



GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 28

A. SUBJECT: Graduate Medical Education Visitors and Observers

B. EFFECTIVE DATE: August 17, 2016 (R)

C. POLICY STATEMENT: This policy sets forth a standardized process for the credentialing and onboarding of non-UVA Graduate Medical Education (GME) Trainees who seek the use of Medical Center resources for observation and or experiences in hands on patient care.

D. DEFINITIONS

1. "GME Observer" shall refer to any non-UVA trainee currently enrolled in a GME training program elsewhere who seeks the use of the Medical Center facilities, programs, and services for observing patient care. GME Observers are not allowed to participate in the delivery of patient care. GME Observers must be covered under an approved contract and in good standing at their home institution.
2. "GME Visitor" shall refer to any non-UVA trainee currently enrolled in an ACGME or AOA accredited GME training program elsewhere who seeks to be credentialed and licensed for the use of the Medical Center facilities, programs, and services while participating in the delivery of hands on patient care. GME Visitors must be covered under an approved contract and in good standing at their home institution and license eligible in the Commonwealth of Virginia.
3. "Sponsor" shall refer to the Medical Center faculty member responsible for the direct supervision of any GME Observer or Visitor.

E. POLICY:

GME Visitors and Observers shall comply at all times with all applicable Medical Center, University and GME policies and procedures, including, but not limited to, those related to patient privacy and confidentiality.

1. The GME Office shall be responsible for approval of and credentialing of GME Observers and Visitors. The GME Office or Sponsoring Program reserves the right to deny an applicant such experience on the basis of incomplete documentation, noncompliance with the GME requirements, unprofessional behavior, or any other matter that the GME Office regards as inconsistent with the mission of the Medical Center and GME training.
2. The following criteria shall be considered prior to accepting/scheduling any GME Observers or Visitors:
 - a. Impact of the GME visitor on the case volume or educational

- experiences of UVA trainees in the requested program.
 - b. Sensitivity to any teacher/learner ratio requirements
 - c. Adequacy of supervision for all trainees
 - d. Ability to maintain patient privacy and confidentiality
 - e. Ability to provide training experience in a safe environment
3. Sponsors shall appropriately supervise all GME Observer and Visitors at all times during observation, patient care, and other procedures during their experience.

F. PROCEDURES

1. Duration
 - a. Rotations for GME Observers will not exceed 30 consecutive days.
 - b. Rotations for GME Visitors will not exceed 30 consecutive days unless an extension of this time period has been approved by the GME Education subcommittee and the full GMEC.
2. Contracts and Agreements
 - a. GME Observers must complete the Observer Agreement (addendum).
 - b. For GME Visitors, a Letter of Agreement must be completed between the Sponsoring program and the Visitor's home program **prior** to the beginning of the rotation. This agreement is available through the GME Office and must be signed by UVA's Designated Institutional Official (DIO).
3. Credentialing and Orientation
 - a. The GME Office, in conjunction with the Sponsoring Department, will manage all credentialing and orientation requirements for GME Observers and Visitors. Involvement in the educational experience may not commence prior to completing all requirements.
 - b. Standard Precautions/Infection Control: GME Observers and Visitors must complete University of Virginia Standard Precaution/Infection Control Guidelines and any required Computer Base Learning Module prior to working or observing in clinical areas.
 - c. Compliance and Electronic Medical Record Training: GME Visitors must complete Medical Center Compliance Computer Based Learning Modules and any required EMR Training prior to commencing the educational experience.
 - d. Additional orientation to department or area specific policies may be required as determined by the Sponsoring department/area specific manager involved in the GME Visitor's rotation.
4. Infectious Disease Requirements
 - a. To ensure a safe clinical learning environment, all GME Observers and Visitors shall be required to meet specific infectious disease requirements as outlined in the applicable agreements. Medical Center Employee Health and Hospital Epidemiology, in collaboration with Medical Center Contracts Management, shall provide guidelines for infectious disease requirements for all GME Visitors.

- b. Additional questions regarding infectious disease requirements may be directed to Medical Center Employee Health, University of Virginia Student Health, or Hospital Epidemiology.
- 5. Respiratory Fit Testing: All GME Visitors and Observers will be assigned the PAPR Computer Based Learning Module that addresses airborne precaution requirements.
- 6. Criminal Background History
 - a. Visitors must provide disclosure of criminal background history from their current institution certifying no criminal history.
- 7. Identification Badge
 - a. On the first day of the experience, the Sponsoring Department must take GME Visitors and Observers to ID Badge Services (434-982-4009) and acquire an identification badge. Visitors are subject to Medical Center Policy, No. 0004, "Medical Center Identification". The badge must be worn at all times while on Medical Center premises.
- 8. Parking

GME Visitors and Observers who wish to request parking at a Medical Center site are responsible for contacting University Parking and Transportation prior to their first day. A temporary parking pass is available for purchase. GME Visitors and Observers may not park in patient parking. The Sponsoring Department must confirm with GME that parking arrangements have been made prior to the clearance for that Trainee's experience. Additional questions regarding parking information may be directed to Parking and Transportation Services (434-924-7231).

Approved by the GMEC: May21, 2014

Reviewed/Revised: August 9, 2016 GMEC Policy Subcommittee

Reviewed/Approved: August 17, 2016 GMEC

Related Policies:

GME Policy 20: Clinical Externship

Medical Center Policy 0315: Management of Observers

Medical Center Policy 0316: Management of Student Practicum and Preceptorships