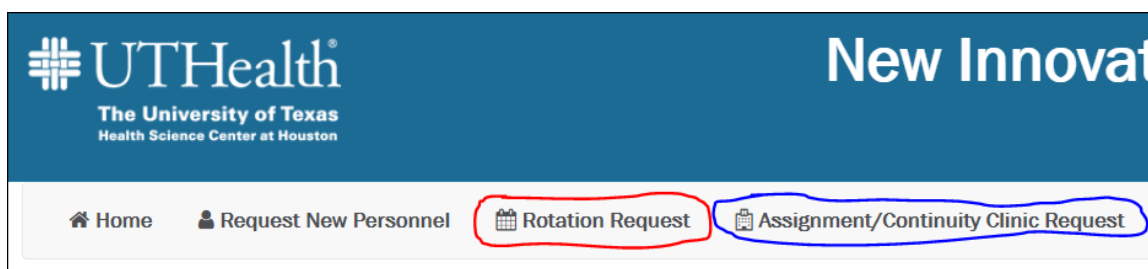


NI New Rotation Request/Modify/Archive Process Assignment/Continuity Clinic Request

We have developed an electronic process for adding, modifying and archiving a rotation and for requesting Assignment/Continuity Clinics. The tool is the same one where you make personnel requests/changes. It can be found at the following URL:

<https://apps.uth.edu/nitools>

- A. **Choose the form option at the top of the NI Tools page:** In this example we use the **Rotation Request** option.



- B. **Complete and submit the web-based Rotation Request form.** *You will receive a copy of the form you submit.*

UTHealth New Innovations Rotation Request Form

Please complete the following information and sign the form by clicking the checkbox at the bottom.

Request Type:

Is the rotation being requested for an ACGME program?

Department:

Program:

Service Name:

GME will notify the program with the final approved service name when active.

Location:

Preferred Abbreviation:

Default Bill To:

Supervising Faculty #1:

Supervising Faculty #2:

Comments:

Person approving form:

Title:

By checking this checkbox, I hereby sign this form.

Note that as you complete the form, the questions may expand as you answer. You may be required to upload the WebADS Participating Site Form or your draft PLA depending on your answers.

Request Type:

Is the rotation being requested for an ACGME program? Yes No

Is rotation site listed in ADS? Yes No

Is it a required rotation that residents/fellows will attend at least 30 days accumulative in a year? Yes No

Please complete the ACGME ADS Participating Site Change Request and submit with this Rotation Request. The Change Request form can be found: [HERE](#)

+ ACGME ADS Participating Site Change Request File - you may drag a .docx file here

Is a signed, current PLA (Program Letter of Agreement) loaded in New Innovations? Yes No

- C. After you submit the form, it will go through a series of approvals in GME:
1. First step is to the ACGME review to:
 - i. Verify PLA and WEBADS information if you are an ACGME program.
 2. Then a rotation review will be performed to:
 - i. Verify that the form is complete.
 - ii. Check for duplicate rotations
 3. The next step is a Team Review and approval.*
 4. Then finally, the rotation is entered in NI. After this step, you will be sent the final form with the rotation name.

****At each of these step, your form could be denied and returned to you to reenter and submit again. Please make sure you provide all the required information.***

Note: This new form will not need to be approved by the DMO. The approver is the person entering the form.