

**MARSHALL UNIVERSITY  
JOAN C. EDWARDS SCHOOL OF MEDICINE  
GRADUATE MEDICAL EDUCATION**

**POLICY ON VISITING RESIDENT ELECTIVES /OBSERVERSHIPS**

**SECTION 1. STATEMENT AND SCOPE OF POLICY**

This policy has been developed to establish some uniformity of experience and to provide guidance to clinical departments that choose to offer electives and/or observerships to visiting Residents/Fellows, as well as to the individuals who wish to undertake them.

Since the primary obligation of the institution is the education of our Residents/Fellows, as a general statement of policy we do NOT offer visiting Resident/Fellow electives or observerships. However, should a program decide an applicant's credentials are acceptable, an elective or observership may be offered. In the case of an observership, however, a faculty member must personally recommend an applicant's academic qualifications. Residency/Fellowship Programs who choose to offer electives and/or observerships are required by this policy to establish program specific policies and procedures to comply with this Institutional Policy.

**SECTION 2. PROCEDURE**

- 2.1. The availability of elective or observership clinical experiences to Residents/Fellows from other programs at the Marshall University Joan C. Edwards School of Medicine (MUJCESOM) or its affiliated hospitals is at the discretion of individual clinical departments. The Program's decision whether to offer observership clinical experiences is to be based on the program's availability of resources and preferences and fulfilling requirements of affiliating hospitals. The existence of these guidelines creates no obligation on the part of any clinical department to provide such experiences.
- 2.2. For Residents/Fellows from other training programs desiring clinical experiences within the institution, there are two types of medical experience available. These include:
  - 2.1.1 Clinical Rotations
  - 2.1.2 Observerships

**SECTION 3. DEFINITIONS**

For the purposes of this policy, the following definitions have been established.

- 3.1. Resident/Fellow Observer is defined as a structured opportunity for an International Medical Graduate to observe clinical practice in a variety of health care settings, under the guidance of a physician mentor. The Observership also creates an opportunity to learn about the general structure, characteristics, and financial of health care delivery at the School of Medicine.
- 3.2. Observership is defined as the position of observing patient care in a health care setting, without patient contact, for the specific purpose of gaining medical knowledge. It is not for credit of any kind or type.

#### **SECTION 4. RESIDENT-OBSERVERS ELIGIBILITY**

- 4.1. Individuals who may be eligible for observership include the following:
  - 4.1.1. Applicants must have graduated from a Medical School and/or a Residency programs which are neither ACGME nor AOA accredited.
  - 4.1.2. Applicants must have PASSED Step 1, Step 2 CS and Step 2 CK or its acceptable equivalent.
  - 4.1.3. Applicants must be fluent in English.
  - 4.1.4. Applicants must submit a copy of their valid ECFMG Certificate.
  - 4.1.5. Applicants must submit a copy of a valid Visa. (MUSOM will not sponsor or facilitate applicants to obtain a training visa/status nor will it sponsor H-1B visas for purposes of medical training)
  - 4.1.6. Applicants must provide documentation of health status and immunizations as specified by the Office of Graduate Medical Education, and
  - 4.1.7. Applicants must have a Letter of Reference from a Marshall University School of Medicine faculty member attesting to their clinical skills, professional acumen, and academic qualifications.
- 4.2. Individuals who are not eligible for observership include the following:
  - 4.2.1. Residents/Fellows at ACGME or AOA-accredited programs. (These Residents/Fellows should seek a clinical rotation.)
  - 4.2.2. Individuals who have not yet graduated from medical school. (These medical students may qualify for a Visiting Student Elective.)

#### **SECTION 5. APPLICATION PROCESS**

- 5.1. Applicants must submit a \$300 nonrefundable application fee made payable to "Marshall Health- Office of Graduate Medical Education" with the application and the following items before an observership will be approved:
  - 5.1.1. Cover letter detailing desired rotation
  - 5.1.2. C.V.
  - 5.1.3. A letter of reference from the referring MUJCESOM faculty member.
  - 5.1.4. USMLE or its acceptable equivalent score report for Steps 1, 2 CK and CS, and, if available, Step 3.

- 5.1.5. ECFMG certificate
- 5.1.6. Copy of current Visa
- 5.1.7. Immunization Records
- 5.2. An application packet must be received in the Office of Graduate Medical Education office no later than 30 business days (US citizen) and 120 business days (visa holders) prior to requested observation start date.
- 5.3. Individual programs may require further application documentation, an interview, and/or an additional application fee.
- 5.4. Documents not originally written in English must be officially translated into English by a certified translation agency.
- 5.5. The observership fee is non-refundable. This is non-negotiable.
- 5.6. If the observer cancels his/her observership or the observership is terminated for any reason, the payment is forfeited. This is non-negotiable.

## **SECTION 6. OBSERVATOR ACADEMIC /CLINICAL DUTIES RESTRICTIONS**

- 6.1. The observership is a voluntary experience that does not constitute medical education, graduate medical education, continuing medical education, any medical education training of any type or kind, or any training leading to licensure or board certification. A letter of recognition of an observational or shadowing requirement may be issued as necessary.
- 6.2. All observers must wear the appropriate Marshall University Joan C. Edwards School of Medicine and appropriate affiliated hospital photo ID at all times while on sites. All badges must be returned at the end of the rotation. There is an assessment of \$25.00 for unreturned or damaged ID badges.
- 6.3. The School of Medicine will not provide housing or food for observers.
- 6.4. Observers must complete all compliance requirements prior to starting their observership; including, but not limited to: showing proof of immunizations, proof of PPD within the last 12 months, completing all computer-based learning modules provided by MUJCESOM.
- 6.5. Observers must be directly supervised at all times by the supervising faculty attending, physician attending, physician in training, or another representative from the Office of Graduate Medical Education.

- 6.6. Observers may participate in lunch conferences and other didactic activities as appropriate.
- 6.7. Observers must not provide medical care, conduct patient interviews, take a medical history, examine a patient, provide medical advice to a patient, or assist in any procedure.
- 6.8. Observers must not make entries into patient medical records, make copies of any patient medical records or other materials identified with patient names or other patient information.
- 6.9. Observers must not make verbal or write orders for patients or bill for any service.
- 6.10 Any violation of the above will result in immediate termination of the observership experience without appeal.
- 6.11. MUJCESOM and/or the DIO reserve the right to modify any of the above guidelines.

**Effective Date:     October 21, 2014**

Approved by Graduate Medical Education Committee:   October 21, 2014

Approved by DIO:   October 21, 2014