I. PREAMBLE

By completing an elective rotation at the American University of Beirut, Faculty of Medicine and Medical Center, visiting residents may expand their clinical knowledge and skills in a supervised educational environment. The American University of Beirut, in turn, can benefit from the knowledge and experience the visiting residents bring with them to this institution.

II. DEFINITION

- **Residents:** Physicians enrolled in a resident training program at the level of PGY I or above. This includes all other terms such as intern, fellow, housestaff, member, or house-officer.

- **Visiting Residents:** Residents applying for an elective rotation who have passed the USMLE Step II or equivalent and have the approval of the hosting Program Director and the Office of Graduate Medical Education to have a Visiting Resident status. Visiting Residents will function in the same capacity as the AUBMC Residents. They may question, examine patients, scrub on cases, perform procedures and write in medical records.

- **Observer Visiting Residents:** Residents who may watch procedures, surgeries, patient histories and physical exams and have the approval of the hosting Program Director and the Office of Graduate Medical Education to have an Observer Visiting Resident status. Observers may attend patient rounds, teaching conferences and utilize the medical library. Observers may not participate in any patient care activities. In essence, observers may not examine patients, scrub on surgical cases or write in medical records.

III. PROCEDURE

3.1 All residents applying for an elective rotation must be enrolled in a residency training program during their elective time. Participation in any elective rotation will be allowed on a space-available basis. Selection dates must have final approval from host department program director. Visiting residents can participate in medical programs which are in progress. Special programs cannot be devised to suit special requirements by the resident or their sponsors.

3.2 Residents may apply as a Visiting Resident or as an Observer Visiting Resident.

3.3 The duration of the elective rotation should not exceed the duration of training program of the visiting residents.

3.4 Elective rotations are not to exceed three months in duration.
3.5 Visiting residents must obey and adhere to all policies, practices, rules, bylaws, and the regulations (collectively the "Policies") of the AUBMC, Department(s), and Medical Staff. *(Available at [www.aub.edu.lb](http://www.aub.edu.lb))*

3.6 Visiting residents must obey and adhere to all applicable Lebanese laws, as well as the standards required to obtain or maintain accreditation by Lebanon’s Ministry of Public Health, the JCI, the ACGME, any RRC, and any other relevant accrediting, certifying, or licensing organizations.

3.7 A visiting resident application should be completed by the visiting resident and signed by the program training director at the sending institution and the program director at the American University of Beirut Faculty of Medicine and Medical Center. All applications are then screened by the Office of Graduate Medical Education. The process is completed with the approval of the Assistant Dean for Graduate Medical Education and the University Risk Management Officer. All required documents should be provided to the Office of Graduate Medical Education prior to the start date of the elective rotation.

3.8 In the event the visiting resident fails to present for a scheduled elective, the Program Director should inform the Office of Graduate Medical Education who will inform the Visiting Resident Home Institution.

3.9 A confidentiality statement must be completed before starting the rotation. This statement will be filed in the Office of Graduate Medical Education with the resident’s application.

3.10 The visiting residents must provide their own white coat.

3.11 Lodging will be at the resident's expense. Visiting residents can be accommodated in the University housing facility subject to availability of a vacancy. If the visiting residents plan to use the University student housing facility, they are urged to notify our Office at least two weeks prior to their arrival.

3.12 All exceptions to the policy must be approved by the Office of Graduate Medical Education before the visiting resident participates in an elective rotation.
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