



## **General Pediatric Residency Program Rotation Change Process**

1. A resident requesting a rotation change **MUST** ensure this form is completed and signed. Please refer to the Department of Pediatric website for the appropriate form: [Request for Rotation Change Form](#)
  - a. Residents are allowed a maximum of 2 (two) rotation change requests per year once the final schedule is released
  - b. Rotation changes required due to leave of absence are not included in the above limit (ie medical LOA)
  - c. Requests made less than 4 (four) months prior to the start of the rotation may not be able to be approved
    - i. Requests made within this time frame will be considered on a case by basis in extenuating circumstances
2. If approval from the Program Director and the Lead Residents is received, the rotation changes will only be accommodated if the preceptor for the original rotation and new rotation are in agreement and the change can be accommodated based on other rotating learners and preceptor availability.
3. The resident must have a valid reason for requesting a rotation change as deemed appropriate by the Program Directors. Decisions will be made based on required training experiences, rotation availability and number of requests made to date within the academic year.
4. The resident should expect to hear back about the rotation change within 4 (four) weeks of the request.