



**USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE**

Title: Visiting Resident Rotations Policy	GME-224
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Scope: Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

Background: Recognizing that maintaining high quality residency and fellowship programs is dependent on adequate resources, faculty, and patients, the USF MCOM and Office of Graduate Medical Education (“GME”) have established policies regarding Visiting Residents and Fellows (“Residents”) from other institutions rotating in USF-sponsored programs.

This policy serves to provide a mechanism for USF MCOM and the Office of GME to review and approve the Visiting Resident applications for clinical training at USF and affiliated hospital locations, ensuring that all Visiting Residents have the appropriate documentation. USF MCOM and the Office of GME further mandate that the presence of other learners does not interfere with the educational experience of current USF-sponsored trainees in a specific specialty or subspecialty.

Policy: Along with the ACGME, the Office of GME is committed to the policy that the presence of other learners must not interfere with the educational experience of USF-appointed Residents. Through the application/appointment process for Visiting Residents, the program director must report the presence of these other learners to the Office of GME/DIO. The program must report circumstances when the presence of other learners has interfered with the residents’ education to the DIO and the GMEC in accordance with the ACGME requirements (CPR I.E.).

Each year, central GME will have a blackout period in which no visiting residents will be processed due to the onboarding of incoming USF residents/fellows. The blackout period is communicated to visiting residents through the central GME office during the onboarding process. Paperwork must be completed a minimum of thirty (30) days prior to the anticipated start of the Visiting Resident Rotation.

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Procedure

Responsible Party

Visiting Resident

Action

Requests approval from the USF Program by completing the Visiting Resident Appointment Form.

Once approved, Visiting Resident must meet and/or complete all onboarding documentation and training requirements prior to starting the USF rotation.

Program Director

Responsible for approving all visiting resident rotations, ensuring there is appropriate faculty supervision, adequate case volumes, and that these other learners do not interfere with the educational experience of their current trainees.

Office of GME

Reviews supporting documentation and drafts required Affiliation Agreement (as needed) and Voluntary Professional Services Agreement.

Sends agreements to USF Office of General Counsel for review/revision as appropriate.

Obtains Sr. Associate Dean, GME/DIO signature on approval Form and agreements. Fully executed copies of all documents returned to appropriate party.

APPROVED:

Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
01/1999	01/1999	08/2010; 01/2015; 06/2017; 09/2019; 10/2020; 03/2021; 12/2021	N/A