



SYSTEM-WIDE MEDICAL EDUCATION POLICY **No. 224**

Subject: **Visiting House Officers**
Scope: **Interns, Residents & Fellows (House Officers)**
Supersedes: All previous policies and procedures regarding this subject and scope
Effective: 10/01/10
Requirements of: Accreditation Council for Graduate Medical Education (ACGME)
American Osteopathic Association (AOA)
Council on Podiatric Medical Education (CPME)
Approved: Medical Education Shared Governance Team **Date:** 12/07/12

Purpose

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

Policy

House officers from other institution 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, including all attachments, 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 coordinator will notify the applicant. The dates of the rotation must be agreed upon by all parties.
3. If approved, the HFHS program coordinator will:
 - a. schedule the resident,
 - b. enter the residents into Amion,
 - c. forward the approved application including all required attachments to the Medical Education Office at least **60 days before the start of the rotation**.

4. It is the responsibility of the institution sending the house officer to develop the required institutional agreements (e.g., master affiliation agreement and/or program letter of agreement). If the sending institution requires an agreement, the HFHS program coordinator will submit the agreement to the DME's Office **no later than 60 days in advance for review and signature**. The DME's office will return the PLA to the HFHS program coordinator to return to the sending institution.
5. Upon receipt of the visiting house officer's approved and complete application materials, the Medical Education Office will:
 - a. request required codes
 - b. contact the house officer and provide on-boarding instructions, including:
 - i. non-employee ID number and password
 - ii. HF University Orientation assignment
 - iii. first day parking instructions
 - iv. directions to the Medical Education Office provides:
 1. photo ID badge
 2. parking instructions for duration of the rotation
 3. required codes
 4. Electronic medical record information
6. The Medical Education Office representative will submit all applications to the HFHS Medical Education Finance/Reimbursement.
7. 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:

8. 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.
9. House officers from institutions **outside of the United States** requesting a clinical visiting rotation must have obtained H-1B or J-1 status. All HFHS medical training rotations require direct patient care.