

Visiting Resident/Fellow Policy

Scope: All visiting residents/fellows who rotate within UW School of Medicine-sponsored, ACGME-accredited residency or fellowship training programs at a UW Medicine (i.e., University of Washington Medical Center, Harborview Medical Center) or affiliated training sites (i.e., VA Puget Sound, Seattle Cancer Care Alliance) as part of their ACGME residency/fellowship training program.

Visiting Resident/Fellow rotations that occur only at Seattle Children's Hospital (SCH) are managed through the SCH GME Office. Contact the SCH GME Office at (206) 987-5049 for application procedures.

Policy: The UWSOM accepts visiting trainees matriculated in ACGME-accredited residency and fellowship programs at outside institutions for rotations of limited duration in UW GME training programs. Prior to beginning a rotation in a UW GME training program, a prospective visiting trainee must:

- Complete UW GME onboarding requirements including applicable training; and
- Have a fully executed UW Program Letter of Agreement (PLA) in place between UW and the Sponsoring Program/Institution (to be initiated by the UW training program).

Onboarding and Training Requirements: Visiting residents/fellows are subject to various hospital onboarding and training requirements and must complete these prior to the start of their rotation and/or commencing in patient care activities. Specific onboarding and training requirements will be determined on a case-by-case basis depending on the duration and location(s) of the rotation. These requirements must be taken into consideration by the UW and outside institution program prior to agreeing to a visiting rotation.

Restrictions: Visiting residents and fellows must be enrolled in Medicare to order/refer certain items and services for Medicare beneficiaries, and have a [DEA registration](#) valid in Washington State in order to prescribe, order, administer, or handle controlled substances.

Program Approval: Program Directors are responsible for approving all visiting resident/fellow rotations. Program Directors must consider whether they can accommodate additional trainees, taking into consideration availability of faculty supervision, adequacy of case volumes, scheduling and educational constraints, and administrative resources available to manage visiting appointments. The GME Office will not accept or review any requests for visiting rotations directly from faculty or non-program staff.

Process: **STEP 1: UW Program Completes Visiting Resident/Fellow Application and Initiates UW Program Letter of Agreement**

- A. Visiting Resident/Fellow Application Form¹ – *Must be submitted to GME Office at least **twelve (12) weeks** prior to rotation start date.* UW GME training programs that wish to accept visiting residents/fellows for rotations within UW Medicine and/or affiliated training sites (excluding rotations exclusively at SCH) must submit a

¹ For visiting residents from Group Health Cooperative, Virginia Mason Medical Center, Swedish Medical Center, and Madigan Army Medical Center rotating through Anesthesiology, Emergency Medicine, Orthopaedic Surgery, General Surgery, and Radiology, programs should submit a completed **Visiting Resident Rotation List** in lieu of the Application Form.

completed Visiting Resident/Fellow Application Form - which includes trainee demographic information, rotation dates, UW program director approval - to the GME Office.

- B. Program Letter of Agreement – *initiated at least **twelve (12) weeks** prior to rotation start date*: The UW program must send the UW PLA template to the Sponsoring Program/Institution for review (with exception of Virginia Mason Medical Center, which will initiate the PLA). The Visiting Resident Template is located in MedHub under Resources/Documents > GME Office Resources > PLA Templates, Rotation Request Form, Policies > Visiting Resident Template. The fully-executed PLA with all required signatures must be received by the UW GME Office prior to the start of the rotation. Any changes to the PLA template by the Sponsoring Program/Institution must be reviewed and approved by the GME Office.

Notification of any change in the visiting rotation must be made at least **two (2) weeks** in advance of the rotation. Last minute changes may not be approved. ***Applications for visiting rotations will not be approved until all documentation has been received by the UW GME Office.***

STEP 2: UW GME Online Application Sent to Visiting Resident/Fellow

Visiting residents/fellows must complete the appointment and credentialing requirements outlined in the PLA via the online Application Portal in MedHub. Visiting trainees will receive an email notification from MedHub outlining the requirements for appointment and credentialing and applicable due dates. These include:

- UW GME Online Application
- Current Curriculum Vitae
- ECFMG Certificate (for IMGs)
- Copy of Medical School Diploma
- Copy of Medical License/Permit
- Immunization Health History Clearance
- Copy of Opioids training certificate
- UW Medicine Privacy, Confidentiality And Information Security Agreement
- Copy of Washington State license
- Copy of DEA registration for Washington state
- Certificate of completion of Opioid training
- Verification of Medicare/PECOS Enrollment
- HIPAA Training:
 - If one month or less: verification of HIPAA training from the sponsoring institution must be submitted along with a signed [HIPAA Training Certification Form](#).
 - If greater than one month: completion of UW School of Medicine HIPAA training is required (to be arranged by GME Office).²
- Background Checks: Visiting residents/ fellows must consent to an online background check through a national background check screening service provider and several federal regulatory checks, as part of the online application. Completion of background checks are the responsibility of the sponsoring institution. These include:
 - National Background Check:
 - 7-Year County Criminal Report
 - DOJ 50 State Sex Offender Search
 - SSN Trace
 - International Background Check (if applicable)
 - Federal Background Checks:

² Visiting trainees from Group Health Cooperative, Virginia Mason Medical Center, Swedish Medical Center, Madigan Army Medical Center, and the VA may waive this training by providing proof of completion and submitting a signed HIPAA Training Certification Form.

- OIG List of Excluded Individuals/Entities (LEIE)
- Excluded Parties List System (EPLS)
- o Washington State Patrol Request (to be completed by UW for visitors outside Washington state)

Documentation of completion of these checks by the sponsoring institution will be accepted in lieu of running these additional checks.

- National Provider Data Bank (NPDB): UW will run the NPDB check for all visiting residents/fellows.

Expectations: Rotations: When possible, visiting residents/fellows should not be scheduled for overnight call on their last night of service.

Duty Hours: All Visiting Resident/Fellows must report their duty hours in MedHub during their rotation.

Medical Record Documentation: Successful completion of the rotation is contingent upon the timely completion of all patient care responsibilities and appropriate documentation according to the applicable hospital(s) Medical Records Policies. Program directors and/or supervising faculty are responsible for ensuring that visiting trainees comply with this requirement.

Evaluations: The UW GME Program Director and/or supervising faculty member(s) must ensure that evaluations of the visiting trainee are completed and sent to the trainee's home program within two weeks of completion of the rotation.