Policy Statement

Visiting Residents and fellows who are enrolled in ACGME-accredited programs under the sponsorship of other teaching hospitals or medical schools may be eligible to participate in elective training at UMass Memorial Medical Center under the supervision of UMMS faculty. Visiting residents must meet requirements for participation in an elective experience. The must meet Graduate Medical Education registration and credentialing requirements as outlined in this policy.

Reason for Policy

Residents and Fellows may request permission for rotations for a variety of reasons including, but not limited to, audition electives for fellowships or other residency, clinical experience that is not available at their home institutions, personal or family issues. In addition to training benefits provided to these visiting residents, there can also be benefits for recruitment to UMMS programs. It is essential, however, that these visiting rotations provide valid educational experiences that do not compromise the training of residents and fellows currently enrolled in the UMMS programs. It is also essential that these individuals are subject to the same requirements for licensure, credentialing, malpractice coverage and training as their UMMS counterparts. Institutional oversight through the Office of Graduate Medical Education can help to ensure the educational value of these experiences, protect UMMS residents and fellows and limit liability exposure to UMass Medical School and UMass Memorial Medical Center. This policy will insure that required records are maintained for all visiting residents involved in training and patient care in UMMS programs and ensure compliance.
with UMMS and UMMHC policies including Employee Health, HIPAA, JCAHO and resident and patient health and safety.

**Entities Affected By This Policy**

- Visiting Resident or Fellow
- UMMS Residency Program Director and Program Coordinator

**Related Documents**

- Visiting Elective Request Form
- Program Letter of Agreement – Visiting Resident Elective

**Scope**

This policy applies to all visiting residents and fellows enrolled in non-UMMS ACGME- or AOA-accredited residency and fellowship programs who wish to do elective rotations at UMass Memorial Medical Center. Residents and fellows who are enrolled in non-accredited programs are ineligible to participate. The visiting resident or fellow is not considered an employee of UMass Medical School and is subject to the Personnel Policies of their sponsoring institution. All visiting residents and fellows must abide by all policies and procedures of UMass Medical School Graduate Medical Education and UMass Memorial Medical Center. They must obtain a Massachusetts Full or Limited License prior to the start of the elective. Violation of UMMS or UMMMC policy may result in immediate termination of the elective rotation.

**Responsibilities**

The (UMMS) residency or fellowship program director or supervising faculty member at UMass OGME is responsible for ensuring that all procedures are followed. The OGME will assist in processing all required paperwork.

**Procedures**

1. A Registration Form for Visiting (Non-UMass) Residents/Fellows must be completed and filed with the UMMS Office of Graduate Medical Education at least one month prior to the start of the elective rotation for an individual who holds a valid Massachusetts Full or Limited License to allow adequate time for credentialing and employee health clearance. The form must be filed at least
THREE MONTHS prior to the start of the elective rotation for an individual who does not currently hold a valid Massachusetts license. 

2. The OGME will maintain a log of all visiting residents and fellows.

3. Prior to the rotation, a UMMS Program Letter of Agreement must be completed and signed by the UMMS Program Director and the Associate Dean or Director for GME and the site supervisor. (template attached) If the sponsoring institution requires its own agreement for this rotation, a copy must be submitted to the GME Office for review prior to signing.

4. The visiting resident/fellow must review a copy of the Information for Medical Staff JCAHO Training.

5. The UMMS Program Director shall decide whether the visiting resident will receive access to Soarian and other UMMS computer systems. The UMMS program will be responsible for arranging access and ensuring compliance with UMass Memorial IS policies and procedures.

6. The UMMS Program Director shall decide whether the visiting resident should be assigned a UMMS DEA Suffix number and access to Allscripts. This request must be approved by the Associate Dean for Graduate Medical Education.

7. The following documents must also be provided to the OGME before the visiting resident/fellow is permitted to work:

- Letter of authorization, on Hospital letterhead, from Current Program Director stating that 1) the resident is in good standing in his/her current program; 2) that the resident is credentialed by his/her current hospital and 3) that the resident will be returning to his/her current residency program.
- Copy of Massachusetts Full or Limited License (the resident/fellow must apply to the Board of Registration in Medicine for a license if he/she does not have a full or limited Massachusetts medical license. He/she will need to cover the cost of such license - $100 for a limited; $600 for a full license).
- Statement of Malpractice Coverage from current residency program.
- Copy of valid ECFMG Certificate if applicable.
- Health forms returned and resident cleared by UMMS Employee Health.
- Evidence of Health Insurance Coverage.
- Signed UMMMC Confidentiality Agreement.

8. Written Educational Goals and Objectives for the rotation should be provided to the visiting resident/fellow.

9. Evaluation forms must be completed and returned to the parent program as required. A copy should be maintained in the Residency Program Office or in the OGME.

10. The OGME will provide documentation on all visiting residents/fellows to the Medical Staff Office and to Hospital Fiscal for Medicare reimbursement purposes.
Approvals

Deborah DeMarco, M.D.
Associate Dean for Graduate Medical Education

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Forms / Instructions

In support of this policy, the following forms are required:

- Guidelines for Visiting Resident Electives
- Elective Rotation Instruction Letter
- Registration Form (confidentiality statement is attached to this form)
- Health Forms
- Respirator Fitness testing form
- JCAHO power-point presentation
- Visiting Elective Program Letter of Agreement