

VISITING GME ROTATIONS AT UVA

VISITING TRAINEE NAME: _____

VISITOR'S PROGRAM/INSTITUTION: _____

DATES OF VISIT (not more than 30 days without GMEC approval) : _____

IS THIS A REPEAT VISITOR? YES / NO Have they ever been affiliated with UVA in any capacity? YES / NO

Trainees currently credentialed to a training program at another institution in the United States may apply for the opportunity to do a visiting rotation at UVA. This rotation requires the initial approval of the UVA Program and subsequently the approval of the GME Office at UVA. Visiting trainees are fully credentialed and appointed to care for patients at UVA and are responsible, while so doing, for all relevant policies and procedures governing these activities. The credentialing process is outlined in GMEC Policy 28.

The time to process a visiting trainee application is 60 days AFTER GME receives items 1-8 below.
Application received less than 60 days prior to rotation start may be denied. You must use the most recent checklist and materials from the GME website.

THIS CHECKLIST IS AN INTERNAL DOCUMENT FOR THE UVA PROGRAM COORDINATOR TO USE

Please return this completed checklist with items 1-8 below to
GMECREDENTIALING@hscmail.mcc.virginia.edu

Templates for [required documents](#) can be found on the GME Website – Resources-Forms-Visitors page

TASKS FOR UVA PROGRAM COORDINATOR

1.		Consult with your PD to populate goals and objectives for the visitor's rotation. Complete your portion of the Visiting Rotation Application Form and send to the visitor to complete their portion and return to you. Add the UVA PD's signature.
2.		GME will confirm whether a PLA is in place already that covers the visitor or whether one needs to be created. Please do not sign PLAs provided by other institutions, or pursue a PLA without conferring with GME.
3.		UVA Program Director completes the Letter of Appointment for the visitor, recommending their appointment to the Clinical Staff Executive Committee.

UVA COORDINATOR MUST REQUEST THE FOLLOWING FROM THE VISITOR TO COMPLETE APPLICATION:

4.		Attestation of Criminal Background Form
5.		Employee Health Requirement Verification Form -including current flu & covid vaccine records
6.		Electronic Access Agreement
7.		<p>Visiting Residents must provide proof of malpractice coverage that matches (or exceeds) the coverage for Trainees in the state of Virginia. Visiting residents from other Virginia Institutions will have this. Visitors from other states may not and would have to purchase additional coverage in order to come. Current (11/23) malpractice coverage requirements are:</p> <p>\$100,000 for tort claims against the Commonwealth \$2,600,000 for tort claims against persons \$2,600,000 - up to this amount for medical malpractice claims against health care providers</p>
8.		<p>A Statement from Visitor's current Program Director that confirms:</p> <ul style="list-style-type: none"> • A Criminal Background check was performed and passed. • They are currently in good standing.
9.		Clear photocopy of Visitor's Driver's License OR Passport

UVA COORDINATOR: PLEASE COMMUNICATE THIS INFORMATION ON OBTAINING A VIRGINIA TRAINING LICENSE TO ANY VISITOR (NOT COMING FROM A VIRGINIA INSTITUTION):

In-State Trainees: Provide a copy of your current license with application.

Out-Of-State Trainees: Go to the Virginia Board of Medicine:
http://www.dhp.virginia.gov/medicine/medicine_forms.htm#Internship

Complete the **ONLINE APPLICATION FOR A VIRGINIA INTERNSHIP/RESIDENCY**, and submit the **FORM B** directly to the VA Board of Medicine. Make payment of \$55.00 online to complete application process. Notify GMECredentialing@healthsystem.virginia.edu once application has been submitted so that UVA GME can submit the Form A on your behalf.

Virginia Training Licenses take 3-4 weeks to be processed by the Board.

Other UVA Coordinator Responsibilities:

	Parking (close in assignments not available for visitors, contact P & T directly at 924-7231 to discuss options)
	Arrange for trainee's Orientation to your service (including, scrubs, maps, contact information, goals & objectives, patient safety protocols and supervision guidelines, etc.)

GME RESPONSIBILITY:

	Request Outlook and UVA ID from MCC SECURITY
	OUTLOOK EMAIL ID: _____ UVA ID: _____
	Communicate process to request an ID badge to the Trainee/ Provide Trainee's Information to ID Services
	Submit Employee Health documents for review
	Complete and submit Form A to the Board
	Request all IT, EPIC VPN and VOCERA Accesses (which automatically triggers required Workday Learning module assignments)
	Request a Paging ID (PIC)
	Create CACTUS profile _____ SMS NUMBER: _____
	Submit to Credentialing Committee
	Communicate Clear to Work to Trainee and Program
	Obtain DIO signature on Letter of Agreement