



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

Responsible University Official: Associate Dean for Graduate  
Medical Education, DIO  
Responsible Office: SMHS Office of GME  
Most recent revision:

## **POLICY ON VISITING RESIDENTS**

### **Policy Statement**

The GME Office of the George Washington University (GWU) School of Medicine and Health Sciences (SMHS) welcomes Visiting Residents from other institutions and offers the opportunity to participate in a clinical rotation at GWU. Approval of visiting residents is at the discretion of the GWU Program Director. This policy outlines the documents required by GWU and the Medical Training Registrant (MTR) approval process of the DC Board of Medicine.

### **Who Needs to Know This Policy**

All Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs sponsored by the GW School of Medicine and Health Sciences (SMHS), Visiting Residents and fellows from other institutions

### **Policy Contact**

Associate Dean for Graduate Medical Education, DIO

### **Who Approved This Policy**

Graduate Medical Education Committee (GMEC)

### **History/Revision Dates**

Created: January 8, 2018

Approved by GMEC: February 26, 2018

## Policy

---

Approval for visiting resident electives is at the discretion of the GWU Program Director.

During the months of June and July, GME will only approve visiting residents from Sponsoring Institutions that assign residents or fellows to GW year round per an institutional agreement. From August to May GME will also approve visiting residents from Sponsoring Institutions that do not have an institutional agreement with GW.

Requirements for residents applying to participate in a clinical rotation at GWU:

- The visiting resident must be in good standing at their sponsoring institution.
- The sponsoring institution must continue to provide salary and benefits while the resident is on rotation at GWU.
- The sponsoring institution must provide malpractice coverage for the rotation.
- All documents must be submitted via the MedHub system and all required training modules must be completed at least 90 days before the start date of the rotation.
- The visiting resident must be approved as a Medical Training Registrant prior to the start date of the rotation, or hold a valid DC MTL or full DC license.
- The visiting resident must report to the GME Office on the first day of the rotation.

## Requirements

---

Requirements	Details
<p>1. Applicant must be approved by the GWU Program Director and the Program Coordinator must submit the required information to the GME Office 90 days before the beginning of the rotation.</p> <p><b>The visiting resident will be notified by the GME Office regarding access to GW clinical systems, parking and ID badges when all documents are uploaded and approved.</b></p>	<p>Required Information to be submitted to the GME Office:</p> <ul style="list-style-type: none"><li>• Resident Name</li><li>• Email Address (institution only)</li><li>• Phone Number</li><li>• Home Institution</li><li>• Rotation Dates</li></ul> <p>Once the GME Office has received the required information, a link to the MedHub system will be provided to the visiting resident so that the following documents can be uploaded to MedHub. It is the sponsoring department's responsibility to ensure that the resident submits all required items in the MedHub packet.</p>
<p>2. Rotation Registration Form</p>	<p>All information must be completed on this form. If applicable, an ECFMG Certificate must be attached.</p>
<p>3. Competency based Goals and Objectives</p>	<p>Include the curriculum goal and objectives including any evaluation forms that need to be completed by the sponsoring program.</p>

4. Program Letter of Agreement (PLA)	Must be completed and signed by the Program Director and DIO of the Sponsoring Institution unless the Sponsoring Institution has executed an affiliation agreement with GWU.
5. Completion of CV Form	Complete the form; do not leave any sections blank.
6. Proof of HIPAA training	Training must be for the current academic year.
7. Proof of OSHA (Bloodborne Pathogen) training	Training must be for the current academic year.
8. Proof of flu vaccine during flu season	Date must be for the current academic year.
9. Medication Reconciliation Training Module	Read the material provided and mark completed when finished.
10. National Patient Safety goals	Read the material provided and mark completed when finished.
11. Regulatory Compliance	Read the material provided and mark completed when finished.
12. Restraints	Read the material provided and mark completed when finished.
13. Training Module Attestation	Once you have completed the modules, please print and sign the form and then upload the signed form.
14. Completed DC Medical Board MTR application if you are from an institution outside of Washington, DC.	<p>You must be approved by the DC Board of Medicine by the first day of the rotation</p> <ul style="list-style-type: none"> <li>• Complete and submit the application directly to the DC Board of Medicine. UPLOAD A COPY of the MTR application to MedHub. Complete this process ONLY if your training program is outside of Washington, DC.</li> <li>• Trainees in programs in the District of Columbia should upload proof of an approved MTL from the DC board of medicine website.</li> <li>• Trainees with full DC licenses should upload a copy of the DC license</li> </ul>
15. Complete the DC Medical Board Attestation form (see below) indicating that you have completed the required licensing information including the criminal background check.	<ul style="list-style-type: none"> <li>• If the MTR application has been completed, sign the appropriate section of the attestation.</li> <li>• If an MTL has been uploaded, complete the appropriate section of the attestation.</li> <li>• If a full license has been uploaded complete the appropriate section of the attestation.</li> </ul>
16. Professional liability insurance coverage	Minimum of \$1 million/\$3 million is required. Certificate must include:

	<ul style="list-style-type: none"><li>• Full name of the resident</li><li>• Name of insurance provider</li><li>• Policy coverage dates</li><li>• Policy coverage limits</li><li>• Must cover the resident specifically for professional liability during their rotation at GWU.</li></ul>
--	---

## Process

---

- At least 120 days before the start of the rotation, the visiting resident obtains approval from the GW program director for the rotation and provides his/her email address to the program's residency coordinator.
- The residency coordinator provides this information to the GME Office, and GME sends a MedHub link to the visiting resident
- The visiting resident uploads all documents 90 days before the start of the rotation; the residency coordinator monitors compliance and notifies the GME Office once all documentation is uploaded.
- The GME Office reviews the uploaded documentation and notifies the residency coordinator of any deficiencies.
- If a PLA is required, the residency coordinator obtains the signature of the GW site director and sends it to the GME Office for the signatures of the DIO and Senior Associate Dean for MD Programs.
- The GME Office provides the required information on the visiting resident to the GW Hospital Medical Staff office so that a security badge and access to Cerner can be requested. The program coordinator will provide access to MFA systems as needed.
- The GME Office notifies the program and the visiting resident that their documentation is complete and instructs the visiting resident to report to the GME Office on the first day of the rotation to obtain parking and a Hospital ID badge.