

<b>COLLEGE OF MEDICINE</b>	
<b>VISITING STUDENT POLICY</b>	
Approved by Education Program Committee September 6, 2018	

**Definitions:**

- Accredited medical school: an institution accredited by the Liaison Committee on Medical Education (LCME) or the Commission on Osteopathic College Accreditation (COCA)
- UCCOM student: a student admitted to, matriculating in, and paying tuition for, the MD degree program of the UCCOM
- Visiting domestic student: a student enrolled in an LCME accredited medical school other than the UCCOM, participating in UCCOM-sponsored clinical education activities
- Visiting international student: a student enrolled in an international medical school (regardless of their nationality or citizenship) who is participating in clinical education activities sponsored by the UCCOM
- Observer: An observership is an informal observational experience that does not constitute training. Observers do not participate in direct or indirect patient care or management. Observers do not receive any form of certification or evaluation at the end of their observership period.

**Policy Statement**

The University of Cincinnati College of Medicine (UCCOM) only provides clinical rotation opportunities for students in good academic standing in the senior year at the following:

- Liaison Committee on Medical Education accredited medical schools;
- Commission of Osteopathic College accredited medical schools (for a select set of rotations only); and
- International medical students from schools we have an affiliation agreement with (number of positions is limited).

The scheduling of visiting students must not interfere with the educational experiences of UCCOM students and will therefore follow in priority to those of UCCOM students.

All visiting students are subject to the rules and regulations that apply to UCCOM students and to any health care facilities to which they are assigned. Violation of any University of Cincinnati or UCCOM policy may result in immediate withdrawal from the program or termination of the activity agreement with the sending institution. Registration and continued participation in the program is based on satisfactory academic performance and behavior. The UCCOM Dean’s Office may administratively withdraw any student whose performance is substandard or unsatisfactory with no further right of appeal.

Some departments of the UCCOM have pre-existing activity agreements with departments at clinical care facilities outside of the United States. These principally involve faculty and house staff and do not

constitute Exchange Agreements for the sake of this policy. Medical students from educational facilities, which may be associated with any of these hospitals, will be considered as international medical students seeking UCCOM- sponsored educational experiences, as defined below.

The Senior Associate Dean for Academic Affairs and the Office of Global Health will decide the number of visiting domestic and visiting international students, respectively, that are allowed to take part in UCCOM activities, as well as the educational experiences open to them based upon existing activity agreements and relevant university and college priorities. Visiting students (domestic or international) will be limited to senior year rotations, which are designed for students who have completed the equivalent of the UCCOM M3 year, or one full year of clinical training in internal medicine, surgery, obstetrics/gynecology, neuroscience, pediatrics, psychiatry, and family medicine. Students below this level of training will not be accepted.

Observerships are not available at the UCCOM for international medical students. International medical students should participate in structured electives as described above.

## **Procedures**

### **Domestic Visiting Medical Students**

Visiting student applicants should apply through the AAMC's Visiting Student Application Service (VSAS). This application must include all required supplemental information and payment of all relevant fees as specified on the UCCOM home page of the VSAS website. Applications are reviewed and subject to the department in which the rotation is located. Final approval for participation in an elective is granted by the Course Director of the applicable clinical department.

All domestic visiting medical students are subject to the following conditions:

- Most clinical electives offered by UCCOM are open to outside students which is at the sole discretion of the clerkship director.
- Visiting students are expected to adhere to the UCCOM clinical rotation dates.
- Students must be fluent in the English language.
- A maximum of two four-week electives can be taken for a total of eight weeks.
- Must be enrolled in good standing as a full-time medical student with training comparable to that of a 4th year UCCOM student.
- Must submit transcript, curriculum vitae and USMLE Step / COMLEX-USA Level 1 Score Report.
- Must receive elective credit from home institution.
- Must document proof of malpractice insurance coverage in amount of \$1,000,000.00.
- Must document proof of health insurance.
- Must document proof of training in Universal Precautions (blood-borne and airborne pathogens) within one year (12 months) of start of rotation.
- Required to sign up for the Blood-borne Pathogen Insurance Policy for the University of Cincinnati. A non-refundable check payable to University of Cincinnati for the designated amount must be submitted with application (coverage applies only to BBP exposures during two consecutive months of UC rotation(s); policy will cover actual expenses up to \$1,500 for the first 30 days after a possible BBP exposure).
- Must submit documentation of required immunizations and it must be verified by University Health Services (UCCOM Student Health Services).

- Must submit results of 10 panel + THC drug screen.
- All documentation must be completed and submitted at least four (4) weeks before the elective start date.
- Visiting students are responsible for their own room and board.

### **International Visiting Medical Students**

The University of Cincinnati College of Medicine (UCCOM) offers electives for international visiting medical students. However, the number of elective positions available is small and is generally limited to those students for which an activity agreement has been signed between the two institutions.

The assignment of visiting international students to their clinical and other educational activities shall be the responsibility of the UCCOM individual named in the activity agreement, the relevant clerkship or course director(s), and the Office of Global Health. UCCOM faculty members or staff cannot offer electives to visiting international medical students without approval from the Office of Global Health. Rosters of the schedules of all visiting students shall be made available to the Registrar and the Office of Global Health prior to any student participating in the COM curriculum.

In the absence of a formal activity agreement, the UCCOM does not generally permit students from international medical schools to participate in its electives. Any request for an exception to this restriction must be approved jointly with the Office of Global Health.

All international visiting medical students are subject to the following conditions:

- A maximum of four international students, per clinical department, can be accepted in any given academic year. Such students must complete a UCCOM Visiting Medical Student application. All supporting documents must be translated into the English language. Only originals with signatures are accepted; photocopies are not acceptable.
- A maximum of two four-week electives can be taken for a total of eight weeks.
- A non-refundable processing fee must be submitted upon notification of acceptance by the Office of Global Health.
- All accepted visiting students must complete the protocol issued by UC International regarding visas and other documentation, as well as registration with the university.
- All such medical student rotations are available only to students who are actively enrolled and in good standing in their home medical school. Graduates of medical schools are not eligible for student rotations.
- The medical school is accredited in the home country and more than 50% of the students who attend are citizens of that country.
- Application is made to the department director of the responsible clinical department at the UCCOM. The department assumes responsibility for assuring that the student meets all requirements. If the request is received by an affiliate hospital, it is forwarded to the director of the appropriate UCCOM department along with the recommendation of the chief of service or department chair at the affiliate. (For electives offered at The Christ Hospital, all applications for UCCOM credit are routed to the UCCOM department director through the UCCOM Assistant Dean for Medical Education.)
- Must be enrolled in good standing as a full-time medical student with training comparable to that of a 4th year UCCOM student. To be eligible, students must be in their final year of medical school, and must show a passing score on Step 1 of the USMLE exam. The duration of training in

many non-U.S. or Canadian medical education systems may be 4, 5 or 6 years. Thus, students in a 6-year system (e.g., German medical schools) must be in their 6th year to be considered the equivalent of a U.S. 4th year student.

- Primary source verification from applicant's school is required. Each student must provide a transcript which indicates the successful completion of all their clinical clerkships to date. In addition, each student must provide a letter from their registrar or dean stating they are in good standing and are approved to do an elective at UCCOM. All documents must be translated into the English language. Individuals who have completed all required coursework at their medical school but who have not met a service requirement are ineligible. Individuals who have graduated from a medical school are not eligible for student status.
- Must submit proof of health insurance by a U.S. carrier that will be in effect for the duration of the rotation.
- Must document proof of training in Universal Precautions (blood-borne and airborne pathogens) within one year (12 months) of start of rotation.
- Required to sign up for the Blood-borne Pathogen Insurance Policy for the University of Cincinnati. A non-refundable check payable to University of Cincinnati for the designated amount must be submitted with application (coverage up to two consecutive months applies only to BBP exposures during UC rotation(s); policy will cover actual expenses up to \$1,500 for the first 30 days after a possible BBP exposure).
- Must submit documentation of required immunizations. University of Cincinnati Visiting Student Immunization Form must be completed and signed by a health official at the school and submitted with elective application. Immunization status is verified by University Health Services (UCCOM Student Health Services).
- All documentation must be completed and submitted at least four (4) weeks before the elective start date.

## Elective Enrollment

UCCOM Coordinators must certify all requirements have been met by completing an electronic checklist of requirements.

Below is a sample of this checklist:

**The student must meet ALL the following requirements prior to adding a new Visiting Student to the system.**

Student Type:     Domestic     International

- Good academic standing at current institution \*
- Training in Universal Precautions (airborne and blood-borne pathogens **within one year of rotation**) \*
- Electives taken for credit \*
- Tuition payment at home school during the period indicated \*
- Medical malpractice insurance coverage in the amount of \$1,000,000 during rotation at UCCOM \*
- Currently covered by personal health insurance \*
- Final year at the time of the elective(s) \*
- All immunization requirements are met as defined by UCCOM \*
- Passing USMLE Step 1 or COMLEX Level 1 (**transcript required**) \*
- Blood-borne Pathogen Insurance Policy check \* **BBP Training**

Upon successful completion of the checklist, receipt of the medical school transcript and the student's curriculum vitae; the student's application is reviewed and approved by the individual clinical departments who sponsor the electives. Final decisions regarding which students are invited to do a visiting elective at the University of Cincinnati Medical Center (UCMC) are made by the clinical department's elective director who has collaborated with their GME office regarding any criteria specific to academics, professionalism or other holistic review criteria that the residency program prioritizes in the review of applicants for their residency program. The coordinator enrolls those students who will be doing a visiting elective at UCMC into the MedOneStop student information system.

### **Oversight/Documentation**

The UCCOM Office of the Registrar is responsible for maintaining an accurate and up-to-date roster of visiting medical students that are entered into the UCCOM student information system (MedOneStop) by the clinical department coordinators.

The visiting medical student roster report includes the following:

- Student name
- Home school name
- Academic year
- Course number
- Course name
- Course begin date
- Course end date