

Policy 1.130 Graduate Medical Education Committee
Section Educational Administration
Subject Educational Activities for Non-UAMS COM Residents/Fellows
Policy Requirements: ACGME Institutional: III, IV ACGME Common: III, IV, VI UAMS Administrative Policies: 4.5.28, 4.5.18, 11.3.05, 12.1.01
Version History: Date Developed: 1/2003 Last Review/Revision: 9/04, 2/05, 10/07, 9/08, 7/10, 2/13, 6/13, 12/2014, 3/2015, 1/2017, 4/2020, 8/2020, 9/2021 Legal Review: 8/2020, 9/2021

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) College of Medicine (COM) Accreditation Council for Graduate Medical Education (ACGME) training program.

Definitions

Resident: a physician enrolled in an ACGME-accredited program sponsored by the UAMS-COM 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 COM.

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 COM to non-UAMS COM 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 clinical rotation within a UAMS COM 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 particular UAMS COM Clinical Department should contact the Departmental Chairperson. The Graduate Medical Education Committee (GMEC), the UAMS COM Housestaff Office and the GME Office do not provide oversight, administration, or certification of these physicians.

Clinical Rotations:

During a clinical rotation, non-UAMS COM 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 at UAMS, paperwork must be submitted to the appropriate departments within the time requested.

Medical Records Documentation

All non-UAMS COM residents/fellows must be current with the required immunizations as outlined in the UAMS Medical Screening policy, in order to obtain approval for a rotation at UAMS and/or ACH.

Academic Visitor Policy

Visiting residents/fellows fall within the governance of the UAMS Academic Visitor Policy 12.1.01. It is the responsibility of the UAMS program director/coordinator to work with the visiting resident/fellow, in order to provide requested documentation to GME Office at least **two months prior** to the start date of the clinical rotation.

Required documentation:

- completed Visiting Housestaff Biographical form.
- letter of Good Standing from home institution, which includes:
 - confirmation that the resident/fellow stipend and benefits will be paid for by home institution.
- 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.
- UAMS Academic Visitor Appointment Form with sections completed as follows:
 - under UAMS SPONSORING OFFICIAL AND UNIT:
 - the Requesting Official must be the UAMS program director.
 - the appointment period start and end dates should be one week before and one week after actual dates. This is in order to have badge and IT access when needed.
 - under SOURCES TO PAY FOR EXPENSES:
 - departments must identify a fund and cost center for any expenses related to the visiting resident's rotation to include charges for parking in UAMS parking lots.
 - 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).
 - under APPROVALS OBTAINED BY SPONSORING COLLEGE OR UNIT:
 - HIPAA Compliance, IT Confidentiality Agreement are required of everyone.
 - Documentation required: Copy of the HIPAA Required Privacy & Security Training page and the Confidentiality Agreement form.
 - IT Security - System/Database Approvals are needed if the visitor will access a medical records system on the UAMS campus. Once Confidentiality Agreement form is complete, program coordinator should e-mail IT Security to confirm approval for access.
 - Conflict of Interest Office, Research Compliance, and Professional Staff Services are not typically applicable to resident/fellow visitors, but approval must be obtained, as appropriate.
 - Immigration Office approval is necessary if the visitor is on a visa.
 - Documentation required: Dependent on visa type.
 - under SIGNATURES:
 - the form will be turned in to the GME office with the Department Head's signature.
 - the GME Office will obtain signature of Dean and Provost.

Once approved, the GME Office will send the completed packet to the Provost for final approval. A final packet with all required signatures will be provided to program coordinator.

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 in their department.

SAP: If UAMS network access is needed, the visiting resident/fellow must be entered in the SAP system as a non-employee visiting resident/fellow in order for a SAP number to be assigned. The coordinator

will delete the non-employee visiting resident/fellow at the end of the rotation or at the end of an academic year, if there are multiple rotation dates that are not consecutive months.

EPIC Training: Prior to the start of the clinical rotation, resident/fellow must receive the appropriate EPIC training. If rotation is at UAMS, contact David Dubriske to schedule training. If rotation is at ACH, contact Ashley Antipolo, MD to schedule training.

ID Badges: All visiting residents/fellows must wear appropriate ID badges. If rotation is at UAMS, please follow Creative Services processes for obtaining ID badge. ID badge door access can be granted by completing required information at: <http://uams.edu/campusop/depts/iss/forms/barequest.aspx>

If rotation is at ACH, ID badges will be coordinated through ACH Security.

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 or Human Resources.

Parking Passes: For visiting residents/fellows parking in a UAMS parking lot, parking passes will be paid for by department hosting rotation and can be obtained from UAMS Parking. For residents/fellows rotating at ACH, parking passes can be obtained through ACH Security.

ACH Rotations: Visiting residents/fellows rotating at ACH must follow ACH policies and guidelines including completion of the ACH orientation process. Once an SAP number has been assigned, an ACH Indicator form must be completed and submitted to askHR@uams.edu for processing. ACH requires EPIC training for all residents/fellows on rotation at ACH. ACH Security will provide badges and parking passes once resident/fellow is in the ACH system.

VA Rotations: Prior to any visiting resident/fellow rotation that includes shifts at the VA, the UAMS Housestaff Office must be alerted. The GME Office, in partnership with VA Medical Education Officer, must provide approval. If approval for rotational experiences at VA is granted, program must ensure that the VA's onboarding process has been followed for visiting residents/fellows prior to the start of the rotation. Program must maintain written approval for shifts at the VA in the resident/fellow file.

Resources found on GME SharePoint

Visiting Housestaff Biographical Data Form
Academic Visitor Appointment Form
Sample Letter of Good Standing
Program Letter of Agreement Template
HR Action Manual: SAP Entry of non-employees
ACH Indicator Form
ACH Onboarding Document

References:

UAMS Administrative Guide policy 4.5.28 Services and Assignments for Non-Employees
UAMS Administrative Guide policy 4.5.18 Employee Medical Screening
UAMS Administrative Guide policy 11.3.05 UAMS ID Badge Issuance and Replacement
UAMS Administrative Guide policy 12.1.01 Academic Visitor Status for UAMS Campus