VISITING RESIDENTS

I. Purpose:

To outline the requirements that must be met in order for the University of Nevada, Las Vegas School of Medicine to accept visiting residents from other training institutions.

II. Policy:

1. Acceptance of visiting residents is optional.
2. No training program is required to accept visiting residents.
3. Resident salary is provided by the visiting resident’s home institution.
4. Liability insurance for visiting residents will also be provided by the visiting resident’s home institution.
5. At no time will the University of Nevada, Las Vegas School of Medicine provide either salary support or liability insurance to visiting residents.

III. Procedure:

1. A Visiting Resident Affiliation Agreement must be executed prior to the visiting resident starting his/her rotation at the University of Nevada, Las Vegas School of Medicine (UNLV-SOM). 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 GME office when an agreement is needed. In addition, there is a visiting resident packet that must be completed before the agreement is initiated.
2. The visiting resident must currently be a trainee in another 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 UNLV-SOM 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.
3. 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/.
4. 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 GME office. 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.
5. 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.
6. A copy of the visiting resident packet is attached to this policy.

Approved by GMEC April 2017
Dear Visiting Resident:

Thank you for your interest in a visiting rotation at University of Nevada Las Vegas School of Medicine. 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:

1. **VISITING RESIDENT APPROVAL FORM** (return completed to the program coordinator) 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 UNLV-SOM Program Director and the Associate Dean for GME.

2. **CREDENTIALING ATTESTATION/CRIMINAL BACKGROUND CHECK** (return to the program coordinator) Visiting residents must meet UNLV-SOM credentialing standards. By signing the Visiting Resident Approval Form, you & your Program Director confirm that you have met the requirements listed on the form. If you have not had a criminal background check performed by your training institution, one will need to be done, including: Sanction checks, criminal background, and OIG/EPLS. 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.

3. **Physical Exam / Drug Test / Titers Attestation** (return to the program coordinator) Visiting residents must meet UNLV-SOM health criteria by completing a physical exam, 9 panel drug test, as well as titers within the same calendar year of visiting rotation with the program. Specific drug panels and titers are listed in the Physical Exam Attestation form provided in this packet. Failure to provide copies of the form, drug test, and titers before the expected date of rotation will result in the cancellation or rescheduling of the rotation until all documents have been provided to the program and the office of Graduate Medical Education.

4. **NPI Form** (return to the program coordinator) Rotating Residents at the University of Nevada, Las Vegas School of Medicine and University Medical Center of Southern Nevada are required to have an NPI number. Please apply for your number as soon as possible as it takes several days to get this number and list your number in the provided form and return to the program.

5. **ID Badges**
   Will be obtained at the location of the rotation.
6. University Medical Center Certifications

UNLV-SOM and UMC requires all residents to be:

- HIPAA certified (this includes Visiting Residents)
  - You will be required to complete our UMC Associate’s Training module online during your onboarding to satisfy this requirement.
- UMC IT Agreement
  - Please complete the UMC Agreement form located in your New Innovations onboarding checklist before the begin date of your rotation.

7. 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, will impose a fine for the cost of the pager.

It takes approximately 3 months to process the affiliation agreement and 2 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.