


Name of Policy: College of Medicine Visiting Medical Students in Elective Clinical Clerkships Policy Number: 3364-81-04-012-09 Approving Officer: Dean, College of Medicine & Life Sciences Responsible Agent: Vice/Associate Dean for Clinical Medical Education Scope: M.D. Program, College of Medicine, The University of Toledo Health Science Campus		 Original effective date: 08/25/86
<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	

(A) Policy statement

The University of Toledo College of Medicine (UTCOCM) 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 UTCOCM 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 UTCOCM medical students. UTCOCM 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 UTCOCM medical students by limiting visiting medical student enrollment to electives with available positions not taken by UTCOCM 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)

(C) Scope

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

(D) Optional Additional Section (N/A)

(E) Procedure


- (1) In order to be eligible to participate in an elective clerkship at UTCOM, a visiting medical student must demonstrate the following qualifications:
 - (a) Visiting students must be enrolled at LCME-accredited allopathic or osteopathic medical education programs in the United States or Canada or at international allopathic medical schools with an approved affiliation agreement with UTCOM.
 - (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 medicine students are required to provide documentation of the following requirements equivalent or comparable to UTCOM 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 include but may be modified based on CDC, institutional or other accreditation organization recommendations:
 - (1) Proof of immunity to measles, mumps, rubella (MMR)
 - (2) Proof of immunity to Hepatitis B
 - (3) Negative 2-step tuberculin skin test (TST) for tuberculosis (TB) or negative Quantiferon (QFT) test for domestic students

- (4) Negative TB-Quantiferon test and symptom screen for students from World Health Organization-designated High TB prevalence areas in accordance with UT policy 3364- 81-04-030
 - (5) Proof of immunity to varicella (Students who are not immune should receive two varicella immunizations 4 to 8 weeks apart.)
 - (6) Immunization with one dose of Tdap (Tetanus-diphtheria-acellular pertussis adult dose).
- ii. Health Insurance
 - iii. Professional Liability Insurance as required by UT COM
 - iv. Training in universal precautions related to exposure to infectious agents or environmental hazards
 - v. Criminal background check
 - 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 Global Health 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 UTCOM, the following process/procedures are required for approval to enroll at UTCOM as a visiting medical student.
- A. FOR STUDENTS FROM LCME-ACCREDITED OR ACCREDITED OSTEOPATHIC SCHOOLS
- (a) Student must complete a Visiting Medical Student Application and submit to the Office of Medical Education.
 - (b) Office of Medical Education verifies credentials of visiting medical student applicant and notifies student concerning missing items or that he/she is approved to pursue a rotation, copying the respective Clerkship Coordinator.
 - (c) The Clerkship Coordinator seeks approval from the Clerkship Director regarding space availability. The Clerkship Coordinator notifies the student and the Office of the Registrar of approved rotation.
 - (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 the visiting students.
 - (e) 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 Undergraduate Clinical Medical Education.
 - (f) 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 UTCOM Office of Medical Education.

B. FOR STUDENTS FROM INTERNATIONAL SCHOOLS

Visiting medical students from international medical schools who have an approved affiliation agreement with The University of Toledo's College of Medicine are the only international students to be considered for participation in clinical observerships/rotations. Students will undergo a clinical assessment at the beginning of the elective rotation to delineate their role during the approved clerkship as an observer completing an observership or as a participating student completing a rotation.

- (a) Students must complete an International Visiting Medical Student Application and email their applications to the Global Health Program Advisor. Upon receipt and review that all application materials have been sent, the Global Health Program Advisor will forward electronic applications to the Associate Dean for Undergraduate Clinical Medical Education for review and formal acceptance.
 - (b) Students from non-LCME accredited schools who have a valid affiliation agreement with UTCOM are jointly reviewed by the Office of Global Health and the Office of Medical Education.
 - (c) The Office of Medical Education verifies credentials of the prospective visiting medical student/applicant and notifies the student and the UTCOM Global Health Advisor via email that he/she is authorized to pursue an observership/rotation.
 - (d) The Global Health Advisor coordinates students' clinical observership/rotation requests with the respective Clerkship Directors and notifies the student of his/her placement.
 - (e) The Global Health Advisor forwards international student visa invite letters to applicants upon receipt of their non-refundable housing deposit.
 - (f) Global Health Advisor confirms observership/rotation dates with respective Clerkship Coordinator/point person appointed by Clerkship Director.
 - (g) The Global Health Advisor assists students with all logistics including: housing, transportation, UTAD account setup, and badge acquisition, Clinical Portal Access, and HIPAA training.
 - (h) The Clerkship Coordinator orients the student to clerkship responsibilities and is responsible for all clerkship related communication.
 - (i) The visiting student may submit a rank-order list of preferred observation/rotation experiences, which will require approval by the clerkship, as well as the Associate Dean for Undergraduate Clinical Medical Education.
 - (j) Upon completion of the elective clinical observership/rotation, the Global Health Advisor will provide students with an observership completion letter as well as a Global Health certificate.
- (3) The UTCOM Office of Medical Education will maintain a complete roster of each visiting student, as required by LCME standards.

<p>Approved by:</p> <p>Christopher Cooper, M.D.</p> <p></p> <hr/> <p>Name</p> <p>Executive VP for Clinical Affairs and Dean, College of Medicine & Life Sciences</p> <hr/> <p>Title</p> <p><u>Oct. 16, 2018</u></p> <hr/> <p>Date</p> <p>Review/Revision Completed by:</p> <p>Associate and Vice Dean for Undergraduate Medical Education Clinical Curriculum Committee Executive Curriculum Committee</p>	<p>Policies Superseded by This Policy: Clerkships for Non-UT Students (Visiting Medical Students) 3364-81-04-012-09</p> <p>Initial effective date: 08/25/85</p> <p>Review/Revision Date:</p> <table><tr><td>08/25/86</td><td>08/17/01</td></tr><tr><td>08/13/87</td><td>08/18/03</td></tr><tr><td>08/22/89</td><td>09/17/04</td></tr><tr><td>08/15/90</td><td>12/01/05</td></tr><tr><td>11/19/91</td><td>01/23/06</td></tr><tr><td>02/24/94</td><td>04/22/07</td></tr><tr><td>07/01/95</td><td>02/15/11</td></tr><tr><td>08/01/96</td><td>03/15/11</td></tr><tr><td>08/17/00</td><td>06/17/14</td></tr><tr><td>05/18/15</td><td>08/30/18</td></tr></table> <p>Next review date: 08/30/2021 (three years from most recent revision/review date)</p>	08/25/86	08/17/01	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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