

POLICY ON VISITING RESIDENTS AND OBSERVERSHIPS 12/13/2023

I. References

Tulane School of Medicine's (TUSOM) Graduate Medical Education program accepts external rotators (visiting residents) from Accreditation Council of Graduate Medical Education (ACGME) accredited residency and fellowship programs in the United States for short-term (2-4 weeks) rotations. As outlined in the GME Policy on Resident Eligibility and Selection, the Director of the TUSOM residency program in which the visiting resident seeks to rotate and the DIO/GME Office must approve the rotation to ensure that their presence enhances and does not disrupt the educational experience of the residency program's appointed residents.

The Graduate Medical Education Office ***DOES NOT*** approve, process, or administer Observerships. Approval for Observerships is at the discretion of the Tulane Program Director or Department Chair. Oversight of Observerships is the sole responsibility of the admitting Program or Department.

II. Visiting Elective Rotations

A. Requirements for Visiting Residents to participate in a Clinical Elective Rotation at Tulane

Visiting residents must be currently enrolled in an ACGME or AOA accredited training program and have completed the necessary training and didactic work for the service they want to work. Visiting rotations from any other kind of program in or outside of the United States are not accepted.

The visiting resident's Sponsoring Institution must financially support the visiting resident, including providing salary, benefits, and professional liability insurance, while the resident is rotating in a TUSOM sponsored residency program.

The DIO and GME Office must be informed of how the visiting resident will be funded and must approve the rotation before it starts. If the visiting resident's home Sponsoring Institution is seeking Medicare GME payments for rotation, that Sponsoring Institution's graduate medical education office must arrange a resident FTE cap transfer with the hospital at which the resident will rotate. The rotation terms and the corresponding payments will be exchanged between the visiting resident's home Sponsoring Institution and the hospital. The role of the TUSOM GME Office is approve the rotation, not to facilitate the contract between the visiting resident's Sponsoring Institution and the hospital. If the visiting resident's Sponsoring Institution is not seeking Medicare GME payments for the resident, the resident's home Sponsoring Institution must assume all financial responsibility for the resident, including salary, benefits, and malpractice insurance.

The following documentation must be provided by the visiting resident for consideration by the Program Director. This information is required by the GME Office in order to enroll the visiting resident as a trainee at Tulane and its clinical partners:

- a. Current proof of good standing at their Sponsoring Institution.
- b. Statement from the home Sponsoring Institution that it will continue to provide salary

- and benefits while the resident is on rotation at Tulane.
- c. Proof that the home Sponsoring Institution will provide malpractice coverage for the duration of the elective rotation; coverage requirements are outlined below.
 - d. The Visiting Resident must hold a valid LSBME license or permit prior to the start date of the rotation.

Tulane will not provide housing, travel, parking, or meals during the elective rotation, but will provide required on-call accommodations.

B. Required Documents for Visiting Elective Rotations

A visiting resident must apply to and obtain approval from the Tulane Program Director for the rotation at least 120 days (4 months) before the start of the rotation. Once a Program Director accepts and approves an application for a visiting resident, it is the sponsoring Program's responsibility to ensure that the visiting resident submits all required documents to the GME Office in a timely manner through MedHub. Elective rotations cannot begin until all documentation is uploaded and approved in MedHub.

The following information must be submitted by the GME Program Administrator to the GME Office 90 days before the beginning of the approved rotation:

- Full name of resident.
- Email Address (institution only; personal email addresses will not be accepted)
- Phone Number
- Name of the visiting resident's Sponsoring Institution
- Elective Rotation Dates

After the GME Office receives the information listed above, a link to the MedHub system will be provided to the Visiting Resident so that the following required documents can be uploaded to MedHub.

1. Letter of good standing from the resident's home Program Director
2. Resident's Current CV
3. Resident's Medical School Diploma
4. Affiliation Agreement/Program Letter of Agreement: Tulane requires an up-to-date affiliation agreement with the Home Institution prior to the visitor's participation in our training programs. The Home Institution should initiate this process with the Tulane program, and it should have signatures that include the Tulane Program Director and the Tulane DIO. This document should confirm that all salary and benefits are to be provided by Home Institution.
5. Completed Tulane GME Database Form
6. ECFMG Certificate if applicable
7. TUMC Access Request Form
8. LCMC Health Data Sheet
9. Photograph for ID badges at Tulane and clinical sites.
10. Emergency Contact Information Form

11. Proof of HIPAA training: Training must be for the current academic year.
12. Bloodborne Pathogens Learning Module
13. N-95 Learning Module
14. AAMC Standardized Immunization Form: Must be signed by resident's physician. Must show proof of current TB immunization, flu vaccine (December through May), Chickenpox, HepB, Measles, Rubella and COVID vaccination.
15. Most recent Fit Test Documentation
16. Louisiana State Board of Medical Examiners license or permit (to be uploaded by applicant), must be uploaded prior to start date, or cannot rotate.
17. Proof of Professional liability insurance coverage with a minimum of \$1 million/\$3 million required. The Certificate must cover the named resident specifically for professional liability during their rotation at Tulane, and must include:
 - Full name of the resident
 - Name of insurance provider
 - Policy coverage dates
 - Policy coverage limits

The visiting resident must complete and upload all required documents to the MedHub system and complete all required onboarding training modules at least 90 days (3 months) before the start date of the rotation. The GME Program Administrator should monitor compliance and notify the GME Office once all documentation is uploaded. The GME Office will review the uploaded documentation and notify the GME Administrator of any missing information. The visiting resident will be notified by the GME Office regarding access to Tulane clinical systems, parking, and ID badges when all documents are uploaded and approved.

C. Credentialling

Credentiaing of the visiting resident for their respective rotation(s) is the responsibility of the resident, the GME Program Administrator, and the GME Office; see below for requirements and assignment of responsibilities:

- a. Verification of approval from the visiting resident's Sponsoring Institution (visiting resident);
- b. Verification of malpractice insurance (visiting resident);
- c. Assuring the appropriate orientation for the hospital/clinic rotations at which the external rotator will rotate (GME Program Administrator);
- d. Completing appropriate forms (TB testing, etc.) as required by the hospital at which the external rotator will rotate (GME Office);
- e. Obtaining a hospital ID card (GME Office);
- f. Arranging for parking/beeper and other required amenities (GME Office);
- g. Ensuring the external rotator has been trained in all applicable School of Medicine and affiliated hospital policies, including but not limited to, HIPAA training and compliance and Electronic Medical Record (EMR) training (GME Office);

- h. Ensuring appropriate evaluation forms are returned to the rotator's sponsoring institution (GME Program Administrator); and
- i. Communicating with the hospital at which the external rotator will rotate that the resident is currently rotating with the residency program and ensuring that the hospital has all necessary forms/credentials (GME Office).

The GME Office will provide the visiting resident's documented information to the affiliate hospitals so that a security badge and IT access can be requested. The GME Office will notify the Program Director and the Visiting Resident when the documentation is complete and instruct the Visiting Resident of any first day requirements (e.g., badge pickup, parking information, etc.).

Once the visiting resident has complied with these procedures, for the purposes of hospital credentialing, the visiting resident will be considered a part of the TUSOM residency program for the time that they rotate at the School of Medicine affiliated hospital. All TUSOM School of Medicine policies and procedures that apply to Tulane residents apply to visiting residents during their time with the School of Medicine, including, but not limited to, grievance and supervision policies.

D. Rotations at Clinical Partners

- a. Visiting Residents may rotate at the SLVHCS (Veteran's Administration Hospital) only if the resident is processed and functions as a Tulane resident, for GME purposes.
- b. Visiting Residents may rotate at LCMC sites only if the resident completed all required onboarding paperwork as a Tulane resident, for GME purposes.
- c. Visiting Residents may rotate at Ochsner sites only if the resident completed all required onboarding paperwork as a Tulane resident, for GME purposes.

Visiting residents may be asked to complete additional paperwork required by clinical partners before rotating at their facilities.

III. Observerships

The Graduate Medical Education Office **DOES NOT** approve, process, or administer Observerships. Approval for Observerships is at the discretion of the Tulane Program Director or Department Chair. Oversight of Observerships is the sole responsibility of the admitting Program or Department.

A. Observerships at Clinical Partners

Observerships are not permitted by the SLVHCS (Veteran's Administration Hospital), Ochsner Hospital, or at LCMC-affiliated facilities including UMC, Children's Hospital, Touro, East Jefferson General Hospital, West Jefferson General Hospital, Lakeside, and Lakeview Hospitals.

B. Program/Department-Approved Observerships

A Tulane School of Medicine faculty member must agree to sponsor an observer approved by the Program Director or Department Chair. The sponsoring faculty member is responsible for ensuring that the observer is in compliance with School of Medicine, hospital, and Tulane University policies and procedures.

- a. The DIO must approve the observer's participation in the residency program.
- b. Observers may not participate in clinical decision making or provision of patient care. The observer's role is simply to observe the provision of patient care, similar to the participation of medical school students on rotations.
- c. Observers are not employees of the School of Medicine. As such:
 - i. The School of Medicine will not provide financial compensation or benefits, including professional liability insurance, to observers.
 - ii. The rights afforded to Tulane employees and residents, including but not limited to, due process and grievance, are not extended to observers.
 - iii. Participating as an observer is a privilege and may be revoked without cause for any reason, including but not limited to, failure to comply with the standards noted in this section.
- d. Observers will not be offered credit towards residency requirements.
- e. Residency programs may not charge observers for their participation.