


<p><b>Name of Policy:</b> <u>College of Medicine Visiting Medical Students in Elective Clinical Clerkships</u></p> <p><b>Policy Number:</b> 3364-81-04-012-09</p> <p><b>Approving Officer:</b> Dean, College of Medicine &amp; Life Sciences</p> <p><b>Responsible Agent:</b> Senior Associate Dean for Clinical Undergraduate Medical Education</p> <p><b>Scope:</b> M.D. Program, College of Medicine, The University of Toledo Health Science Campus</p>	 <p><b>Effective date:</b> December 10, 2020</p> <p><b>Original effective date:</b> 08/25/86</p>				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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(A) Policy statement

The University of Toledo College of Medicine and Life Sciences (UTCOMLS) may permit qualified medical students from other medical schools/medical education programs to participate as visiting students in elective clinical clerkships as long as the participation of visiting medical students does not displace or otherwise compete for available educational venues, patients, resources, etc. with the school’s own medical students. No visiting medical student will be permitted to participate in a required clinical clerkship.

All visiting medical students must possess academic qualifications equivalent to those of the UTCOMLS medical students they would join in the elective clinical experiences. In addition, visiting medical students must provide documentation of health and immunization requirements, training in exposure to infectious agents or environmental hazards, criminal background check, and health and professional liability insurance comparable to those for UTCOMLS medical students. UTCOMLS will verify the credentials of each visiting medical student, maintain a complete roster of each visiting student, approve the assignments of each visiting student, and provide a performance assessment to the home institution of each visiting medical student.

(B) Purpose of policy

The purpose of the Visiting Medical Student policy is to ensure patient safety by verifying the qualifications of all visiting medical students, to protect the integrity of the learning environment for UTCOMLS medical students by limiting visiting medical student enrollment to electives with available positions not taken by UTCOMLS students, and to ensure compliance with all institutional, Liaison Committee for Medical Education (LCME) and Joint Commission standards related to visiting students from other medical schools/medical education programs.

(C) Scope

This policy applies to medical students in the M.D. College of Medicine & Life Sciences program.

(D) Procedure

- (1) In order to be eligible to participate in an elective clerkship at UTCOMLS, a visiting medical student must demonstrate the following qualifications:
  - (a) Visiting students must be enrolled in an LCME-accredited allopathic medical education program or a Commission on Osteopathic College Accreditation (COCA)-accredited osteopathic medical education program in the United States or Canada, or at an international allopathic medical school with an approved affiliation agreement with UTCOMLS.
  - (b) Students from U.S. schools/ medical education programs must be in good academic standing and have a passing score on Step 1 of the United States Medical Licensing Examination (USMLE) or an equivalent comprehensive examination demonstrating competency in the basic sciences central to medicine.
  - (c) Students will usually be in their fourth year of medical school and will have successfully completed all third-year core clerkships. Exceptional students in good academic standing in their third or fourth year of medical school who have not completed all core clerkships but who have completed the prerequisites for the elective in which they wish to enroll will be considered.
  - (d) All visiting medical students are required to provide documentation of the following requirements equivalent or comparable to UTCOMLS students. Requirements may be modified periodically based on institutional or extramural (such as those from the CDC) recommendations.
    - (i) Health and Immunization Requirements met within previous 12 months in accordance with the University's *Health and Immunization Requirements for Medical Students* Policy 3364-81-04-033-00
    - (ii) Health Insurance.
    - (iii) Professional Liability Insurance as required by UTCOMLS.
    - (iv) Training in universal precautions related to exposure to infectious agents or environmental hazards.
    - (v) Criminal background check dated within 12 months of rotation.

- (vi) HIPAA training.
  - (vii) Visiting students from outside the United States must submit a copy of their passport with their application. Students must also forward the UTCOMLS' Global Health Program Advisor a scanned copy of their visa upon receipt.
- (2) For students who meet the qualifications specified above for a visiting medical student in an elective clerkship at UTCOMLS, the following process/procedures are required for approval to participate as a visiting medical student.

A. FOR STUDENTS FROM LCME- OR COCA- ACCREDITED MEDICAL SCHOOLS

- (a) Student must complete an application through the Association of American Medical College's (AAMC) Visiting Student Learning Opportunities (VSLO) Program which is managed by the Department of Medical Education. The visiting student may submit a rank-order list of preferred clerkship experiences, which will require approval by the clerkship, as well as the Associate Dean for Clinical Undergraduate Medical Education.
- (b) Department of Medical Education verifies credentials of visiting medical student applicant and notifies student concerning missing items or that s/he is approved to pursue a rotation, copying the respective Clerkship Coordinator.
- (c) The Clerkship Coordinator seeks approval from the Clerkship Director regarding space availability and the Department of Medical Education will then notify the visiting student applicant of decision regarding requested rotation(s).
- (d) The Clerkship Coordinator assists student with obtaining institutional ID as well as orienting student to clerkship responsibilities. Clerkship Coordinator is responsible for all clerkship-related communications with visiting students.
- (e) Upon completion of the elective clinical rotation, the Clerkship Coordinator will provide a performance assessment to the student's home institution, with a copy to the UTCOMLS Department of Medical Education.

B. FOR STUDENTS FROM INTERNATIONAL SCHOOLS

Visiting medical students from international medical schools in which the UTCOMLS has an approved affiliation agreement are the only international students to be considered for participation in clinical rotations/observerships. Students will undergo a clinical assessment at the beginning of the elective rotation to delineate their role during the approved clerkship as a participating student completing a clinical rotation or as an observer completing an observership.

- (a) Student must complete the UTCOMLS' International Visiting Medical Student Application, which includes a rank-order list of preferred clerkships and email his/her application to the Global Health Program Advisor.

- (b) Students from non-LCME accredited schools who have a valid affiliation agreement with UTCOMLS are jointly reviewed by the UTCOMLS' Global Health Program, the Department of Medical Education, and the Student Health & Wellness Clinic. Upon receipt and review of completed application materials, the Global Health Program Advisor will forward electronic applications to: 1) the Associate Dean for Clinical Undergraduate Medical Education for verification of academic credentials and 2) the UTCOMLS' Student Health & Wellness Clinic for immunization review.
  - (c) Once the Department of Medical Education verifies required academic credentials and the Student Health & Wellness Clinic verifies required immunizations, via email to the Global Health Program Advisor, the Global Health Program Advisor may formally proceed forward with rotation coordination. The Global Health Program Advisor will notify the student's preferred clerkship of his/her acceptance and request rotation availability.
  - (d) The Global Health Program Advisor coordinates the student's clinical rotation/observership request and confirms rotation dates with the respective Clerkship Coordinator/point person appointed by Clerkship Director and notifies the student of his/her program acceptance and clerkship placement.
  - (e) The Global Health Program Advisor forwards the international visiting student a formal visa invitation letter upon confirmation of his/her non-refundable housing fee.
  - (f) The Global Health Program Advisor assists admitted students with all participation logistics including: housing, transportation, UTAD affiliate account set up, badge acquisition, Clinical Portal and Imprivata Access, and administers online HIPAA training.
  - (g) The Clerkship Coordinator/point person, appointed by Clerkship Director, orients the student to clerkship responsibilities and is responsible for all clerkship-related communications.
  - (h) Upon completion of the clinical rotation/observership, the Global Health Program Advisor will provide the student with his/her: 1) clinical scenario evaluation from orientation, 2) rotation completion letter, 3) Global Health certificate, and 4) Elective Clerkship Clinical Competency Evaluation.
- (3) The UTCOMLS Department of Medical Education will maintain a complete roster of each visiting student, as required by LCME standards.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D. Executive VP for Clinical Affairs and Dean, College of Medicine &amp; Life Sciences</p> <p><u>December 10, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Associate and Senior Associate Dean for Undergraduate Medical Education Clinical Curriculum Committee Executive Curriculum Committee</i></p>	<p><b>Policies Superseded by This Policy:</b> Clerkships for Non-UT Students (Visiting Medical Students) 3364-81-04-012-09</p> <p><b>Initial effective date:</b> 08/25/85</p> <p><b>Review/Revision Date:</b></p> <table data-bbox="808 485 1323 850"> <tr> <td>08/25/86</td> <td>08/17/01</td> <td>12/10/20</td> </tr> <tr> <td>08/13/87</td> <td>08/18/03</td> <td></td> </tr> <tr> <td>08/22/89</td> <td>09/17/04</td> <td></td> </tr> <tr> <td>08/15/90</td> <td>12/01/05</td> <td></td> </tr> <tr> <td>11/19/91</td> <td>01/23/06</td> <td></td> </tr> <tr> <td>02/24/94</td> <td>04/22/07</td> <td></td> </tr> <tr> <td>07/01/95</td> <td>02/15/11</td> <td></td> </tr> <tr> <td>08/01/96</td> <td>03/15/11</td> <td></td> </tr> <tr> <td>08/17/00</td> <td>06/17/14</td> <td></td> </tr> <tr> <td>05/18/15</td> <td>08/30/18</td> <td></td> </tr> </table> <p><b>Next review date: 12/11/2023 (three years from most recent revision/review date)</b></p>	08/25/86	08/17/01	12/10/20	08/13/87	08/18/03		08/22/89	09/17/04		08/15/90	12/01/05		11/19/91	01/23/06		02/24/94	04/22/07		07/01/95	02/15/11		08/01/96	03/15/11		08/17/00	06/17/14		05/18/15	08/30/18	
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