

**Policy Name: Visiting Resident Policy**

Facility: CMC  
Origin Date: June 2010  
Revision Date: July 2019  
Sponsor: GMEC

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1. PURPOSE:

Residents from non-Carilion based accredited post-graduate medical education programs may desire to come to a Carilion Clinic (CC) owned or affiliated site to rotate onto a clinical service. Carilion Clinic has created a defined process so appropriate procedures are in place to approve a Visiting Resident application and ensure appropriate supervision of the Visiting Resident will occur.

2. SCOPE:

This policy applies to all Visiting Resident clinical rotations located within any Carilion Clinic or affiliated site.

3. DEFINITIONS:

**Authorizing Individual** is the individual who provides final approval of the Visiting Resident Application. At Carilion Medical Center (CMC), this will be either the DIO and/or the Associate DIO. At any other Carilion Clinic affiliated site, this will either be the Hospital President, the Vice President of Medical Affairs, or their equivalent.

**Designated Institutional Official (DIO)** is the individual appointed by the Institution to provide oversight, administration, and accountability for CMC based accredited post-graduate medical education programs.

**Associate DIO** is a certified physician appointed by the Institution to provide oversight, administration, and accountability for CMC based accredited post-graduate medical education programs.

**Institution** is CC collectively and includes its owned and affiliated clinical sites.

**Observer Only Rotation** is a rotation where a Resident from a non-Carilion based accredited post-graduate medical education program may observe clinical care but may not directly participate in any patient care, including interviewing patients,

completing physical examinations, participating in clinical procedures, developing treatment plans, or other direct aspects of patient care.

**Program or Residency Program** refers to a CMC based accredited post-graduate medical education program, including fellowships.

**Program Manager** is the individual appointed by the Institution to provide administrative support and oversight to a CMC based accredited post-graduate program.

**Program Director** is the lead physician appointed by the Institution and registered with the appropriate ACGME Residency Review Committee to provide academic and administrative oversight of a Residency or Fellowship Program.

**Supervising Physician** is the physician at a Carilion Clinic affiliated site who will be primarily responsible for supervising the Visiting Resident.

**Visiting Resident** refers to a physician engaged in the position of intern, resident, or fellow primarily participating in a non-Carilion Clinic based accredited post-graduate medical training program who is approved to participate on a clinical service at a Carilion Clinic affiliated site.

**Visiting Resident Application** is the Carilion Clinic application form that must be completed prior to the approval of any clinical rotation for a Visiting Resident.

#### 4. **PROCEDURE:**

##### 4.1 Application Procedure:

- 4.1.1 Residents requesting approval for a clinical rotation in a CMC Site must contact the Graduate Medical Education Office at Carilion Medical Center (540-581-0320) to request a Visiting Resident Application.
- 4.1.2 The Graduate Medical Education Office will contact the Program Director and/or Program Manager of the Carilion Clinic Program that oversees the requested clinical rotation to determine if the requested rotation is available and if there is capacity to accommodate a Visiting Resident.
- 4.1.3 Alternatively, the Resident may be instructed to contact the Program Director or Program Manager directly to determine the availability of the rotation.
- 4.1.4 If the requested rotation occurs at a Carilion Clinic site that does not have a Program Director or Program Manager, the Graduate Medical Education Office will contact the Supervising Physician to determine if the requested rotation is available and if the Supervising Physician is willing to accommodate a Visiting Resident.

- 4.1.5 The completed Visiting Resident Application with requested supporting documentation must be returned to the Graduate Medical Education Office no later than eight (8) weeks prior to the start date of the requested clinical rotation.
  - 4.1.6 The completed Visiting Resident Application must be signed by the Authorizing Individual and the accepting Program Director or Supervising Physician before the rotation will receive final approval.
  - 4.1.7 The Graduate Medical Education Office will inform the Resident of the approval or denial of the Visiting Resident Application no later than four (4) weeks prior to the start of the requested rotation.
- 4.2 Virginia Licensure:
- 4.2.1 Visiting Residents must have a valid Virginia intern/resident training license before the start of the rotation.
  - 4.2.2 Application materials, if needed, can be found at:  
[https://www.dhp.virginia.gov/Medicine/medicine\\_forms.htm#Internship](https://www.dhp.virginia.gov/Medicine/medicine_forms.htm#Internship)
  - 4.2.3 The Visiting Resident who needs to obtain a Virginia License will be instructed to submit Forms A & B to the Virginia Board of Medicine along with the required application fee. Form B must be completed by the Resident's Medical School, so the Visiting Resident must be sure to allow adequate time to complete the required paper work.
  - 4.2.4 Residents without a valid Virginia License will not be allowed to participate in patient care at any level, but they may be approved for an Observer Only Rotation.
- 4.3 Malpractice:
- 4.3.1 The Visiting Resident must show proof of malpractice insurance with coverage limits consistent with limits established by current Virginia law.
- 4.4 Orientation:
- 4.4.1 The Carilion Clinic site must provide an orientation to the Visiting Resident prior to or on the first day of the clinical rotation.
  - 4.4.2 At a minimum, Orientation must include the elements listed below. Additionally, there must be documentation that the Visiting Resident received the required elements of Orientation.
    - 4.4.2.1 Providing a hospital ID badge to the Visiting Resident
    - 4.4.2.2 Orientation to EPIC and provision of access to EPIC
    - 4.4.2.3 Review of Patient Confidentiality Policy
    - 4.4.2.4 Review of Resident Supervision Policy
    - 4.4.2.5 Review of Resident Clinical and Educational Work Hours Policy

- 4.4.2.6 Review how to complete and enter a patient safety report into the on-line reporting system.
  - 4.4.2.7 Other orientation activities as determined by the Carilion Clinic site.
- 4.5 End of Rotation Check Out:
- 4.5.1 The Visiting Resident must check out with the Graduate Medical Education Office or designated individual at the assigned Carilion Clinic site before the end of business on the last day of the clinical rotation.
  - 4.5.2 During Orientation, Visiting Residents must be informed where to check out and the time of check out.
  - 4.5.3 Once the Visiting Resident has checked out, he or she is no longer able to participate in or observe clinical activities in the Carilion Clinic site.
  - 4.5.4 Failure to check out as described will result in the withholding of the evaluation form for the rotation.

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<b>Name</b>	<b>Title</b>	<b>Dept./Committee</b>	<b>Date</b>
Daniel Harrington, MD	Vice President	Academic Affairs	July 2010
Donald Kees, MD	DIO	GMEC	May 10, 2016
Donald Kees, MD	DIO	GMEC	July 16, 2019