

Name of Policy: College of Medicine Visiting Medical Students in Elective Clinical Clerkships

Policy Number: 3364-81-04-012-09

Approving Officer: Dean, College of Medicine & Life Sciences

Responsible Agent: Senior Associate Dean for Clinical Undergraduate Medical Education

Scope: M.D. Program, College of Medicine, The University of Toledo Health Science Campus

Effective date: December 10, 2020

Original effective date: 08/25/86

New policy proposal

M/41200 Reaffirmation of existing policy

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- (vi) HIPAA training.
 - (vii) Visiting students from outside the United States must submit a copy of their passport with their application. Students must also forward the UTCOMLS' Global Health Program Advisor a scanned copy of their visa upon receipt.
- (2) For students who meet the qualifications specified above for a visiting medical student in an elective clerkship at UTCOMLS, the following process/procedures are required for approval to participate as a visiting medical student.

A. FOR STUDENTS FROM LCME- OR COCA- ACCREDITED MEDICAL SCHOOLS

- (a) Student must complete an application through the Association .Tw 3.9T64 (a)4 (te)4 (d)-10 r-

- (b) Students from non-LCME accredited schools who have a valid affiliation agreement with UTCOMLS are jointly reviewed by the UTCOMLS' Global Health Program, the Department of Medical Education, and the Student Health & Wellness Clinic. Upon receipt and review of completed application materials, the Global Health Program Advisor will forward electronic applications to: 1) the Associate Dean for Clinical Undergraduate Medical Education for verification of academic credentials and 2) the UTCOMLS' Student Health & Wellness Clinic for immunization review.
- (c) Once the Department of Medical Education verifies required academic credentials and the Student Health & Wellness Clinic verifies required immunizations, via email to the Global Health Program Advisor, the Global Health Program Advisor may formally proceed forward with rotation coordination. The Global Health Program Advisor will notify the student's preferred clerkship of his/her acceptance and request rotation availability.
- (d) The Global Health Program Advisor coordinates the student's clinical rotation/observership request and confirms rotation dates with the respective Clerkship Coordinator/point person appointed by Clerkship Director and notifies the student of his/her program acceptance and clerkship placement.
- (e) The Global Health Program Advisor forwards the international visiting student a formal visa invitation letter upon confirmation of his/her non-refundable housing fee.
- (f) The Global Health Program Advisor assists admitted students with all participation logistics including: housing, transportation, UTAD affiliate account set up, badge acquisition, Clinical Portal and Imprivata Access, and administers online HIPAA training.
- (g) The Clerkship Coordinator/point person,

Approved by:

/s/

Christopher Cooper, M.D.
Executive VP for Clinical Affairs and
Dean, College of Medicine & Life
Sciences

December 10, 2020

Date

Review/Revision Completed by:

Associate and Senior Associate