

Policy 1.130 Graduate Medical Education Committee
Section Educational Administration
Subject Educational Activities for Non-UAMS Regional Centers Residents/Fellows
Policy Requirements: ACGME Institutional: Section 3, Section 4 ACGME Common: Section 3, Section 4, Section 6 UAMS Administrative Policies: 4.5.28, 4.5.18, 11.3.05, 12.1.01
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Purpose

To outline the eligibility requirements, approval requirements and the onboarding process for a clinical rotation within a University of Arkansas for Medical Sciences (UAMS) Regional Centers Accreditation Council for Graduate Medical Education (ACGME) training program.

Definitions

Resident: a physician enrolled in an ACGME-accredited program sponsored by the UAMS Regional Centers at the Post Graduate Year (PGY)-1 level or above. This includes all other terms such as intern, fellow, housestaff member, or house officer.

Fellow: An individual enrolled in an ACGME-accredited fellowship (subspecialty) program who has completed a residency program in a related specialty. Note: the term may also refer to other learners by individual institutions or programs.

Non-UAMS Resident/Visiting Resident/Fellow: a physician enrolled in an ACGME accredited program sponsored by an institution other than the UAMS Regional Centers.

Short Term/Elective Clinical Rotation: an educational experience (usually several weeks to months in duration) in a patient care area offered by an ACGME-accredited program sponsored by UAMS Regional Centers to non-UAMS Regional Centers residents/fellows, which has clearly defined goals and objectives, is taught and supervised by faculty members within the program, and for which the resident/fellow receives evaluation and credit for the experience.

Observer: a physician who wishes to view care of patients (e.g., clinical rounds, outpatient clinics, or surgery).

Eligibility

Residents/fellows that are currently enrolled in an ACGME accredited training program are eligible to participate in a hospital-based clinical rotation within a UAMS Regional Centers ACGME sponsored training program. Only physicians in ACGME accredited training programs meet the Arkansas State Medical Board exemption for licensure in Arkansas.

Exclusions

This policy does not apply to medical students, visiting faculty, employees or those persons involved in the interview process for faculty or employee positions at UAMS, nor to persons who may occasionally attend didactic offerings (e.g., conferences, grand rounds, lectures, journal clubs).

Policy

Observers:

UAMS ACGME-accredited residency/fellowship programs do not sponsor observerships.

A physician, not currently enrolled in a residency/fellowship program accredited by the ACGME, who wishes to seek clinical training experiences offered within a non-UAMS hospital that serves as a participating site for a UAMS Regional Centers residency/fellowship program should contact the hospital directly. The Graduate Medical Education Committee (GMEC) and the UAMS Regional Centers GME Office do not provide oversight, administration, or certification of these physicians.

Clinical Rotations:

A physician enrolled in a residency/fellowship program accredited by the ACGME who wishes to seek clinical training experiences offered within a **non-UAMS hospital** that serves as a participating site for a UAMS Regional Centers residency/fellowship program must contact the Program Director(s) at that site. The Program Director is responsible for reviewing the residency program schedule, talking to hospital faculty and leadership, and deciding as to whether additional visiting non-UAMS residents/fellows can be accommodated in the hospital without disrupting the clinical learning environment for UAMS residents/fellows.

During a clinical rotation, non-UAMS Regional Centers residents/fellows:

- are actively involved in the educational activities of the training program as a learner;
- are supervised by qualified program faculty members;
- are evaluated by the teaching faculty at the completion of the rotation;
- do not have a faculty appointment; and,
- cannot bill for clinical service.

Procedure

In order to obtain approval for clinical rotations with a UAMS Regional Centers residency program, a written request for the rotation and a Regional Centers biographical form must be submitted to the Program Director at least two months prior to the start of the desired rotation.

The request for the rotation should include the following:

- Requested rotation dates.
- Rotation specialty area (i.e. critical care, obstetrics)
- Purpose/Justification of Appointment and Scope of Responsibilities should state the goal of the

- rotation (i.e. what the resident/fellow will be doing while here)
- Letter of Good Standing from home institution, which includes:
 - Confirmation that the resident/fellow stipend and benefits will be paid for by home institution. The UAMS Regional Centers GME Office will not assume costs for visiting non-UAMS residents/fellows.
 - Copy of the visiting resident/fellow malpractice/liability insurance in the amounts no less than that covered by UAMS residents/fellows. The visiting resident/fellow is not covered under UAMS' State of Arkansas sovereign immunity.
- Proof of immunization, as required by the hospital

The UAMS Regional Centers GME Office is not able to manage visa paperwork for visiting residents/fellows. Visiting residents/fellows in the United States on a visa must work with their home institution for any visa issues related to a visiting rotation.

If the Program Director determines that the requested rotation may be completed without disruption to the clinical learning environment for the existing residency or fellowship program, the Program Director will contact the appropriate individuals at the hospital to request their approval of the rotation. Neither the Program Director nor the UAMS Regional Centers GME Office can guarantee approval of a rotation to a visiting resident or fellow.

Once the hospital has given approval to the rotation, the Program Director will work with the appropriate hospital personnel to ensure that any additional paperwork they require is provided by the visiting resident/fellow in a timely manner. Hospital paperwork may include but is not limited to:

- HIPAA compliance agreement
- IT confidentiality agreement
- Badge request form
- Submitting copies of identification
- Proof of immunization
- Access to electronic health records

Program Letter of Agreement

A Program Letter of Agreement (PLA) is required between the hospital and the visiting resident/fellow's home institution. The PLA is the responsibility of the home institution but must be in place prior to the start of the visiting rotation.

Medical Records Documentation

All non-UAMS Regional Centers residents/fellows must be current with immunizations, as required by the hospital. UAMS Regional Centers cannot guarantee that community hospital partners will provide waivers or exemptions for the COVID-19 vaccine.

Onboarding and Exit Clearance Process for Visiting Residents/Fellows

Program Coordinators hosting the rotation will manage the onboarding and exit clearance processes for visiting residents on rotation with their program. All hospital-required orientations or trainings must be completed by the visiting resident/fellow prior to the start of the rotation.

Program coordinators must collect all ID badges from visiting residents/fellows once their rotation has ended. ID badges should be returned to appropriate department personnel at the hospital.

Resources found on GME SharePoint

Visiting Resident/Fellow Biographical Data Form

Sample Letter of Good Standing

Program Letter of Agreement Template

