

UNIVERSITY OF MARYLAND MEDICAL SYSTEM POLICY AND PROCEDURE MANUAL	PAGE: 1 of 3	PROCEDURE NO:
	EFFECTIVE DATE:	REVISION NO:
SUBJECT: Visiting/Rotating Resident Policy	FUNCTION:	
APPROVALS: Executive Vice President and Chief Operations Officer _____ Concurrences: _____ _____		

1. **Purpose**
To insure all visiting/rotating residents in clinical service areas are properly screened and credentialed.

2. **Scope**
This policy applies to all visiting residents who will be providing patient care at the University of Maryland Medical Center.

3. **Responsibility**
 - 3.1 The availability and scheduling of clinical rotations by visiting residents is at the discretion of the individual clinical department.

 - 3.2 It is the responsibility of the department to guarantee that the necessary rotator agreement is in place between themselves and the visiting residents' institution prior to the rotator participating in any clinical electives. This is done under the direction of University of Maryland Medical Center Graduate Medical Education Office.

4. **Definitions**
 - 4.1 Visiting/Rotating Resident: a resident currently enrolled in training program at another institution.

 - 4.2 Home residency program: the visiting/rotating resident's current program.

5. **Procedure**
 - 5.1 When a visiting resident is scheduled to participate in a clinical elective, the coordinating department will notify the Medical Staff Office preferably six months in advance of the rotation.

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5.2.1 Upon the department's request Medical Staff Services will forward the necessary paperwork to the rotator or home residency program. The department can also refer the rotator to the Medical Staff website to obtain the application.

5.3 The Home Residency Program must submit the following documents to the Medical Staff Office prior to the start of the resident's rotation:

5.3.1 Completed Resident/Fellow Credentialing Application;

5.3.2 Primary source verification of medical school

5.3.3 Evaluation from home residency program director

5.3.4 ECFMG verification (if applicable)

5.3.4 A current Curriculum Vitae;

5.3.5 An insurance certificate/proof of coverage for activities performed while at the University of Maryland Medical System.

5.3.6 Documentation from the home residency program regarding the resident's current TB skin test results (must be within the last year) or negative chest x-ray (within last year).

5.4 These documents must be received by Medical Staff Services two months prior to the rotation start date.

5.5 Medical Staff Services will review the submitted documents and continue processing the application by obtaining the following information:

5.5.1 National Practitioner Databank

5.5.2 Sanction Check

5.5.3 Criminal History

5.6 License Requirement:

5.6.1 All rotators from programs outside of the State of Maryland must register with the Maryland Board of Physicians as unlicensed medical practitioners (UMP).

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5.6.2 Rotators from Maryland residency programs must currently be registered with the Maryland Board of Physicians through their home residency program prior to participation in the rotation.

5.6.3 Residents who are in graduate medical programs with the military are exempt from registering as unlicensed medical practitioners.

5.6.4 The UMMC residency coordinator will facilitate the completion of the UMP from and return it to Medical Staff Services within 5 days of the start of the rotation.

6. Liability Coverage

6.1 Per the Rotator Agreement, coverage to be provided the sending institution must be in minimal amounts of \$1 Million per claim and \$3 Million per year. Certification to UMMC must be received prior to the start of the rotation.

7. Review and Approval

7.1 The Director of Medical Staff Services and/or designee will review the file. If there are no issues, the Program Director and Residency Coordinator will be notified via email that the file is complete and available for review if requested. The program director will be asked to complete an electronic sign off acknowledging receipt of notification so that the rotation may take place.

7.2. If there is an issue, it will be brought to the attention of the Program Director immediately for review/action. Dependent upon the issue, a subsequent review may be requested from the Chief Medical Officer prior to the start of the rotation.

7.3 The original file will remain on site with Medical Staff Services for one year. Should the resident return for an additional elective during that time, a letter from the home residency will be required to confirm that the resident has remained good standing.