

**USF – Morsani College of Medicine
GME POLICY & PROCEDURE**

Title: Visiting Resident Rotations	No.: GME-224
Effective Date: 1/1/99	Revision Date: 8/2010; 1/2015, 6/2017, 10/2019

Scope: Applies to all Visiting Residents who wish to rotate in a University of South Florida Morsani College of Medicine (“USF MCOM”) residency and/or fellowship training program at a USF-affiliated training location.

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 particular 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 and the GMEC in accordance with the ACGME requirements.

Programs that have been denied an ACGME complement change in the past 12 months will not be permitted to accept visiting residents.

Visiting Residents will not be processed from April 1st - August 1st of each year due to requirements of incoming USF Health trainees, and paperwork must be completed a minimum of thirty (30) days prior to anticipated start of the Visiting Resident Rotation.

Procedure: The Visiting Resident requests approval from the USF Program by completing the Visiting Resident Appointment Packet (found at this link: <https://usf.box.com/s/30n7705ztr3ncqiacj8clnp2891q2spn>). The Program Director is 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. Once approved, the Program Administrator submits the approved appointment form to the Office of GME along with required documentation to include proof/copies of the following:

- Continuation of salary/benefits
- Current malpractice continuation for the state of FL
- Licensure by the FL Board of Medicine or FL Board of Osteopathic Medicine (License #)
- Recent HIPAA training/completion of required modules
- Completed Communicable Disease forms
- Medical school diploma
- Required certifications (i.e., ACLS, PALS, BLS, NRP, etc.)
- ECFMG certification (if applicable)

Additionally, the Program Administrator ensures the visiting resident has completed:

- Recent background check and drug screen (within last 6 months)
- Required affiliate paperwork and training
- Obtained USF and/or affiliate ID badge

Office of GME reviews supporting documentation, advising Program Administrator of any deficiencies, and completes the request for an Affiliation Agreement (as needed) and Voluntary Professional Services Agreement and sends to USF Office of General Counsel for review/revision as appropriate and for Sr. Associate Dean, GME/DIO signature.

Office of GME returns copy to Program Administrator for execution by off-site rotation/institution and obtains Sr. Associate Dean, GME/DIO signature on Approval Form. Fully executed copies of all documents returned to Program Administrator.

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO