	UNIVERSITY OF CINCINNATI COLLEGE OF MEDICINE
POLICY TITLE: *Visiting Student Policy*	**APPROVAL DATE:** *July 25, 2019* *Revised June 3, 2021* *Revised September 1, 2022* *March 7, 2024*
RESPONSIBLE DEPARTMENT: *Office of Curriculum Management and Integration*	**APPLIES TO:** *Visiting Students*

UCCOM
Visiting Medical Students Policy

Policy

The University of Cincinnati College of Medicine (UCCOM) provides clinical rotation opportunities for students in good academic standing in their senior year at the following sites:

- Liaison Committee on Medical Education accredited medical schools;
- Commission of Osteopathic College accredited medical schools; and
- International medical students from schools with whom we have an activity agreement (number of positions is limited).

The offer of an elective to a visiting student is only made after our own students have been assigned to that elective. Once accepted to complete an elective, visiting students are limited to a maximum of two, four-week electives which can be taken for a total of eight weeks.

Visiting student participation is based on satisfactory academic performance and behavior. The UCCOM Dean's Office may administratively withdraw any student whose performance is substandard or unsatisfactory with no further right of appeal. All visiting students are subject to the rules and regulations that apply to UCCOM students, including University of Cincinnati rules and regulations as well as affiliate healthcare facilities to which they may be assigned. Violations of any rules or regulations may result in immediate withdrawal from the program or termination of the activity agreement with the sending institution.

Certain programs at the University have clinical and/or external placements that are a requirement for program completion. To the extent permitted by law, Students enrolled in such programs will be expected to comply with all rules, policies, guidelines, and requirements of any third-party placement, including but not limited to vaccination and background check requirements. Any student's failure to comply with such third-party rules, policies, guidelines or requirements may result in the student not being able to complete the elective.

During the clinical rotation, "for cause" drug and alcohol testing may be initiated when concerns are raised regarding the performance, behavior, or actions of a visiting student that indicate a reasonable suspicion for substance impairment. Compliance with "for cause" drug and alcohol testing of visiting students is a condition of continued participation in the clinical rotation.

Observerships are not available at the UCCOM for domestic or international visiting medical students.

Procedures

Domestic visiting students must apply through the AAMC's Visiting Student Learning Opportunities (VSLO) program. This application must include all required supplemental information and payment of all relevant fees as specified on the UCCOM home page of the VSLO website.

International visiting students must apply through the application process defined by their home institution.

Applications are reviewed by the departments offering electives to ensure that prospective visiting students meet the following conditions:

Requirements for Both Domestic and International Visiting Students
- Be enrolled in good standing as a full-time medical student and have completed all required coursework at their medical school with training comparable to that of a 4th year UCCOM student.
- Submit transcript, curriculum vitae, and USMLE / COMLEX-USA Level 1 Score Report.
- Be fluent in the English language.
- Receive elective credit from home institution (i.e., graduates of a medical education program are ineligible).
- Document proof of malpractice insurance coverage in amount of $1,000,000.00 per incident/$3,000,000.00 total.
- Document proof of health insurance from a US carrier.
- Document proof of training in Universal Precautions (blood-borne and airborne pathogens) prior to the start of the rotation.
- Document proof of Basic Life Support (BLS) compliance.
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Upon acceptance, visiting students must complete and submit the following documentation at least four (4) weeks before the elective start date:
- A non-refundable processing fee for acceptance of the UCCOM elective.
- Enroll in the Blood-borne Pathogen Insurance Policy for the University of Cincinnati. A non-refundable processing payment made via a secured payment platform for the designated amount which includes a processing fee and a BBP insurance fee must be submitted with the application (coverage applies only to BBP exposures during two consecutive months of UC rotation(s); policy will cover actual expenses up to $1,500 for the first 30 days after a possible BBP exposure).
- Submit documentation of required immunization in VSLO, and this documentation must be verified by University Health Services (i.e., UCCOM Student Health Services).
- Submit documentation of required 9 panel drug screen in VSLO, and this documentation must be verified by UC Health personnel. In accordance with the UCCOM Medical Student Handbook, a passed drug screen completed during the pre-matriculation period of medical school or after is required. Only drug screens completed by laboratories certified by the US Department of Health and Human Services (HHS) under the National Laboratory Certification Program will be accepted. Failure of drug screen will be grounds for dismissal from the elective.
- Complete compliance modules, prior to participating in patient care at UC Health or affiliate clinical site (e.g., HIPAA, Harassment, etc.).

Additional requirements/expectations:
- Be responsible for their own room and board.
- Adhere to the UCCOM clinical rotation dates, unless approved otherwise by the Course Director.
- Follow UCCOM's dress code, including, but not limited to, wearing a white coat at the length determined appropriate for medical students. (UC Health and affiliate sites, where visiting students may be placed, also have site specific dress codes that must be followed).
- Complete an evaluation of their experience at the end of the rotation.

Requirements/Considerations Unique to International Visiting Students
UCCOM offers electives for international visiting medical students subject to university policies.
However, the number of electivepositions available is small and is limited to those students for which an activity agreement has been signed between the two institutions.

The assignment of visiting international students to their clinical and other educational activities shall be the responsibility of the UCCOM individual named in the activity agreement, the relevant clerkship or course director(s), and the Office of Global Health. UCCOM faculty members or staff cannot offer electives to visiting international medical students without approval from the Office of Global Health.

Rosters of the schedules of all visiting students shall be made available to the Registrar and the Office of Global Health prior to any student participating in the UCCOM curriculum.

In the absence of a formal activity agreement, the UCCOM does not generally permit students from international medical schools to participate in its electives. Any request for an exception to this restriction must be approved by the Office of Global Health and the clinical department in which the student is requesting to rotate.
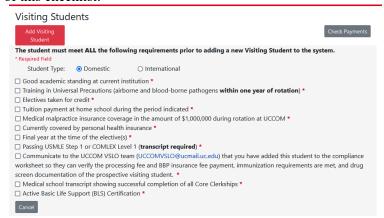
Specific requirements for International Visiting Students include:

- The duration of training in many non-U.S. or Canadian medical education systems may be 4, 5, or 6 years. Thus, students in a 6-year system (e.g., German medical schools) must be in their 6th year to be considered the equivalent of a U.S. 4th year medical student.
- The medical school must be accredited in the home country, and more than 50% of the students who attend are citizens of that country.
- A maximum of four international students, per clinical department, can be accepted in any given academic year. Such students must complete a UCCOM Visiting Medical Student application.
- All supporting documents must be translated into the English language. Only originals with signatures are accepted; photocopies are not acceptable.
- A non-refundable processing fee must be submitted upon notification of acceptance by the Office of Global Health.
- International students will submit immunization documentation to the UCCOM Office of Global Health.
- International students will submit drug screen documentation to the UCCOM Office of Global Health.
- All accepted visiting students must complete the protocol issued by UC International regarding visas and other documentation, as well as registration with the university.
- Primary source verification from applicant's school is required. Each student must provide a transcript which indicates the successful completion of all their clinical clerkships to date.
- In addition, each student must provide a letter from their registrar or dean stating they are in good standing and are approved to do an elective at UCCOM.
- An exception will be made for international students who are unable to complete the required drug screen (10 panel) four (4) weeks before the elective start date. For students unable to complete this requirement in advance, the student will be required to complete and pass the drug screen with University Health Services (i.e., UCCOM Student Health Services) on the first day of their scheduled rotation at the student's expense. As stated, only drug screens completed by laboratories certified by the US Department of Health and Human Services (HHS) under the National Laboratory Certification Program will be accepted and failure of drug screen will be grounds for dismissal from the elective.

Elective Enrollment Monitoring

Department Coordinators

UCCOM coordinators must certify all requirements have been met by completing an electronic checklist of requirements that have been approved by the Education Program Committee (EPC). Below is a sample of this checklist:

Visiting Students

[Add Visiting Student]   [Check Payments]

The student must meet ALL the following requirements prior to adding a new Visiting Student to the system.
* Required Field

Student Type: ⦿ Domestic   ○ International

☐ Good academic standing at current institution *
☐ Training in Universal Precautions (airborne and blood-borne pathogens **within one year of rotation**) *
☐ Electives taken for credit *
☐ Tuition payment at home school during the period indicated *
☐ Medical malpractice insurance coverage in the amount of $1,000,000 during rotation at UCCOM *
☐ Currently covered by personal health insurance *
☐ Final year at the time of the elective(s) *
☐ Passing USMLE Step 1 or COMLEX Level 1 (**transcript required**) *
☐ Communicate to the UCCOM VSLO team (UCCOMVSLO@ucmail.uc.edu) that you have added this student to the compliance worksheet so they can verify the processing fee and BBP insurance fee payment, immunization requirements are met, and drug screen documentation of the prospective visiting student. *
☐ Medical school transcript showing successful completion of all Core Clerkships *
☐ Active Basic Life Support (BLS) Certification *

[Cancel]

Upon successful completion of the checklist, receipt of the medical school transcript and the student's curriculum vitae; the student's application is reviewed and approved by the individual clinical departments who sponsor the electives. Final decisions regarding which students are invited to do a visiting elective at the University of Cincinnati Medical Center (UCMC) are made by the clinical department's elective director, who has collaborated with their Graduate Medical Education (GME) office regarding any criteria specific to academics, professionalism or other holistic review criteria that the residency program prioritizes in the review of applicants for their residency program. The coordinator enrolls those students who will be doing a visiting elective in UC Health into the MedOneStop student information system.

Office of the Registrar

The UCCOM Office of the Registrar is responsible for maintaining an accurate and up-to-date roster of visiting medical students that are entered into MedOneStop by the clinical department coordinators.

The visiting medical student roster report includes the following:
- Student name
- Home school name
- Academic year
- Course number
- Course name
- Course begin date
- Course end date

Administrative offices involved with Visiting Student Process

OME/UCH/EP/Educ. Affairs

Ensures VSLO is updated for the beginning of the AY; interfaces with partnering departments for contracts (April Dostie), catalog, onboarding requirements, etc. (OME)

Updates compliance spreadsheet and UC Health welcome email sent (EP)

Contacts student to initiate onboarding process 4 to 6 weeks prior to rotation (EP)

Onboarding email sent to student with username and job aides for completing compliance prior to rotation start (EP)

Confirms payments and registration in MedOneStop (OME)

Applicant Experience

UCCOM Department

Reviews applications determines applicant if they want to accept and determines eligibility

Extends offer or declines application. Once accepted adds to compliance spreadsheet

Registers and enrolls student in course in MedOneStop

Sends department specific welcome email

Liaison to student for department, as well as student's home institution/program.

Collects student's evaluation and submits to home institution/program.

Monitoring

The responsibilities related to the Visiting Student Learning Opportunities (VSLO) process are distributed among various offices at the University of Cincinnati College of Medicine. The Office of Educational Affairs oversees the management of Clinical Education Agreements and Affiliation Agreements between the College of Medicine and VSLO students' home institutions. The Office of Student Affairs is responsible for handling all Home Institution duties for UC COM students applying for away rotations, including managing the Home Institution VSLO website language.

The Office of Curriculum Management and Integration plays a central role in managing the VSLO Course Catalog, creating clinical rotations for each elective across departments, updating automated email templates, and overseeing user access for all VSLO users. Additionally, they manage processing and BBPI payments, and monitor MOS student enrollment, ensuring the continuous improvement of the VSLO process through ongoing quality improvement efforts.