 time is spent, you need to list this as an alternate location</li> <li>A drop-down list of values is available to choose from</li> </ul>
<b>Type</b>	<i>A type of rotation is based on the learner's program requirements.</i>	<p>Core                      Elective                      Selective</p>	<p><b>Optional field</b></p> <ul style="list-style-type: none"> <li>The type of rotation <u>must</u> be reflective of the learner's home program requirements for their level of learning.</li> <li>What is Core for one learner may be an Elective for another learner</li> </ul>

**Rotation Names:** Rotation Name and Rotation Abbreviation

Rotation Name	Rotation Name Definition	Rotation Name Field	Guidelines and Requirements
<b>Rotation Name</b>	<i>The full name of the rotation. Each field to be separated by a colon (:)</i>	<b>Clinical Specialty:</b> <b>Rotation Details:</b> <b>Clinical Location(s):</b> <b>Type</b>	<b>Rotation Name <u>must</u></b> be the full name and reflect the program training requirements. <ul style="list-style-type: none"> <li><b>Mandatory fields:</b> Clinical Specialty and Clinical Location(s)</li> <li><b>Optional fields:</b> Rotation Details and Type</li> </ul>
			Using only <b>mandatory</b> fields: <b>Psychiatry-Vancouver General Hospital</b>  Using <b>mandatory</b> and <b>optional</b> fields: <b>Psychiatry: PGY2: Vancouver General Hospital: Core</b>
<b>Rotation Abbreviation</b>	<i>The short name of the rotation. Each field to be separated by a colon (:)</i>	<b>CS: RD: CL: T</b>	<b>Rotation Abbreviation <u>must</u></b> be the short name of the rotation and reflect its full name. <ul style="list-style-type: none"> <li><b>Mandatory</b> values: <b>CS</b> and <b>CL(s)</b></li> <li><b>Optional</b> values: <b>RD</b> and <b>T</b></li> </ul>
			Using only <b>mandatory</b> fields: <b>PSYCH-VGH</b>  Using <b>mandatory</b> and <b>optional</b> fields: <b>PSYCH: PGY2: VGH: C</b>

All rotation details required for reporting purposes will be requested through the New Rotation Form. These details will be stored in a master file and fed into the PGME Clinical Placement Reporting Tool. Rotation details will be reviewed during the Rotation Audit for each academic year to ensure our Clinical Placement reports are accurate. The following information is required for each rotation:

Rotation Field	Description	Format	Required	Notes
Clinical Specialty	A recognized and standard medical treatment-related specialty within a physician practice, clinic, or hospital.	Pickable List	Yes	Only 1 Clinical Specialty for each rotation
Primary Clinical Location	A physical space where learning takes place and where the learner spends most of their time.	Pickable List	Yes	Primary Location must be listed
% of time at primary location	The percentage of time a learner spends at the	0-100%	Yes	If only 1 location, must be listed

	location during their rotation			under primary location
Alternate Clinical Location(s)	A physical space where learning takes place and where the learner spends the minority of their time. May also be listed for CALL or ACCESS purposes	Pickable List	See Notes	Not all rotations have alternate locations
Is required for access/call only	Identifies alternate location is used for the rotation or for CALL/ACCESS only	Yes/No	Only if used for access or CALL	No=Rotation Location YES=CALL/ACCESS only
% of time at alternate Clinical location(s)	The percentage of time a learner spends at the alternate location during their rotation	0-100%	See Notes	Only required if the alternate location is used for the Rotation
Rotation Type	The type of rotation is linked to the schedule requirements	Rotation Block Simultaneous Longitudinal Research/Course Placeholder	Yes	Determines reporting rules and type of rotation
# days a week on longitudinal or simultaneous rotation	Number of days per week the resident spends on rotation	0.5-5	See Notes	Only required if longitudinal or simultaneous Rotations. Based on 5-day work week

### Rotation Audit

A yearly audit will be initiated by the Systems Support Team to ensure programs are compliant with the rotation requirements. The audit will be performed between August-September.

### Support

[cp.support@ubc.ca](mailto:cp.support@ubc.ca)

## Appendix

### PGME Guidelines for Managing Rotation Data

#### Clinical Locations List

A physical space where learning takes place. Example. Hospital, Clinic, Office

#### Clinical Specialties List

A recognized and standard medical treatment-related specialty within a physician practice, clinic, or hospital.

#### Rotation Examples

CS	Clinical Specialty	Rotation Detail	CL	Clinical Location	T	Type	Rotation Name	Rotation Abbreviation	Guiding Principles
Anes	Anesthesiology	Community	RIH	Royal Inland Hospital	C	Core	Anesthesiology: Community: Royal Inland Hospital	Anes Community: RIH	<ul style="list-style-type: none"> <li>Community based Anesthesiology rotation delivered to Anesthesiology Residents as a core rotation</li> <li>Service is being taught by an Anesthesiologist</li> <li>Funds for this activity will be paid by Anes.</li> </ul>
OBGYN	Obstetrics and Gynecology	Family Medicine	LGH	Lions Gate Hospital	E	Elective	Obstetrics and Gynecology: Family Medicine: Lions Gate Hospital: Elective	OBGYN: FM: LGH: E	<ul style="list-style-type: none"> <li>Learner is on an OBGYN service</li> <li>The service is being taught by a FM CF</li> <li>Funds for this activity will be paid by FM</li> </ul>
CAP	Child and Adolescent Psychiatry	Psychiatry	BCC H	BC Children's Hospital	C	Core	Child and Adolescent Psychiatry: Psychiatry: BC Children's Hospital: Core	CAP: PSYCH: BCCH: C	<ul style="list-style-type: none"> <li>Learner is on a CAP service</li> <li>The service is being taught by an adult psychiatrist</li> <li>Funds for this activity will be paid by PS</li> </ul>
GENSURG	General Surgery	Trauma Jr	VGH	Vancouver General Hospital	E	Elective	General Surgery: Trauma Jr: Vancouver General Hospital: Elective	GENSURG: Trauma Jr: VGH: E	<ul style="list-style-type: none"> <li>Junior Learner is on a general surgery rotation specializing in trauma</li> <li>The service is being taught by a General Surgeon</li> <li>Funds for this activity will be paid by General Surgery</li> </ul>
PEDSURG	Pediatric Surgery		BCC H	BC Children's Hospital	C	Core	Pediatric Surgery: BC Children's Hospital: Core	PEDSURG: BCCH: C	<ul style="list-style-type: none"> <li>General Surgery Learner is on a pediatric surgery rotation – why it is core.</li> <li>The service is being taught by a Pediatric Surgeon</li> <li>Funds for this activity will be paid by Pediatric Surgery</li> </ul>