

RESIDENT HANDBOOK

SECTION VII: GME OFFICE RESPONSIBILITIES

VISITING RESIDENTS

PURPOSE

To outline the requirements that must be met in order for the Kirk Kerkorian School of Medicine at UNLV to accept visiting residents from other training institutions.

POLICY

- I. Acceptance of visiting residents is optional.
- II. No training program is required to accept visiting residents.
- III. Resident salary is provided by the visiting resident's home institution.
- IV. Liability insurance for visiting residents will also be provided by the visiting resident's home institution.
- V. At no time will the Kirk Kerkorian School of Medicine at UNLV provide either salary support or liability insurance to visiting residents.

PROCEDURE

- I. A Visiting Resident Affiliation Agreement must be executed prior to the visiting resident starting his/her rotation at the Kirk Kerkorian School of Medicine at UNLV. Visiting resident Training Agreements may be between the two institutions and need not be department specific, therefore, one executed agreement will cover all departments. Departments should coordinate the design of a Visiting Resident Affiliation Agreement with the Office of Graduate Medical Education (GME) when an agreement is needed. In addition, there is a visiting resident packet that must be completed before the agreement is initiated.
- II. The visiting resident must currently be a trainee in another Accreditation Council for Graduate Medical Education (ACGME) or AOA (after 2020 all ACGME) accredited program in the United States and the home program director must sign the Visiting Resident Approval Form or provide a letter attached to the form. The Kirk Kerkorian School of Medicine at UNLV program director is required to sign the form indicating that the elective rotation will fall within the program requirements and an evaluation of performance will be provided upon completion of the rotation.
- III. Visiting residents must apply for and receive a Nevada State Board of Medical Examiners or Osteopathic Board training license. Information can be found at www.medboard.nv.gov or www.osteo.state.nv.us/.
- IV. Liability insurance will be provided by the visiting resident's home institution. A letter from the home institution confirming coverage must be provided to the Office of GME. A statement regarding liability coverage must be included in the affiliation agreement. The "Liability Coverage" section of the visiting resident approval form must also be completed.

- V. Visiting residents who have completed approval requirements and have a training affiliation agreement are eligible for the following university privileges: library privileges, pager, computer account, and medical dictation account.
- VI. A copy of the visiting resident packet is attached to this policy.

Approved by Graduate Medical Education Committee April 2017

(VISITING RESIDENT KEEPS THIS PAGE FOR PERSONAL RECORD)

Dear Visiting Resident:

Thank you for your interest in a visiting rotation at the Kirk Kerkorian School of Medicine at UNLV. Before your rotation can begin, there are a number of paperwork requirements which must be completed. In addition, there must be a fully executed training agreement between the two institutions.

As a visiting resident, during your rotation you will be authorized to have a university pager, library privileges, parking privileges, a dictation account, and computer access. In order to qualify for these privileges, you must complete and return the attached forms. Please see the following instructions:

- I. **Visiting Resident Approval Form:** Return completed to graduate medical education (GME) office. We need all the information on this form, including your social security number, date of birth, home training program, institution name, hire date, medical school graduation, etc. We need the exact dates of your visiting rotation. This form must also be signed by both your home program director, the Kirk Kerkorian School of Medicine program director, and the associate dean for GME.
- II. **Credentialing Attestation/Criminal Background Check:** Return to GME office. Visiting residents must meet Kirk Kerkorian School of Medicine credentialing standards. By signing the Visiting Resident Approval Form, you and your program director confirm that you have met the requirements listed in the form. If you have not had a criminal background check performed by your training institution, one will need to be done. If applicable, please read the attached Criminal Background Check Policy, complete the authorization form, and return the form with the rest of the packet. Be aware that, if your program cannot attest to the required credentialing items, your Visiting Resident Approval Form will not be signed by the associate dean for GME and you will not be allowed to do a visiting rotation.
- III. **ID Badges:** Will be obtained at the location of the rotation.
- IV. **University Privileges for Visiting Residents:** Keep this form with you. Have the Kirk Kerkorian School of Medicine program director sign this form upon your arrival. This letter, carried with you, will allow you to obtain a parking pass and utilize the library.
- V. **HIPAA Certification:** Kirk Kerkorian School of Medicine requires all residents to be HIPAA certified (this includes visiting residents). Please provide us with a copy of your HIPAA certificate from your home residency. The copy should be included with the rest of the paperwork. If you do not have your HIPAA certificate, you can complete the certification when you arrive.
- VI. **Pager:** Visiting residents will receive a pager from the program, not the GME office. You must fill out a pager contract in order to obtain a pager. If the pager is not returned in good condition to the program, a fine for the cost of the pager will be imposed.

It takes approximately three months to process the affiliation agreement and four weeks to process all the forms and obtain the appropriate account numbers and passwords. You must complete, sign, and return this paperwork as soon as possible. Please only submit completed, signed packets to the GME office.