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.
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.

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.