



Visiting Medical Students

Section: 4
Policy number: 4.15
Responsible Office: Student Affairs and Admissions
Issued: 05.01.17
Latest Review: 2022-2023

POLICY STATEMENT

Medical students from LCME and non-LCME accredited medical schools may enroll in Phase 3 electives at the University of North Dakota School of Medicine and Health Sciences if appropriate criteria are met including, but not limited to, availability of an elective site. Students from other medical schools may enroll in elective clinical experiences when it will not negatively impact the education of UND SMHS medical students.

REASON for POLICY

The acceptance of visiting medical students from other schools, both inside and outside of the United States, into the elective clinical experience at the UND SMHS serves at least two roles. One is to increase the exposure of SMHS students to individuals from diverse cultures. The second role is to increase the number of qualified applicants to the Institution's residency programs.

SCOPE of POLICY

This policy applies to:

<input checked="" type="checkbox"/> Deans, Directors, and Department Heads	<input checked="" type="checkbox"/> Faculty
<input checked="" type="checkbox"/> Managers and supervisors	<input checked="" type="checkbox"/> Staff
<input checked="" type="checkbox"/> Students	

WEB SITE REFERENCES

Policy Office: <http://www.med.und.edu/policies/index.cfm>
Responsible Office: <http://www.med.und.edu/student-affairs-admissions/>

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DEFINITIONS

Admissions Officer	For the purposes of this document the title of Admissions Officer shall be used to identify the person in the SMHS Office of Student Affairs & Admissions who performs the onboarding admissions function for visiting students.
LCME	Liaison Committee on Medical Education
LCME Accredited Schools	Those US and Canadian medical schools who are fully, preliminarily, or provisionally accredited by the LCME.
Non-LCME Accredited Schools	Those non-US schools that do not participate in the LCME accreditation process. This does not include schools that have not completed the accreditation process, such as a new US medical school.
COCA Accredited Schools	The United States College of Osteopathic Medicine accredited schools shall, for the purposes of this document, be considered equivalent to LCME accredited schools
CACMS Accredited Canadian Schools	For the purposes of this document, Canadian citizens from LCME accredited Canadian medical schools will follow the “Medical Students from Liaison Committee on Medical Education (LCME) Accredited Schools” section with the addition of the information noted in the “Special Circumstances” portion of the document.
Visiting student	A medical student who is participating in an elective clinical experience who is not an admitted UND SMHS medical student.
Rotations	Elective Phase 3 clinical experiences. Throughout this document, elective Phase 3 clinical experiences may be referred to as courses, rotations, clinical rotations, or clinical experiences.
Non-LCME Non-CACMS Accredited Canadian Schools	For the purposes of this document students from these schools shall follow the international non-LCME accredited student guidelines.

RELATED INFORMATION

J-1 Scholars Application Procedure at UND	https://und.edu/academics/international-center/international-student-scholar-services/j-1-scholars-application.html
J-1 Scholar English Proficiency Requirement Form	https://und.edu/academics/international-center/international-student-scholar-services/files/docs/english-proficiency-verification02-15.pdf
UND SMHS policy 4.11 Student Immunizations	https://med.und.edu/about/policies/files/docs/4.11-policy-medical-student-immunization-medical-examination-health-insurance.pdf

CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Email contact
Policy clarification	Student Affairs & Admissions Office	777.4221/777.4942	saa@und.edu
Policy format	Dean's Office	777.2514/777.3527	judy.solberg@und.edu

PROCEDURES

Medical students may apply to the University of North Dakota School of Medicine and Health Sciences for Phase 3 electives or acting internships. Other types of clinical experiences (such as observation experiences, shadowing, clerkships, and internships) will not be considered.

Students from LCME-accredited medical schools must fulfill appropriate guidelines to gain access to UND SMHS elective clinical experiences. An applicant from a non-LCME-accredited school must complete this process with additional procedures to ensure that they are adequately prepared for the course in which they are requesting to enroll. In the case of international medical students, this includes testing to ensure written and spoken English are adequate for the successful completion of the course and completing the documentation required by the United States government.

1. Medical Students from Liaison Committee on Medical Education (LCME) Accredited Schools

(Including COCA accredited US schools, Canadian students from CACMS accredited schools, see below.)

- a. A medical student from an LCME accredited school will use the AAMC VSLO application service for rotation application. Rotations and available time periods are limited to those published on VSLO. These may include rotations in the following specialties:
 - i. Surgery (including surgical subspecialties)
 - ii. Obstetrics and Gynecology
 - iii. Radiology
 - iv. Family Medicine
 - v. Pediatrics
 - vi. Neurology
 - vii. Pathology
 - viii. Psychiatry
 - ix. Internal Medicine

*Note that neither the departments nor the campuses are obligated to accept visiting students and may decide for reasons other than course availability to deny a request by a visiting student.

- b. Visiting student rotations will follow the rotation periods of the UND SMHS academic year. The UND SMHS academic calendars are available on the school's website to identify beginning and end dates for the rotations. This includes virtual courses.
- c. VSLO applications will require the student to submit their medical school transcript, a letter of recommendation, a dean's letter of good standing, proof of liability insurance, documentation of a clear criminal background check, documentation of current healthcare insurance, and required immunizations.
 - i. Letter of recommendation must be dated within one year of application or from someone who worked with the applicant in clinical rotations.
 - ii. A Dean's letter of good standing must be dated within 90 days of application.
 - iii. Proof of passing USMLE Step 1
 - iv. Proof of liability insurance must be professional liability insurance and meet the minimums of \$1million per occurrence and a \$5million aggregate.
 - A letter from the students' home medical school will meet this requirement if the coverage amounts are specified and meet minimum requirements.
 - A letter from the institution stating an applicant will have their professional liability insurance coverage increased to the specified minimums if the applicant is accepted into the rotation will meet this requirement. The applicant must prove the increase of liability insurance at least 30 days prior to the start of the elective rotation.
 - v. A clear criminal history background check for the last seven years is required within twelve months of the application. The background check must include a national and sex offender search. A letter does not suffice.
 - Unclear background checks will go to the Background Review Committee for review and recommendations. The applicant will have an opportunity to verify and speak to the incident(s) reported on the criminal history background check. The associate dean for student affairs & admissions will make the final decision regarding if the applicant is eligible for department review and scheduling.
- d. Applicants will be required to complete the UND SMHS online modules for bloodborne pathogen and environmental exposures prior to starting their course.
- e. For virtual electives which have no on-campus participation and no access to patient information or identifiable case information, the proof of liability insurance, criminal background check, healthcare insurance, immunization record, photo and pathogen and hazard training documentation will not be required. Other requirements remain as listed above.
- f. Once a VSLO application is complete including all requested materials, the medical school admissions officer will mark the applicant as eligible and notify the department that there are applicants for their review and scheduling. If there is not an opening or for other reasons the department or campus is unable to accommodate the request, then the VSLO request is denied by the department.
- g. The department may require an interview with the potential student prior to a decision being made. This may be electronic, or in-person and the department will make arrangements if this is required.
- h. Once the department has made the initial decision to accept the student, they will

notify the campus administrative staff to ensure appropriate resources are present to accommodate the student at the campus level.

- i. If the elective request is approved by the department and campus, the admissions officer grants final approval in VSLO and notifies the department, campus, and the assistant dean of Phase 2/3 of the decision.
- j. Policies and Procedures: Visiting medical students must attest to reading and agree to follow all UND SMHS policies and are subject to all forms of adjudication contained within. This includes possible suspension or dismissal from the clinical experience when a student is found to behave outside of acceptable norms outlined in the policies and procedures. The student affairs dean of the student's home medical institution will be informed of the suspension/dismissal action. If a student participates in more than one elective course, the policies documents must be signed by the student prior to enrolling in each elective course.
- k. Evaluation and Grading: Visiting medical students will be evaluated by the assessment methods defined in the elective course description and this will be completed using the standard UND SMHS evaluations found in Leo. The evaluations will be downloaded and sent by secured email attachment to the home medical school contact and to the student.
- l. Expenses: Visiting students are responsible for their own housing, transportation, healthcare insurance, and expenses during the clinical experience. There are no tuition or fees charged for the elective courses. The student must be registered at their home school at the time of the elective experience.
- m. Applying students must complete the entire onboarding process at least one month prior to beginning the course.
- n. Special Circumstances: A Canadian citizen from a CACMS accredited Canadian medical school does not need a visa stamp in his or her passport. A Canadian is only required to show his or her Form DS-2019 at the Port of Entry to obtain status as a J-1 Exchange Visitor. A Canadian citizen from a non-CACMS accredited Canadian medical school will need to complete additional documentation noted in section 2.d., except numbers x and xi.

2. Medical students from International and/or Non-LCME Accredited Medical Schools

- a. A medical student from an international school will use the AAMC VSLO application service for rotation application. Rotations and available time periods are limited to those published on VSLO. These may include rotations in the following specialties:
 - i. Surgery (including surgical subspecialties)
 - ii. Family Medicine
 - iii. Neurology
 - iv. Psychiatry
 - v. Internal Medicine
 - vi. Pediatrics

*Note that neither the departments nor the campuses are obligated to accept visiting students and may decide for reasons other than course availability to deny a request by a visiting student.

- b. Visiting student rotations will follow the rotation periods of the UND SMHS academic year. The UND SMHS academic calendars are available on the school's website to identify beginning and end dates for the rotations. This includes virtual elective courses.

- c. The medical school admissions officer will contact the department, the campus dean, and the campus support staff to ascertain if the requested elective is available for the visiting student at that site for the requested period. If there is not an opening or for other reasons the department or campus is unable to accommodate the request, the request is denied by the department or campus.
- d. If there is an opening, the medical school admissions officer submits materials from VSLO for approval by the department, and campus dean's office. All documents must be provided in English and include:
 - i. Name of student
 - ii. Name and address of visiting student's medical school
 - iii. Official medical school transcript, certified through a credentialing service such as WES or ECE
 - iv. Proof of liability insurance consistent with that provided to UND SMHS medical students. Indemnity must be professional liability insurance and meet the minimums of \$1million per occurrence and a \$5million aggregate.
 - A letter from the students' home medical school will meet this requirement if the coverage amounts are specified and meet minimum requirements.
 - A letter from the institution stating an applicant will have their professional liability insurance coverage increased to the specified minimums if the applicant is accepted into the rotation will meet this requirement. The applicant must prove the increase of liability insurance to meet the requirements at least 30 days prior to the start of the elective rotation.
 - v. A Letter of good standing that must be dated within 90 days of application from the student affairs dean of the requesting student's medical school that confirms the student's educational level; that the student is registered at the home medical school; and that the student has successfully completed the core required clinical clerkships.
 - vi. Proof of passing USMLE Step 1
 - vii. One letter of recommendation from a clinical faculty member who has directly supervised the student.
 - viii. A clear criminal history background check for the last seven years is required within twelve months of the application. The background check must include a national and sex offender search. A letter does not suffice.
 - Unclear background checks will go to the Background Review Committee for review and recommendations. The applicant will have an opportunity to verify and speak to the incident(s) reported on the criminal history background check. The associate dean for student affairs & admissions will make the final decision regarding if the applicant is eligible for department review and scheduling.
 - ix. Documentation of required immunizations, and TB status as per UNDSMHS Immunization [policy 4.11](#).
 - x. For virtual electives which have no on-campus participation and no access to patient information or identifiable case information, the proof of

liability insurance, criminal background check, immunization record as well as pathogen and hazard training documentation will not be required. All other requirements listed in section 2.d., remain.

- xi. A satisfactory score on the TOEFL that was taken within two years from the VSLO application is required for those students from a medical school where instruction is not in English. For the Internet-based TOEFL (TOEFL iBT), an overall score of 76 is required.
 - xii. The department is responsible for providing a journal entry to International Scholar Services to cover the processing fee for each J-1 Exchange Visitor. The department may choose to collect these funds from the visiting student.
 - xiii. The department may require an in-person or electronic interview with the potential student. This will be arranged by the department if required.
 - xiv. Contact information for the individual to whom the student's evaluation should be sent.
- e. The department and the campus grant final approval of the documentation and notifies the student and the assistant dean for Phase 2/3
 - f. Timing: The initial request be received no later than six months prior to the start of the clinical elective to allow sufficient time to complete the process.
 - g. Once this medical school screening process has been completed the student must provide appropriate documentation to the International Center at UND for the J-1 Scholars Application Procedure (<http://und.edu/academics/international-center/scholar-services/j-1-scholars-application.cfm>).
 - h. The medical school admissions officer will be responsible for mailing to the applicant the following documents provided by the International Scholar Services:
 - i. A welcome letter from the UND Office of International Programs to the J-1 Exchange Visitor.
 - ii. A copy of the Department of State's Exchange Visitor Program welcome brochure.
 - iii. SEVIS Form(s) DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status, which is required for the application of a J-1 (and J-2 dependent) visas at an U.S. Embassy or Consulate abroad.
 - iv. Instructions for paying the mandatory \$180.00 SEVIS fee to the Department of Homeland Security.
 - v. An instruction sheet that outlines the procedures the Exchange Visitor must follow to obtain a J-1 (and J-2 dependent) visa(s) from an U.S. Embassy or Consulate abroad.

Note: A Canadian does not need a visa stamp in his or her passport. A Canadian is only required to show his or her Form DS-2019 at the Port of Entry to obtain status as a J-1 Exchange Visitor.

- i. Policies and Procedures: Visiting medical students must attest to reading and agree to follow all UND SMHS policies and are subject to all forms of adjudication contained within. This includes possible suspension or dismissal from the clinical experience when a student is found to behave outside of acceptable norms outlined in the policies and procedures. The student affairs dean of the student's home medical institution will be informed of the suspension/dismissal action. If a student participates in more than one elective course, the policies documents must be signed by the student prior to enrolling in each elective course.

- j. Visiting students will be required to complete the UND SMHS online modules for bloodborne pathogen and environmental exposures prior to starting their course.
- k. Evaluation and Grading: Visiting medical students will be evaluated by the assessment methods defined in the elective course description and will be completed using the standard UND SMHS evaluations found in Leo. The evaluations will be downloaded and sent by secured email attachment to the home medical school contact and to the student. Expenses: Visiting students are responsible for their own housing, transportation, healthcare insurance, and expenses during the clinical experience. There are no tuition or fees charged for the elective courses. The student must be registered at their home school at the time of the elective experience.
- l. Applying students must complete the entire onboarding process at least one month prior to beginning the course.

RESPONSIBILITIES

Visiting Student	Complete all paperwork on time prior to starting the elective experience. Take responsibility for all expenses associated with the elective.
Department	Approve rotations and pay for ISS screening. Communicate the stage of completion of paperwork to visiting students. Department Chair or education director will award the final grade for the elective. Department sends final grades to the home institution.
Campus Office	Approve course on that campus.
Office of Student Affairs & Admissions	Initiate and complete the UND SMHS screening process as outlined. Maintain records of grades for visiting students.
Assistant Dean for Phase 2/3	Maintain a central list of all visiting students participating in UND SMHS MD elective courses.

REVISION RECORD

04.12.23—UMEC approved

05.01.17—Dean approved