



Visiting Medical Students

Section: 4
Policy number: 4.15
Responsible Office: Student Affairs and Admissions
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POLICY STATEMENT

Medical students from Liaison Committee on Medical Education (LCME) and non-LCME accredited medical schools may enroll in Phase 3 electives at the University of North Dakota (UND) School of Medicine & Health Sciences (SMHS) 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:

√Deans, Directors, and Department Heads	√Faculty
√Managers and supervisors	√Staff
√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 schools accredited by the Commission on Osteopathic College Accreditation (COCA) 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 Committee on Accreditation of Canadian Medical Schools (CACMS) 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.
Phase 3 Clinical Elective Experiences	Throughout this document, Phase 3 clinical elective experiences may be referred to as courses, rotations, clinical rotations, acting internships, 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

U.S. Department of State Visitor Visa	https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html
UND SMHS policy 4.11 Student Immunizations	https://med.und.edu/about/policies/files-2023/4.11-policy-on-medical-student-immunization-medical-examination-and-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	medvslo@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, COCA, or CACMS accredited medical schools must fulfill appropriate guidelines to gain access to UND SMHS elective clinical experiences. An applicant from an international, 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.

All visiting students must initiate the VSLO procedures with enough time to obtain conditional approval and complete the entire onboarding process 60 days prior to beginning the clinical elective experience.

1. Application Process for Medical Students from LCME, COCA, or CACMS Accredited Schools

(LCME and COCA accredited US schools and Canadian students from CACMS accredited medical schools.)

- a. A medical student from an LCME, COCA, or CACMS accredited school must use the AAMC Visiting Student Learning Opportunities (VSLO) application service for rotation application to the UND SMHS. Applications from medical schools who are currently in the process of accreditation will not be accepted. 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 elective courses.

- c. VSLO applications will require the visiting student and their institution 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 and from someone who worked with the applicant in clinical rotations.
 - ii. 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.
 - iii. Official medical school transcript.
 - iv. Proof of passing USMLE Step 1.
 - Proof of passing COMLEX Level 1 is acceptable for electives that accept applicants training at osteopathic medicine institutions.
 - v. 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 at least 60 days prior to the start of the elective rotation.
 - vi. 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.
 - vii. Documentation of required immunizations, and TB status as per UND SMHS Immunization policy 4.11.
- d. 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, as well as pathogen and hazard training documentation will not be required. All other requirements remain as listed above in section 1.c.

2. Application Process for Medical Students from International, non-LCME Accredited Medical Schools

- a. A medical student from an international, non-LCME accredited school must use the AAMC VSLO application service for rotation application to the UND SMHS. 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. VSLO applications will require the visiting student and their institution to submit the World Education Services (WES) or Educational Credential Evaluators (ECE) credential evaluation with the 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. All documents must be provided in English and include:
 - i. Letter of recommendation must be dated within one year of application and from someone who worked with the applicant in clinical rotations.
 - ii. 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.
 - iii. Official medical school transcript, certified through a credentialing service such as WES or ECE.
 - iv. Proof of passing USMLE Step 1.
 - Proof of passing COMPLEX Level 1 is acceptable for electives that accept applicants training at osteopathic medicine institutions.
 - v. 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 60 days prior to the start of the elective rotation.
 - vi. 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.

- vii. Documentation of required immunizations, and TB status as per UND SMHS Immunization policy 4.11.
- viii. A satisfactory score on the Test of English as a Foreign Language (TOEFL), the Internet-based TOEFL (TOEFL iBT), or the International English Language Testing System (IELTS) examination that was taken within two years from the VSLO application is required for those visiting students from a medical school where instruction is not in English. An overall score of 71 is required for the TOEFL, or 76 for the TOEFL iBT, or 6.5 for the IELTS examinations.
- ix. Visa: The visiting student will be enrolled in a short course of clinical study but will receive no credit or degree from the host institution (UND SMHS). In addition, the visiting student will not receive any compensation for attending the elective course of study. As a result, the elective meets the requirements for a visiting student training outside of the United States to apply for a B-1 or B-2 visitor visa. It will be the responsibility of the international visiting student who is applying for a learning opportunity at the UND SMHS to obtain a visitor visa at least 60 days prior to the approved rotation start date.

Special Circumstances: A Canadian citizen may not need a visa stamp in their passport but are strongly encouraged to consult the U.S. Embassy or Consulates in Canada for guidance. A Canadian citizen from a non-CACMS accredited Canadian medical school will need to complete the documentation noted in section 2.c., except for viii.

- d. For virtual electives which have no on-campus participation and no access to patient information, or 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, visitor visa as well as pathogen and hazard training documentation will not be required. All other requirements remain as listed above in section 2.c.

3. Process for Department Approval and Confirmation of Phase 3 Clinical Elective Experience

- a. Once a VSLO application is complete including all requested materials, the medical school admissions officer will notify the immunization specialist of the application in VSLO, where they will verify the applicant is compliant with all immunizations.
- b. Once immunizations are verified, the admissions officer will mark the applicant as eligible in VSLO and notify the department that there are applicants for their review and scheduling.
- c. 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 the arrangements as required.
- d. Once the department has made the initial decision to accept the visiting student, they will notify the campus administrative staff to ensure the appropriate resources are available to accommodate the student at the campus level.
- e. *If there is not an opening or for other reasons the department or campus is unable to accommodate the applicant, then the VSLO request is denied by the department.
- f. If the elective request is approved by the department and regional clinical campus, the course coordinator conditionally offers the elective to the visiting student applicant.
- g. All visiting students must initiate the VSLO procedures with enough time to obtain conditional approval and if applicable complete the entire onboarding process, which includes the UND SMHS online modules for bloodborne pathogen and environmental exposures, 60 days prior to beginning the phase 3 clinical elective experience.

- h. After the applicant completes all onboarding requirements, the course coordinator will confirm the clinical elective and notify the visiting student, regional clinical campus, program coordinator, admissions officer and assistant dean of Phase 2/3 of the confirmed offer.
- 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. 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 by the clinical department and sent by secured email attachment to the home medical school and visiting student using the contact information provided in the VSLO application.
- k. 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.

RESPONSIBILITIES

Visiting Student	Completes all paperwork on time prior to starting the elective experience. Takes responsibility for all expenses associated with elective.
Department	Communicates onboarding process and confirms acceptance in the elective experience to visiting students. Department Chair or education director will award a final grade for the elective. Department sends final grades to the home institution.
Campus Office	Approves course on their clinical campus and ensures proper resources are available to accommodate the visiting student on the host campus.
Office of Student Affairs & Admissions	Collects documentation and completes the application process as outlined in sections 1 and 2. Maintains academic records of visiting students for the host institution.
Assistant Dean for Phase 2/3	Maintains a central list of all visiting students participating in the UND SMHS MD visiting elective courses.

REVISION RECORD

12.13.23—UMEC approved
 04.12.23—UMEC approved
 03.22.23—UMEC approved
 10.28.20—UMEC approved
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