

## Visiting Student Policy

In order to protect the primary educational environment for our medical students and other health science students formally affiliated with the Joan C. Edwards School of Medicine (JCESOM) and in accordance with LCME standards, visiting students will be accepted under the following conditions:

1. It is the responsibility of the sponsoring faculty member to notify the Office of Academic Affairs and to facilitate the application process of any student wishing to visit.
- 2. Medical Students:**
  - A. Students visiting from other schools for electives must possess qualifications equivalent to students they will join in these experiences including passage of USMLE Step 1.
  - B. Students from non- Liaison Committee on Medical Education (LCME) accredited schools only if they can successfully demonstrate strong ties to the immediate Tri-State area.
  - C. The sponsoring department must attest to the fact that institutional resources to accommodate the requirements of any visiting student will not significantly diminish the resources available to existing students and that electives must first be offered to our own medical students and trainees. Students will be accepted for a maximum total of eight elective weeks.
  - D. Visiting students must complete the visiting student application and meet/follow all basic requirements as determined by the JCESOM
    - Basic Requirements:
      1. Proof of immunization and tuberculosis skin-testing status at least equal to that required of this institution's own medical students.
      2. Proof of medical liability coverage from their home or sponsoring institution.
      3. Must undergo and pass a criminal background check based on their classification that meets the current regulations of the institution.
      4. Must sign a Workforce Confidentiality Form (Attachment B) and agree to our institutional privacy and confidentiality policies related to HIPAA.
      5. Must be able to produce evidence of federal Health Insurance Portability and Accountability Act (HIPAA) training or the responsible department must make sure it is provided for them.
      6. Applicants at risk for exposure to bloodborne pathogens (involved in any clinical care or custodial work in clinical care areas) must also either show proof of Occupational and Safety Health Administration (OSHA) training within the last 12 months or be provided such by the responsible department.
      7. An official time-limited name badge with picture identification must be obtained and used at all times.
      8. If the privileges granted involve the use of secure electronic data requiring passwords, the sponsoring department must complete any documentation requirement set forth by the Division of Information Technology and Medical Informatics (DITMI) and show that the

passwords are correctly canceled in a timely fashion when the visitor departs.

9. Any student who is expected to spend more than one week on campus must be oriented to safety training including but not limited to institutional emergency and fire plans.
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- E. Approval of visiting student status is contingent upon verification of credentials by the Office of Academic Affairs.
  - F. If approved, the sponsoring department is responsible for obtaining all of the additional training and paperwork required to allow the process to occur and forwarding a copy of all paperwork to the administrative office giving oversight.
  - G. The application, approval and oversight of the visiting student role will be handled by the Office of Academic Affairs. Final authority regarding this role will be held by this Academic Dean subject only to appeal to the Dean of the JCESOM.

### **3. Non-Medical Students**

- A. The Dean of the SOM will set the limits on an ongoing basis surrounding which students from what programs and from what institutions can actually apply for and be considered for such opportunities.
- B. The sponsoring department must attest to the fact that institutional resources to accommodate the requirements of any visiting student will not significantly diminish the resources available to existing students and that electives must first be offered to our own medical students and trainees. Students will be accepted for a maximum total of eight elective weeks.
- C. Visiting students of other allied health fields, such as, but not limited to medical assistant, medical records technology, nursing, physicians assistant, physical and occupational therapy, advanced clinical psychology or social work, dentistry, pharmacy, public health, medical technician may apply for visiting student status.
- D. Students who are internal to our university and whose departments have formal arrangements to observe, work or rotate through the SOM will be given first priority for any available slots for learning or observing opportunities.
- E. Students who are under the age of 18 may, in exceptional circumstances, be permitted to apply for visiting student status. The student must be enrolled in a school-based program for career development. The Academic and Clinical Affairs Deans will review all proposals in order to determine if the application will be considered. These students may participate in health care activities only as observers.

F. Visiting students must complete the visiting student application and meet/follow all basic requirements as determined by the JCESOM

Basic Requirements:

1. Proof of immunization and tuberculosis skin-testing status at least equal to that required of this institution's own medical students.
2. Proof of medical liability coverage from their home or sponsoring institution.
3. Visiting students involved in direct patient care activities must undergo and pass a criminal background check based on their classification that meets the current regulations of the institution.
4. Must sign a Workforce Confidentiality Form (Attachment B) and agree to our institutional privacy and confidentiality policies related to HIPAA.
5. Must be able to produce evidence of federal Health Insurance Portability and Accountability Act (HIPAA) training or the responsible department must make sure it is provided for them.
6. Applicants at risk for exposure to bloodborne pathogens (involved in any clinical care or custodial work in clinical care areas) must also either show proof of Occupational and Safety Health Administration (OSHA) training within the last 12 months or be provided such by the responsible department.
7. If a visitor is expected to remain within the organizations over 72 hours, an official time-limited name badge with picture identification must be obtained and used. At all times, however, the visitor must be clearly identified with some form of name tag.
8. If the privileges granted the visitor involves the use An official time-limited name badge with picture identification must be obtained and used at all times.
9. If the privileges granted involve the use of secure electronic data requiring passwords, the sponsoring department must complete any documentation requirement set forth by the Division of Information Technology and Medical Informatics (DITMI) and show that the passwords are correctly canceled in a timely fashion when the visitor departs.
10. Any student who is expected to spend more than one week on campus must be oriented to safety training including but not limited to institutional emergency and fire plans by designated departmental personnel.

G. Approval of visiting student status is contingent upon verification of credentials by the Office of Academic Affairs.

- H. If approved, the sponsoring department is responsible for obtaining all of the additional training and paperwork required to allow the process to occur and forwarding a copy of all paperwork to the administrative office giving oversight.
  
- I. The application, approval and oversight of the visiting student role will be handled by the Office of Academic Affairs. When appropriate, the Clinical Affairs Dean will also be involved. Final authority regarding this role will be held by this Academic Dean subject only to appeal to the Dean of the JCESOM.

**Approved by Dean's Advisory Committee: July 20, 2010**