Official Procedure
Graduate Medical Education

Visiting Residents/Fellows

The University of Texas Southwestern Medical Center (UTSW) and its participating training sites welcome visiting trainees that are enrolled in Graduate Medical Education programs sponsored by other institutions. To help ensure an optimal educational experience and clinical learning environment, all visiting residents/fellows must be pre-approved through a standardized approval process. The purpose of this document is to explain that process for the instances in which UTSW faculty will be supervising visiting residents/fellows.

Often, residents and/or fellows from other institutions first request a training opportunity at UTSW or a participating site through a UTSW GME program. In those instances, and in any instance in which UTSW faculty will be supervising visiting residents/fellows, the appropriate UTSW Program Director must agree to host the visiting resident(s)/fellow(s). This agreement is documented by an Educational Affiliation Agreement (EAA) between UTSW and the visiting resident’s/fellow’s home institution AND a Program Letter of Agreement (PLA) between the visiting resident’s/fellow’s home program, the clinical training site, and/or, when appropriate, UTSW.

Please note, this entire process may take up to 120 days! If the trainee is coming from out-of-state and needs a PIT or medical license, the process may take even longer depending on the Texas Medical Board’s ability to process the application in a timely manner. Visiting residents/fellows will not be allowed to begin their training experience under the supervision of UTSW faculty either at UTSW or at a participating site unless the necessary elements of this Onboarding process are complete. In no case will any visiting resident/fellow be allowed to begin their training experience without a valid and current Texas medical license or PIT permit.

Also note that a participating site may delay and or refuse to accept a visiting resident/fellow for any reason. Likewise, a participating site may discontinue a visiting resident’s/fellow’s experience at the participating site for any reason allowed by the Educational Affiliation Agreement.
Pre-Onboarding of Visiting Residents/Fellows

Before initiating the on-boarding process:

- Educational Affiliation Agreement must be verified and in effect prior to the visiting resident’s/fellow’s rotation start date.
  - The EAA must be initiated at least 90-120 days before the start of the visiting resident’s/fellow’s rotation.
  - Information on establishing and or modifying a PLA is available on the UT Contracts Management website.

- Program Letter of Agreement must be verified and in effect prior to the visiting resident’s/fellow’s rotation start date.
  - PLA must initiated at least 90-120 days before the start of the visiting resident’s/fellow’s rotation.
  - Information on establishing and or modifying a PLA is available on the UT Contracts Management website.

Responsibility of the UT Southwestern Program

- Ensure the necessary agreement(s) between the various stakeholders has/have been initiated and completed.
- For out-of-state visiting resident/fellows, provide the sending program with TMB PIT Application Process (timeline), PIT Application Submission Spreadsheet Instructions, and the PIT Application Submission Spreadsheet to the sending institution to initiate the PIT submission application/process. These documents are on the GME Visiting Resident/Fellow intranet page.
  - If PIT permit is for an out-of-state resident/fellow completing rotations at UT Southwestern, the out-of-state program must apply for the permit and not the UTSW program.
  - The Program Director is responsible for Step 4 listed in the PIT Application Process (timeline) for out-of-state residents/fellows.

Responsibility of the Visiting Resident’s/Fellow’s Home Institution/Program

It is the sending institution’s responsibility to:

- Complete the necessary agreements between the various stakeholders (i.e., PLA and EAA).
- Licensing- The sending institution may refer to the Texas Medical Board on the process and time frame for procuring the appropriate type of licensure for the visiting resident/fellow. The TMB PIT Application Process (timeline), PIT Application Submission Spreadsheet Instructions, and PIT Application Submission Spreadsheet will be provided by the UTSW Program Coordinator.
  - The out-of-state/home institution/program must apply for the PIT permit for their resident/fellow completing rotations at UT Southwestern, and not the UTSW program.
- Proof of medical malpractice coverage must be provided and is uploaded into the Onboarding Package by the visiting resident/fellow.
On-boarding Process for Visiting Residents/Fellows

After the Educational Affiliation Agreement and Program Letter of Agreement are in place (or at least in process), the UTSW Program Coordinator should complete and submit the On-boarding Request Form for Visiting Residents/Fellows to the UTSW GME Office at least 90 days before the start date of the rotation. The request form provides the UTSW GME with the required information needed to begin the on-boarding process through MedHub.

- UTSW Program Coordinator must submit the On-boarding Request Form to the UTSW GME Office at least 90 days before the start date of the visiting resident’s/fellow’s rotation.

Once the On-boarding Request Form is received and processed, the UTSW GME Office will send an electronic Onboarding package to the visiting resident/fellow. The visiting resident/fellow will complete and submit all information requested in the package at least 30-45 days before the start of the rotation. This includes but is not limited to information regarding the following:

- Demographic information
- Physician-in-Training permit or Texas medical license information
- Criminal Background Check
- Occupational Health Information
- Required training modules

The Program Coordinator must also notify and or submit any required participating site-specific appointment letters/documentation to the participating site(s) to which the visiting resident/fellow will be assigned.

While the On-boarding package is being completed by the visiting resident/fellow, the UTSW Program Coordinator must:

- Submit a Person of Interest (POI) appointment using the job code RORES for the visiting resident/fellow in Peoplesoft HCM.
  - All visiting residents/fellows will require UT Southwestern credentials for Library access and to access MedHub.
- Submit an Institutional Access Request Form (IAR) to grant the visiting resident/fellow appropriate network access during the scheduled rotation.
- Enter a complete schedule for the visiting resident/fellow into MedHub for their rotation period. The schedule must be entered into MedHub prior to the visiting resident’s/fellow’s start date.

Once the required on-boarding documents have been submitted by the visiting resident/fellow and all requirements have been satisfied for the trainee to begin on the start date of their rotation, the UTSW GME Office and or the participating site will verify in MedHub and or by email to the UTSW Program Coordinator.

Service Charge (effective July 1, 2017)

The host UTSW department will be assessed, by the UTSW GME Office, a fee of $200 per visiting resident/fellow to cover GME administrative support service(s) and the cost of including the resident/fellow in the MedHub system. This fee will be waived if the visiting residents/fellows are from a sponsoring institution and the sponsoring institution agrees to utilize the MedHub Institution Release function.