

**Policy of the Graduate Medical Education Committee****Section: Educational Administration****Subject: Educational Activities for Non-UAMS COM Residents****Number: 1.130****Date Developed: 1/03****Last Review/Revision: 9/04, 2/05, 10/07, 9/08, 7/10, 2/13, 6/13, 12/2014, 3/2015, 1/2017****ACGME Requirements: Institutional IV.; Common III; UAMS Administrative Guide Policy 12.1.01****Purpose**

To define the circumstances, eligibility requirements and approval procedures for residents from training programs not sponsored by University of Arkansas for Medical Sciences College of Medicine (UAMS-COM), who seek to engage in clinical educational activities at UAMS. This policy covers residents who are currently enrolled in Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA) accredited residency/fellowship programs. Observers, and physicians who are not currently enrolled in ACGME or AOA accredited training programs are excluded as defined below.

**Exclusions**

This policy does not apply to medical students, visiting faculty, employees or those persons involved in the interview process for faculty or employee positions at UAMS, nor to persons who may occasionally attend didactic offerings (e.g., conferences, grand rounds, lectures, journal clubs). See UAMS Administrative Guide, Policy 12.1.01 UAMS Policy on Academic Visitor Status for UAMS Campus, for information On Academic Visitor Appointment Form and Special Considerations for Visiting College of Medicine Housestaff. (B.4)

Physicians not currently enrolled in an ACGME or AOA accredited training program are **not eligible** to receive training or experience within a UAMS-COM-sponsored ACGME-accredited training program and is not eligible for short term or elective rotations offered by these training programs. The physician does not qualify for the exemption of the requirement to have an Arkansas State License (Arkansas Medical Practice Act, Sub-Chapter 2 – General Provisions, 17-95-203) and is not eligible for support through DGME payments from Medicare.

**Definitions:**

**Resident:** a physician enrolled in an ACGME-accredited program sponsored by the UAMS-COM at the PGY-1 level or above. This includes all other terms such as intern, fellow, housestaff member, or house officer.

**Non-UAMS Resident:** a physician enrolled in an ACGME or AOA accredited program sponsored by an institution other than the UAMS-COM. For purposes of this policy, UAMS Regional Programs residents are considered non-UAMS COM residents and must complete documentation for a short term rotation.

**Short Term/Elective Clinical Rotation:** an educational experience (usually several weeks to months in duration) in a patient care area offered by an ACGME-accredited program sponsored by UAMS-COM to non-UAMS-COM residents, which has clearly defined goals and objectives, is taught and supervised by faculty members within the program, and for which the resident receives evaluation and credit for the experience.

**Observer:** a physician who wishes to view care of patients (e.g., clinical rounds, outpatient clinics, or surgery).

**Policy:**

The UAMS-COM does not allow observers within the ACGME-accredited residency/fellowship programs.

During a short term rotation non-UAMS-COM residents:

1. Are actively involved in the educational activities of the training program as a learner;
2. Are supervised by qualified program faculty members;
3. Are evaluated by the teaching faculty at the completion of the rotation; and
4. Do not have a faculty appointment,
5. Cannot bill for clinical service.

A physician, not currently enrolled in a residency/fellowship program accredited by the ACGME or AOA, who wishes to seek clinical training experiences offered within a particular UAM-COM Clinical Department should contact the Departmental Chairperson. The GMEC, the UAMS-COM Housestaff Office and the GME Office do not provide oversight, administration or certification of these physicians.

### **1. Short Term Clinical Rotations:**

It is the responsibility of the UAMS program director/coordinator to work with the resident or faculty requesting the rotation and provide “A” through “H” below. Requests must be made at least **two months prior** to the resident beginning the elective.

The PCO Sharepoint Site (Visiting Residents or Students) contains MS Word documents for the biographical data and the Academic Visitor Form Appendix A. There is also a helpful ACH GME Onboarding activities checklist.

When the resident’s home institution requires documentation that cannot be signed by the DIO (requires legal counsel, risk management or vice chancellor involvement), such documentation will preclude the rotation.

#### From the visiting resident:

- A. Completed Visiting Housestaff Biographical form found at the end of this policy.
- B. TB skin test or documentation within the last year
- C. Flu shot documentation, timing directed by the Arkansas Department of Health. For example, a visitor may present at a time when there is no vaccine and no active flu.
- D. MMR documentation

#### From the resident’s home institution:

- E. A statement as to whether the resident is in good standing in the program;
- F. The financial source of stipend and benefits (includes health insurance) while the resident is visiting at UAMS-COM. UAMS Regional Programs residents will complete compensation section on Academic Visitor Appointment Form.
- G. Proof of and source of payment for malpractice coverage while at UAMS-COM. The resident is not covered by the State of Arkansas sovereign immunity. Waived for UAMS Regional Programs residents.

#### From the UAMS Program Director:

- H. A completed UAMS Academic Visitor Appointment Form (UAMS Administrative Guide Policy 12.1.01, Appendix A). Policy is found on UAMS Intranet, Tools and Resources, UAMS Policies, Administrative Guide, search on key words Academic Visitor.
  - Under UAMS SPONSORING OFFICIAL AND UNIT:
    - the Requesting Official must be the UAMS program director.
    - the appointment period start and end dates should be one week before and one week after actual dates. This is in order to have badge and IT access when needed.
  - Under SOURCES TO PAY FOR EXPENSES:
    - UAMS Regional Programs will complete the UAMS Funds name/account line and,
    - Other Costs –check box for Non-UAMS.
    - Purpose/Justification of Appointment and Scope of Responsibilities should state the goal of the rotation (i.e. what the resident will be doing while here).

- Under APPROVALS OBTAINED BY SPONSORING COLLEGE OR UNIT:
  - HIPAA Compliance, IT Confidentiality Agreement are required of everyone. Submit a copy of the HIPAA Required Privacy & Security Training page and the Confidentiality Agreement form.
  - IT Security - System/Database Approvals are needed if the visitor will access a medical records system on the UAMS campus.
  - Conflict of Interest Office, Research Compliance, and Professional Staff Services are not usually applicable to resident/fellow visitors.
  - Immigration Office approval is necessary if the visitor is on a visa.
- Under SIGNATURES:
  - The form will be turned in to the GME office with the Department Head's signature,
  - The GME Office will obtain signature of Dean and Provost.

Once approved, the GME Office will copy and send the request packet (A-H above) to risk management, COM Housestaff Office, and return originals to the program coordinator.

### Appointment

The program coordinator, or a designated department person of the department hosting the visitor will enter the Non-employee Visiting Resident into SAP if: UAMS Network Access is needed or the rotation will take place at ACH. The coordinator will delete the Non-employee Visiting Resident at the end of the rotation or at the end of an academic year, if there are multiple rotation dates that are not consecutive months. If needed, step-by-step instructions can be obtained from the GME Office.

a) If rotation is only at UAMS:

- And no UAMS network access is needed, do not enter into SAP
- If network access is needed, enter resident into SAP as a Non-employee Visiting Resident

b) If rotation is at ACH only:

- Enter resident into SAP as a Non-employee Visiting Resident. The SAP number is necessary for ACH onboarding trainings.
- Enter resident into the ACH CAPS system to obtain a badge/IT access.

<http://achweb.archildrens.org/SDGenie/Apps/ACHCampusAccessPortal/Views/ACHCampusAccessPortal.aspx>

### **Reference:**

UAMS Administrative Guide policy 4.5.28 Services for Non-Employees

UAMS Administrative Guide policy 4.5.30 Non-Employee Assignments

UAMS Administrative Guide policy 11.3.05 UAMS ID Badge Issuance and Replacement

UAMS Administrative Guide policy 12.1.01. Academic Visitor Status for UAMS Campus