



## Visiting Residents Policy

Responsible Office: Graduate Medical Education

---

### POLICY STATEMENT

Residents from ACGME accredited programs or accredited programs by the RCPCSC may enroll in elective rotations 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. Residents from other residency programs may enroll in elective clinical experiences when it will not negatively impact the education of UND SMHS medical students and residents/fellows.

---

### REASON for POLICY

The acceptance of visiting residents from other programs into elective clinical experience at the UND SMHS serves at least two roles. One is to increase the exposure of SMHS residents to individuals from other residency programs. The second role is to increase the number of qualified applicants to the Institution's fellowship programs.

---

### SCOPE of POLICY

This policy applies to:

vDeans, Directors, and Department Heads

vFaculty

vManagers and supervisors

vStaff

vResidents and Fellows

Others:

<b>CONTENTS</b>	
Policy Statement .....	<b>1</b>
Reason for Policy.....	<b>1</b>
Scope of Policy .....	<b>1</b>
Definitions .....	<b>3</b>
Related Information .....	<b>3</b>
Contacts .....	<b>3</b>
Procedures .....	<b>3</b>
Responsibilities .....	<b>5</b>

DEFINITIONS	
ACGME	Accreditation Council for Graduate Medical Education.
Program Coordinator	The lead administrative person who assists the program director in accreditation efforts, educational programming, and support of residents/fellows.
Program Director	The individual designated with authority and accountability for the operation of a residency/fellowship program, including compliance with all applicable program requirements.
RSPSC	Royal College of Physicians and Surgeons in Canada
SMHS	School of Medicine and Health Sciences
UND	University of North Dakota

RELATED INFORMATION	
North Dakota Century Code 50-02-13-02.1. License requirement – Exception	<a href="https://ndlegis.gov/information/acdata/pdf/50-02-13.pdf">https://ndlegis.gov/information/acdata/pdf/50-02-13.pdf</a>
UND SMHS GME Immunization Policy for Residents/Fellows	<a href="https://med.und.edu/about/policies/_files/docs/gme-immunization.pdf">https://med.und.edu/about/policies/_files/docs/gme-immunization.pdf</a>

## CONTACTS

General questions about this policy should be directed to the program coordinator or program director. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Email
Policy clarification and format	Graduate Medical Education Office	777.6716	<a href="mailto:kim.becker@und.edu">kim.becker@und.edu</a>

## PROCEDURES

Residents may apply to the University of North Dakota School of Medicine and Health Sciences for elective rotations. Other types of clinical experiences (such as observation experiences, shadowing, and clerkships) will not be considered under this policy. Visiting residents must fulfill appropriate guidelines to gain access to UND SMHS elective clinical rotations. Visiting residents who wish to spend elective time at UND SMHS must apply no later than 90 days prior to the start of the elective rotation to allow sufficient time to complete the process.

1. To begin the process of applying for a visiting rotation, the interested resident should contact the appropriate Program Coordinator (see the [Program Directory](#) for contact information). Approval is at the discretion of the UND SMHS Program Director in consultation with the UND SMHS Department Chair.
2. Visiting residents/fellows from a UND SMHS residency/fellowship program who wish to rotate in other UND SMHS residency/fellowship programs must contact the Program Coordinator of the program they wish to rotate through to arrange their elective rotation. Approval is at the discretion of the UND

SMHS Program Director in consultation with the Department Chair. The UND SMHS Program Director will notify the UND SMHS Department Chair and UND SMHS DIO of visiting residents with as much notice as possible prior to visiting residents starting.

3. Affiliation Agreement: An affiliation agreement is required between the sending institution and UND SMHS.
4. Program Letter of Agreement (PLA): A PLA is required between the sending institution and UND SMHS.
5. The visiting resident application will include the following items. Departments have the discretion to add application components.
  - a. Name of resident.
  - b. Name and address of visiting resident's residency program.
  - c. Proof of liability insurance consistent with that provided to UND SMHS residents. Indemnity must be professional liability insurance and meet the minimums of \$1million per occurrence and a \$5 million aggregate. A signed affiliation agreement will meet this requirement if the coverage amounts are specified and meet minimum requirements.
  - d. A letter of good standing that must be dated within 90 days of application from the resident's Program Director of the requesting program that confirms the resident's post-graduate year and that the resident is in good standing in an accredited training program.
  - e. 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.
  - f. Copy of medical school diploma. If the diploma is not in English, provide both the original AND a professional English translation of the diploma.
  - g. Compliance with [UND SMHS GME Immunization Policy for Residents/Fellows](#)
  - h. Copy of current CV or resume.
  - i. Copy of any past GME residency or fellowship program completion certificates, if applicable.
  - j. If applicable, a copy of a valid ECFMG certificate and Visa.
6. Applicants must complete the entire onboarding process at least one month prior to beginning the elective rotation including but not limited to:
  - a. Apply to the North Dakota Board of Medicine (ND BOM) for postgraduate training licensure at least 2-3 months prior to beginning an elective rotation. Visiting residents may be exempt from applying for North Dakota postgraduate training licensure if they meet the following criteria:

- i. The out-of-state postgraduate training program is accredited by the accreditation council for graduate medical education;
  - ii. Participation in the North Dakota rotation is an official component of the participant's postgraduate training program;
  - iii. The North Dakota rotation will be completed within ninety days or less; and
  - iv. The participant holds a valid unencumbered license to participate in postgraduate training programs in the state in which the participant's postgraduate training program is located. If that state does not require residents to hold a license, then the individual must obtain a North Dakota license before beginning the rotation in this state.
- b. The Program Director shall provide written notice to the ND BOM of licensure exceptions including the name of the individual and the state of licensure who is practicing under this exception prior to residents beginning an elective rotation.
- c. Refer to the [North Dakota Century Code 50-02-13-02.1. License requirement – Exception](#).
- d. Policies and Procedures: Visiting residents 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 visiting resident is found to behave outside of acceptable norms outlined in the policies and procedures. The residency program director of the resident’s home medical institution will be informed of the suspension/dismissal action.
7. Evaluation and Grading: Visiting residents will be evaluated using either the originating program evaluations or standard UND SMHS evaluation forms found in MedHub. The evaluations will be downloaded and sent by secured email attachment to the home residency program contact and to the visiting resident.
8. Expenses: Visiting residents are responsible for their own housing, transportation, healthcare insurance, and expenses during the rotation. There are no fees charged for the elective rotation.

RESPONSIBILITIES	
Visiting Resident	Applying residents must complete the entire onboarding process at least one month prior to beginning the course. Complete all paperwork on time prior to starting the elective experience. Take responsibility for all expenses associated with the elective.
Program Director	Approves visiting resident application in consultation with Department Chair and ensures that all onboarding components are completed satisfactorily. Communicate the stage of completion of paperwork to visiting residents. Communicates acceptance of visiting resident to Department Chair and DIO.

Approved by GMEC on 6/17/24 via e-vote