

GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 28

A. SUBJECT: Graduate Medical Education Visitors

B. EFFECTIVE DATE: April 16, 2025 (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 experiences in hands-on patient care.

D. DEFINITIONS

1. "Visitor" shall refer to any non-UVA trainee currently enrolled in a 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 a valid Program Letter of Agreement, and in good standing at their home institution.
2. "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. Programs that wish to host Observers should follow the Sponsor requirements outlined in the Medical Center Policy "Management of Observers and Mentees at the Medical Center." Observerships are not approved by or managed by GME.
3. "Hosting Program" shall refer to the UVA GME residency or fellowship program wherein a visitor seeks educational experiences.
4. "Sponsor" shall refer to the faculty member responsible for the direct supervision of any GME Visitor.

E. POLICY:

GME Trainee Visitors 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 the approval of and credentialing of Visitors. The GME Office or Hosting Program Director reserves the right to deny an applicant such experience based on, but not limited to, the number of trainees and other learners in clinical learning environments, availability of adequate supervision of visitors, lack of documented competency and experiences of a visitor, 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 interference with the education of UVA Trainees.
2. The following criteria shall be considered prior to accepting/scheduling any Visitors:
 - a. Impact of the visitor on the case volume or educational experiences of current UVA trainees.
 - b. Adequacy of supervision for all trainees.
 - c. The Hosting Program's capability to provide training experience commensurate with the Visitor's competence level.

3. The Visiting Trainees program director must provide the UVA Host Program Director with the supervision required for the Visiting Trainee for the experience at UVA.
4. The Hosting Program (or any other UVA GME program) must report circumstances when the presence of Visitors has interfered with the UVA Trainees' education to the DIO and Graduate Medical Education Committee (GMEC).
5. UVA shall not be responsible for paying Visitors any remuneration, including but not limited to salary, wages, stipends, cost of travel, housing, or employment-related benefits unless otherwise indicated in a separate agreement signed by both parties.

F. PROCEDURES

1. Duration
 - a. Visiting Rotations 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.
 - b. Additionally, in order to be credentialed to provide clinical care, a Visitor must spend at least 10 days engaged in a rotational experience at UVA. Requests for experiences less than 10 days, please refer to the Health System Policy "Management of Observers and Mentees." Observerships do not need to be approved or managed by GME.
2. Program Letter of Agreements
 - a. GME Visitors must complete a rotation application and submit all required documentation (including a Program Letter of Agreement between the Sponsoring institution and the Visitor's home institution, which will be facilitated by the GME Office) prior to the beginning of the rotation.
3. Credentialing, Onboarding, and Orientation
 - a. The GME Office, in collaboration with the Hosting Program, will manage all credentialing and onboarding requirements for Visitors. Involvement in the educational experience may not commence prior to completing all requirements.
 - b. Visitors must complete any required Medical Center Compliance CBLs and EMR Training prior to commencing the educational experience.
 - c. The sponsoring faculty is responsible for providing program or departmental orientation prior to commencing the experience.

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