

Association of American Medical Colleges

Guidelines for Medical Schools Regarding Visiting Medical Students from Other LCME Medical Schools

INTRODUCTION: During the fourth year of medical school, it is common for U.S. medical students to seek elective rotations at other medical schools, usually in the U.S. but sometimes abroad. Some U.S. medical schools receive medical students from overseas as visiting medical students. Increasingly, the complexity of procedures and paperwork that is entailed has risen significantly and has added an extra burden of responsibility on staff members. Questions have arisen regarding appropriate fees, medical liability and medical malpractice coverage, health insurance, immunization requirements, scheduling, performance evaluation, housing and failure to register and/or appear at an assigned rotation.

No medical school is required to receive visiting students. Each school must establish its own policies and procedures. In establishing these, each school must determine its limits in receiving visiting students, both with respect to insuring quality education for its students and appropriate care of patients. These guidelines are designed to assist schools in streamlining the process for the benefit of both students and schools. The term *home school* is used to denote the school where the medical student is expected to receive the M.D. degree. The term *host school* is used to denote the medical school where the student is taking an elective as a visiting student.

- 1. APPLICATION FOR VISITING ELECTIVES:** Each host school is encouraged to establish centralized procedures for visiting students to that school. Documentation, at minimum, should include: biographical information, verification of completion of core clerkships, a statement from the home school supporting the student's request, health insurance information, medical liability and/or malpractice insurance, immunization information and the evaluation form from the home. Information should be provided regarding the host school's Technical Standards and the procedures for requesting accommodation. Host schools should have well-publicized schedules for notification of decisions regarding applications for electives. Host schools are encouraged to publish elective information on a website. Once a host school has accepted a student for an elective, the host school should have a procedure consistent with university policy, which assures that the presence of the visiting student during the specified time period is recorded.
- 2. FACULTY AUTHORITY:** Typically, a visiting student will complete core clerkships at his/her home school prior to taking a visiting elective and meet any other requirements the home school may have. The home school has the authority to determine the criteria on which credit is awarded.
- 3. FEES:** Usually, a visiting U.S. medical student continues to pay tuition at his/her home school while on a visiting elective. Fees established by host schools for visiting students, if any, should be minimal. The fee should be refundable only in the event that the elective requested by the student is not available. All "no-shows" should be non-refundable. Fees and refund policies should be well publicized.

4. **HEALTH INSURANCE:** A host school should ascertain that any visiting student coming for a visiting rotation is covered by health insurance. If the student is not covered by his/her home school, the host school should not receive the student unless a short-term package of health insurance is available. It is recommended that the host school's application form for visiting students request information and documentation on this topic.
5. **MEDICAL LIABILITY AND/OR MEDICAL MALPRACTICE:** A host school should ascertain that any visiting student coming to the school for a visiting rotation is covered for medical liability and/or malpractice. Some host schools may incorporate the visiting student into the host school's or medical center's group medical malpractice coverage. The host school is expected to document the coverage prior to receiving the student for an elective rotation. It is recommended that the host school's application form for visiting students request information and documentation on this topic.
6. **IMMUNIZATION:** Immunization requirements for visiting students should be the same as those for students at the school the visiting student will be joining. Immunization requirements should be well publicized in the elective catalog of the school. It is recommended that a standard form documenting the individual's immunization record be included as part of the application and registration process for a visiting elective.
7. **PERFORMANCE EVALUATION:** The home school is responsible for determining what credit will be awarded. Each home school should describe in advance its evaluation requirements. It is recommended that any evaluation form that will need to be completed for the home school be submitted with any application form that the host school requires.

While the home school may require a particular form, it is the responsibility of the host school to evaluate the student using the same performance standards as are used for all students at the host school, including academic and clinical performance, ethical and professional behavior.

Completed evaluations should be transmitted to the home school's designated authority by the host school's designated authority.

8. **HOUSING:** A visiting student is responsible for securing his/her own housing during the elective. Host schools may facilitate the process by providing information to incoming visiting students regarding housing options in the area.
9. **REGISTRATION:** Each visiting student should be required to report and sign in at the host school on arrival for a visiting elective and should not begin the rotation until the sign-in is complete. A visiting student should be considered to be under the aegis of the host school. The student record and transcript at the home school should document this attendance.

When a visiting student fails to appear for a scheduled visiting rotation, it is recommended that

the host school notify the student's home school.

10. ELECTIVE CATALOG: A medical school should publish annually, in print and/or on the web, a complete list of all elective rotations, procedures for applying, prerequisites, requirements for health insurance, medical malpractice insurance, immunizations and contact names/fax and e-mail addresses.

11. STUDENT STATUS: Once a visiting student has started an elective, that individual should have access to those student services at the home school that are important to the educational purpose of the elective, such as the library and computing center.

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