GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: VISITING TRAINEES
Policy Number: 7.1
Chapter: Visiting Trainees

Purpose:

To outline the requirements that must be met in order for University of Utah Health (UUH) to accept visiting trainees from other training institutions.

Policy:

Acceptance of visiting trainees is optional. No program is required to accept visiting trainees. Liability insurance for visiting trainees will be provided by the visiting trainee’s home institution or by the visiting trainee. Liability insurance is not provided by University of Utah Health Hospital and Clinics (UUHC) or its affiliated training sites.

Procedure:

A. Programs are required to notify the GME office at least 45 days prior to a visiting rotation.
   1. A Visiting Trainee Training Agreement must be executed prior to the visiting trainee beginning the rotation at UUH.
   2. Visiting Trainee training Agreements may be between the two institutions and not department specific, therefore one executed agreement may cover all departments.
   3. Departments should coordinate with the University of Utah Graduate Medical Education (GME) office prior to initiating a visiting training agreement.
B. In addition to the visiting training agreement, the “Visiting Trainee Packet”, for each visiting trainee, must be completed and filed with the GME office at least 30 days prior to the rotation.
C. A certificate of liability coverage that meets the UUH required coverage limits either from the visiting trainee’s home institution or the outside organization providing the coverage must be provided to the GME office.
   1. Please refer to GME Policy 6.3 “Professional Liability Insurance Coverage for Medical Students and Trainees” for additional information and requirements.
D. The visiting trainee must currently be a trainee in another accredited program in the United States and approved by the UUH GME office. The home program director must sign the Visiting Trainee Approval Form or provide a letter to be attached to the form.
   1. The UUH Program Director or Division Chief is required to sign the form indicating that the rotation will fall within the program guidelines, and
   2. an evaluation of performance will be provided upon completion of the rotation.

E. Visiting trainees are required to provide UUH with complete immunization documentation prior to the start of the visiting rotation.
   1. The requirements are outlined in the trainees’ on-boarding packet.
   2. UUH Work Wellness Center will not provide immunizations for any visiting trainees.
   3. Failure to provide documentation of completed immunization requirements prior to the start of the rotation might result in delay or cancellation of the rotation.

F. In the event that a visiting trainee is exposed to a blood-borne pathogen or infectious agent during their rotation, UUH Work Wellness Center will respond and treat the visitor appropriately.

G. An international medical graduate enrolled in a residency program outside the United States, or practicing outside the United States, may be a Clinical Observer at University of Utah Health.
   1. Please refer to GME Policy 7.2 “Clinical Observer/Shadowing” for additional details.

H. Visiting trainees who have completed approval requirements are also eligible for the following University privileges:
   1. Parking permit purchased by the visiting trainee,
   2. Library privileges
   3. Campus recreation facilities (membership fee may apply)
   4. Pager
   5. Computer account
   6. Medical dictation account