

COLLEGE OF MEDICINE

VISITING STUDENT POLICY

Last approved by EPC March 3, 2016

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Definitions:

- **Accredited medical school:** an institution accredited by the Liaison Committee on Medical Education (LCME) or the Commission on Osteopathic College Accreditation (COCA)
- **UC COM student:** a student admitted to, matriculating in, and paying tuition for, the MD degree program of the UC COM
- **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 UC COM
- **Visiting domestic student:** a student enrolled in an LCME accredited medical school other than the UC COM, participating in UC COM-sponsored clinical education activities
- **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. The UC COM does not offer observerships for international medical students.

General

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

All visiting students are subject to the rules and regulations that apply to UC COM students and to any health care facilities to which they are assigned. Violation of any University of Cincinnati or UC COM 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 UC COM Dean's Office may administratively withdraw any student whose performance is substandard or unsatisfactory with no further right of appeal.

Some departments of the UC COM 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 UC COM-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 UC COM 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 UC COM 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.

Visiting Domestic Students

The UC COM offers electives for medical students enrolled in LCME accredited medical schools. A

maximum of two four-week electives can be taken for a total of eight weeks. Any petition for an exception to this restriction must be approved jointly by the Associate Dean for Student Affairs and Admissions and the Senior Associate Dean for Academic Affairs.

Records of the placements and schedules of all visiting students participating in UC COM clinical electives shall be maintained by the Registrar. The scheduling of visiting students shall follow the procedures outlined in the document "Visiting Student Program Guidelines" updated by the Faculty Council in 2009 and summarized at

http://med.uc.edu/Libraries/Visiting_Students-Med_Ed/VS_Guidelines_with_fillable_application_06_06_13.sflb.ashx

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 UC page of the VSAS website at <https://services.aamc.org/20/vsas/public/school/instID/112>. 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 Registrar. Once approved, no changes in assignments are allowed.

International Medical Students Seeking UC COM-Sponsored Educational Experiences

The University of Cincinnati College of Medicine (UC COM) 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 UC COM individual named in the activity agreement, the relevant clerkship or course director(s), and the Office of Global Health. UC COM 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 UC COM 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 by the Office of Global Health, and 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 UC COM Visiting Medical Student application and the Immunization Records form. All supporting documents must be translated into the English language. Only originals with signatures are accepted; photocopies are not acceptable.
- A non-refundable processing fee must be submitted upon notification of acceptance by the Office of Global Health. Visiting students must have personal health insurance from a carrier that will be in effect for the duration of the rotation. 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.

Observerships at UC-COM

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

All requests for observerships for international residents, fellows, and physicians (i.e., international medical school graduates) must be approved by the Office of Graduate Medical Education (GME). In general, the

number of observerships available at UC COM for international residents, fellows, and physicians is extremely limited. Moreover, UC Health / UC Medical Center does not accept applications for patient care observerships at any level of training without prior approval by the Office of GME and the respective GME Program Director.

Observers must provide evidence of the following:

- Level of training and degrees obtained
- English language proficiency
- Health insurance coverage while in the US that meets Department of State requirements
- Immunizations required by UC-COM and/or UC Health

In addition, observers are responsible for all travel related expenses, including airfare, accommodations, meals, visa, immunizations, and transportation, as well as any program fees charged by the hosting GME department.

LCME Accreditation Standards Relevant to Student Placement and Scheduling

Standard 5.10 – Resources Used By Transfer/Visiting Students: The resources used by a medical school to accommodate any visiting and transfer medical students in its medical education program do not significantly diminish the resources available to already enrolled medical students.

Standard 10.9 – Visiting Student Processing: A medical school verifies the credentials of each visiting medical student, maintains a complete roster of visiting medical students, approves each visiting medical student's assignments, provides a performance assessment for each visiting medical student, and establishes health-related protocols for such visiting medical students.

Standard 10.10 – Visiting Student Qualifications: A medical school ensures that any visiting medical student demonstrates qualifications comparable to those of the medical students he or she would join in those educational experiences and identifies the administrative office that fulfills this responsibility.

Standard 11.3 – Oversight of Extramural Electives: If a medical student at a medical school is permitted to take an elective under the auspices of another medical school, institution, or organization, a centralized system exists in the dean's office at the home school to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student. Information about such issues as the following are available, as appropriate, to the student and the medical school in order to inform the student's and the school's review of the experience prior to its approval:

- Potential risks to the health and safety of patients, students, and the community;
- The availability of emergency care;
- The possibility of natural disasters, political instability, and exposure to disease;
- The need for additional preparation prior to, support during, and follow-up after the elective;
- The level and quality of supervision; and
- Any potential challenges to the code of medical ethics adopted by the home school.

The UC College of Medicine participates in several activity agreements with international institutions outside of the US that offer student mobility activities. A listing of these partner institutions is available on the Office of Global Health website at <http://med.uc.edu/globalhealth/opportunities/medstudents>

This policy applies only to clinical rotations sponsored by the UC COM and processed through the Office of Global Health. Affiliated hospitals may choose to offer clinical rotations to students or other trainees under other circumstances and/or policies when the sponsorship and certification of any such rotations is limited to the hospital, rather than the COM. If, however, the participation of trainees rotating through hospital-specific educational experiences diminishes the resources available to UC COM medical students, the affiliation of that hospital with the UC COM may be called into question. Any affiliated hospital that chooses to allow students from other medical schools to rotate at their facilities may not indicate that the rotation is affiliated with the University of Cincinnati or its College of Medicine unless the students are registered through the UC COM, the Office of Global Health, and UC International for the student rotation.