GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 28

A. SUBJECT: Graduate Medical Education Visitors and Observers

B. EFFECTIVE DATE: September 18, 2019 (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. "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. Observers are not allowed to participate in the delivery of patient care. Observers must be covered under an approved contract and in good standing at their home institution.

2. "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 to participate in hands on patient care at UVA. Visitors must be covered under an active contract and in good standing at their home institution.

3. "Sponsor" shall refer to the faculty member responsible for the direct supervision of any GME Observer or Visitor.

E. POLICY:

Visitors and Observers shall comply at all times with 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 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 Observers or Visitors:

   a. Impact of the visitor on the case volume or educational experiences of current UVA trainees in the requested program.
   b. Adequacy of supervision for all trainees.
   c. Ability to provide training experience commensurate with the Visitor’s competence level.

3. Sponsors shall ensure appropriate supervision of Observers and Visitors at all times while in the Medical Center.

4. UVA will provide neither salary nor reimbursement to Observers or Visitors for their experiences.
F. PROCEDURES

1. Duration
   a. Observerships and rotations for Visitors will not exceed 30 consecutive days unless an extension of this time period has been pre-approved by the GME Education subcommittee and the full GMEC.

2. Contracts and Agreements
   a. GME Observers must complete the Observer Agreement (addendum).
   b. GME Visitors must complete a rotation application and a Letter of Agreement (between the Sponsoring institution and the Visitor's home institution) prior to the beginning of the rotation.
   c. The application and agreement for Observers and Visitors must be signed by the Designated Institutional Official (DIO) and the hosting program director.

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. Visitors and Observers must complete any required Medical Center Compliance CBLs and EMR Training prior to commencing the educational experience.
   c. Additional orientation to department or area specific policies may be required prior to commencing the experience.

4. Infectious Disease Requirements
   a. Observers and Visitors must complete University of Virginia Standard Precaution/Infection Control requirements prior to working or observing in clinical areas as outlined in the Health System Policy OCH-002: Occupational Health Screening and Maintenance.

5. Criminal Background History
   a. Visitors must provide disclosure of criminal background history from their current institution.
   b. Observers must complete the criminal background history disclosure.

6. Identification Badge
   a. On the first day of the experience, the Sponsoring Department must ensure that Visitors and Observers obtain a UVA Health ID Badge. The badge must be worn at all times while on Medical Center premises.

7. Parking
   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. Visitors and Observers may not park in patient parking. Additional questions regarding parking information may be directed to Parking and Transportation Services.

Approved by the GMEC: May 21, 2014
Reviewed/Revised: August 15, 2016 GMEC Policy Subcommittee
Reviewed/Revised: September 10, 2019 GMEC Policy Subcommittee