

016_ GMEC_Visiting Resident Policy and Procedure

Title:	Visiting Resident Elective Rotation Policy and Procedure	Index Number:	FM-GMEC-016	
Scope of application:	All Graduate Medical Education (GME) Programs	Original Date:	Reviewed on:	Next Review Date:
		17.11.2005	15.01.2024	15.01.2027

1. 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.

2. Definition

- 2.1 *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.
- 2.2 *Visiting Residents:* Residents applying for an elective rotation who have passed the USMLE Step II CK or equivalent and USMLE Step I or equivalent (as of Academic Year 2017-2018), provided a certificate of malpractice insurance 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
- 2.3 *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.

3. 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

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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 per academic year and should fall within the duration of the resident training program.
- 3.5 Accepted visiting residents must:
 - 3.5.1. 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).
 - 3.5.2. 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-I, any RC, and any other relevant accrediting, certifying, or licensing organizations.
 - 3.5.3. provide their own white coat that must be worn all the time. Professional attire is required.
 - 3.5.4. wear their ID badge provided through the Office of Graduate Medical Education at all times.
 - 3.5.5. complete the required on-line training modules on Infection Control and Fire Safety training that are offered by the Office of Graduate Medical Education and provide proof of completion of training to the GME Office prior to the start of their rotation.
 - 3.5.6. sign a confidentiality statement before starting the rotation. This statement will be filed in the Office of Graduate Medical Education with the resident's application.
- 3.6 A visiting/observer visiting resident application should be completed by the visiting/observer 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. All required documents should be provided to the Office of Graduate Medical Education prior to the start date of the elective rotation including a certificate of malpractice insurance from the visiting residents. Residents should submit their application at least three months prior to their elective start date.





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- 3.7 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.
- 3.8 Lodging will be at the resident's expense. Visiting residents cannot be accommodated in the University housing facility and have to search for and rent their own apartment.
- 3.9 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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4. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024