

 <p>All HFHS Includes: Allegiance Health Behavioral Health Services Community Care Services Corporate Services Henry Ford Hospital Henry Ford Medical Group Kingswood Hospital Macomb Hospitals West Bloomfield Hospital Wyandotte Hospital</p>	Policy Name/Subject: Visiting House Officers (MEP 224)	
	Type of Document: Policy	
	Applies to: Tier 3: Department Business Unit: All HFHS Department: Graduate Medical Education	
	Category: Clinical Sub-Category: Graduate Medical Education	Current Approval Date: 1/11/2019
	Owner: Graduate Medical Education	Approver: HFAH GMEC, HFH GMEC, HFMH GMEC, HFWH GMEC
	Related Policy/Procedure: <i>Include title and number</i>	
	Audience: Administrative Support Staff, Residents/Fellows	
	Key Words: rotation	

Background

To define the conditions under which house officers from other institutions may complete rotations within HFHS and associated processes.

Policy

House officers from other institutions may request an HFHS rotation to complete a clinical or patient-based experience that they are unable to obtain within their own program or institution. House officers are accepted for rotations based on the availability of educational opportunities within HFHS graduate medical education programs and completion of necessary documentation.

Process

1. A visiting house officer requesting a rotation at HFHS must obtain permission by completing the HFHS Visiting House Officer Application, providing all attachments, including a health screening document indicating current immunizations and submitting it to the HFHS program **no later than 75 days in advance**. The application must be signed by the house officer's program director.
2. The HFHS program director shall approve or deny the application within two weeks of receipt and the coordinator¹ will notify the applicant. The dates of the rotation must be agreed upon by all parties.
3. It is the responsibility of the institution sending the house officer to develop the required program letter of agreement. If the sending institution requires an agreement, the HFHS program coordinator will submit the agreement to the GME Office **no later than 60 days in advance for review and signature**. The GME office will return the PLA to the HFHS program coordinator to return to the sending institution.

¹ At Henry Ford Allegiance, Macomb, & Wyandotte, program coordinator responsibilities are completed by the GME Specialists or Training Program Administrators.

4. If approved, the HFHS program coordinator will forward the approved application including all required attachments to the Medical Education Office at least **60 days before the start of the rotation**
5. Upon receipt of the visiting house officer's approved and complete application materials, the Medical Education Office will onboard the house officer.
6. The program coordinator will ensure the visiting house officer is entered into the residency management system and scheduled for the duration of the rotation. The coordinator will also notify the visiting house officer of where to report on the first day of the rotation.
7. The program must ensure that visiting house officers receive direct supervision for all bedside procedures during their rotation at any HFHS location until they are able to establish that the resident has met the minimum number of successful supervised procedures and is deemed certified.
8. The Medical Education Office representative will submit all applications to the HFHS Medical Education Finance/Reimbursement Department.
9. Upon completion of the rotation, the visiting house officer must return the HFHS identification badge to the Medical Education Office and the Medical Education Office will deactivate all codes.

Additional Requirements for Foreign Nationals:

10. House officers on a visa from other institutions **within the United States** requesting a clinical visiting rotation:
 - a. Coordination and/or confirmation of the visiting house officer's immigration visa status is the sole responsibility of the sending institution.
 - b. If the sending institution requests the posting of a Labor Condition Application (LCA) or any other immigration-related activity in connection with the visiting house officer, please direct the request to HFHS Immigration Legal Counsel (Ellis Porter) for review and coordination.
11. House officers from institutions **outside of the United States** requesting a clinical visiting rotation must have obtained appropriate visa status and be able to acquire necessary licensure. All HFHS medical training rotations require direct patient care.