



GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 28

A. SUBJECT: Graduate Medical Education Visitors and Observers

B. EFFECTIVE DATE: October 20, 2021 (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 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 a valid training agreement, and in good standing at their home institution.
3. Hosting Program shall refer to the UVA GME residency or fellowship program wherein an observer or a visitor seeks educational experiences.
4. "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 the approval of and credentialing of Observers and 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 and observers, lack of documented competency and experiences of a visitor or observer, 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 Observers or Visitors:
 - a. Impact of the visitor on the case volume or educational experiences of current UVA trainees in the Hosting Program.
 - 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 Hosting Program and Sponsors shall ensure appropriate supervision of Observers and Visitors at all times while in the Medical Center.
4. The Hosting Program (or any other UVA GME program) must report circumstances when the presence of Visitors or Observers 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 or observers for any salary, wages, stipends, cost of travel, housing, or employment-related benefits unless otherwise indicated in a valid training agreement. .

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. Training 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, Onboarding and Orientation
 - a. The GME Office, in collaboration with the Hosting Program, will manage all credentialing and onboarding 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, including an online Orientation
 - c. Additional program or departmental is 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. Any outstanding requirements (vaccines, testing, etc.) would need to be obtained at the Visitor's expense.
5. Criminal Background History
 - a. Visitors must provide disclosure of criminal background history from their current institution and complete a 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: May21, 2014

Reviewed/Revised: August 15, 2016 GMEC Policy Subcommittee

Reviewed/Revised: September 10, 2019 GMEC Policy Subcommittee

GMEC Policy Subcommittee Reviewed/Revised: October 12, 2021

GMEC Reviewed and Approved: 10/20/2021