Title/Subject: Visiting Student Policy

Applies to: ☐ faculty   ☐ students   ☐ staff   ☒ Visiting Students

☒ Policy   ☐ System   ☒ Process/Procedure   ☐ Guideline/Standard   ☐ Position Description

- **Introduction**
    - o **Reason for Policy/Process:** This policy will define the expectations for visiting students to TAMU COM electives. LCME 10.8 Visiting Students

    - o **Scope:** This policy applies to all visiting students to TAMU COM.

- **Policy Statement:** Fourth-year medical students from institutions accredited by the Liaison Committee on Medical Education (LCME) or American Osteopathic Association are eligible to complete an elective course as part of the school's Elective Program if admitted. Applications must be submitted using the Visiting Student Learning Opportunities (VSLO) portal. (Rotations in core clerkships are not offered at for visiting students.)

All Visiting Students must meet the following requirements:
    - o Be in the final year of study at the time of the rotation
    - o Have completed all rotations in core clerkship
    - o Be in good academic standing
    - o Meet all immunization requirements of the CO, including annual flu vaccine
    - o Have malpractice insurance in the amount of at least $25,000/$75,000 and have personal health insurance to cover the student while on rotation
    - o Have completed and passed a criminal background check
    - o Have completed and passed a drug screen
    - o Are ACLS/BLS certified at the time of the rotation
    - o Have completed any additional requirements for the electives as defined by the department offering the elective (LOR, personal statement, USMLE scores, etc.)

- **Process:** The Office of Student Affairs fulfills the overall administrative responsibilities connected to visiting students in the VSLO program and assures that VSLO applications and requirements are updated annually. The VSLO Coordinators in the Bryan and Temple offices are responsible to receive and verify the credentials of all students applying for a visiting student elective rotations on the Temple and Bryan campuses respectively. Students wanting rotations at other campuses apply through the hospital/partner in question as these rotations are not offered under the auspices of Texas A&M College of Medicine, but by one of our clinical partners.

    - The VSAS Coordinator will maintain an updated list of all visiting students rotating on Texas A&M College of Medicine rotations.

Last Updated: 05.05.2019
Authority: Curriculum Committee
Responsible University Office: Office of Student Affairs
Responsible University Administrator: Senior Associate Dean of Student Affairs
Review/Revision Schedule: Annually
Indexed as: Visiting Students, VSLO, electives

- All students doing visiting students rotations under the purview of Texas A&M will be required to go through the school's approval process and onboarding. Individual departments and courses will ultimately indicate approval of any individual student to the Office of Student Affairs VSAS Coordinator, who will then notify the student of their conditional acceptance and of any further required materials and documentation needed for final approval.
- All visiting students will receive onboarding upon arrival or acceptance which will include information on blood borne pathogen exposure protocols at the institution (including financial responsibility for evaluation/treatment) and information on where same day health care can be obtained.
- The VSAS Coordinator will be responsible for making sure a final evaluation is secured from the course in question and ensure that it is delivered to the visiting student's institution.

- **Revision History:**

Date of Change	Authority	Summary of Changes	Document Location
5-5-2019	Curriculum committee	Updated and converted to new format.	Policy Drive

Last Updated: 05.05.2019
Authority: Curriculum Committee
Responsible University Office: Office of Student Affairs
Responsible University Administrator: Senior Associate Dean of Student Affairs
Review/Revision Schedule: Annually
Indexed as: Visiting Students, VSLO, electives