



POLICIES

Effective Date: April 26, 2021

Retired:

Revised:

Approved by: Digna S. Forbes, M.D., FASCP
Interim Dean, School of Medicine

Subject: Visiting Medical Students Participation in Electives at Meharry Medical College School of Medicine

PURPOSE:

The purpose of this policy is to ensure that there are opportunities for Vanderbilt medical students to be exposed to the expertise of Meharry Medical College, while also providing sufficient resources for Meharry medical students.

POLICY STATEMENT:

Meharry Medical College is on the AAMC Uniform Clinical Training Agreement Registry. The School of Medicine rarely accepts visiting medical students. We only accept visiting medical students from Vanderbilt University School of Medicine, for pediatric medicine electives. Meharry Medical College has a long standing Meharry-Vanderbilt Alliance, with opportunities for both institutions to provide medical students priority for visiting opportunities.

This policy will remain effective until further notice.

DEFINITIONS:

Visiting medical student: A student in their fourth year at another LCME-accredited medical school

Elective: a clinical course that is offered to fourth year medical students

PROCEDURE:

The Office of Student Academic Affairs verifies all credentials of and grants approval for Vanderbilt's medical students to take electives at the institution through the student's dean's offices.

The verification process includes the following information received directly from the home institution:

- The application with request for the elective opportunity
- Affirmation of professional liability insurance provided through Vanderbilt



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- Academic good standing
- Affirmation of health records for validation of safety or health exposure to infectious agents or environmental hazards, including COVID 19 protocols; N95 mask fitting and utilization of proper PPE
- Affirmation of immunizations against rubella, mumps, varicella, polio, hepatitis A & B, meningococcal (ACWY), meningococcal B, and the COVID-19 vaccine (Must be completed on the AAMC immunization form)
- Affirmation of DTaP and influenza vaccinations in accordance with the CDC guidelines
- Affirmation of being screened for tuberculosis in the past year
- Affirmation of background check and clean urine drug screen

If any information is missing, a staff member in the Office of Student Academic Affairs (OSAA) will directly notify the contact person at the student's home institution.

The clerkship director and respective coordinator are notified of the visiting medical student's interest to participate in their particular discipline. They will determine if there is capacity for the elective and will notify the OSAA assistant dean.

The assessment form from the visiting medical student's home institution is forwarded to the clerkship director/coordinator. They forward the form to the preceptor, who evaluates the student during the elective. The clerkship coordinator forwards the form directly to the visiting medical student's home institution via email and to Meharry's OSAA assistant dean, where it is placed in the student's file, along with the signed application form. This information is used to keep track with an up-to-date roster of all visiting medical students enrolled in rotations and is used to verify a fully executed experience at Meharry Medical College. In addition, the Meharry Medical College registrar is provided this visiting medical student information by the assistant dean of student academic affairs. If the performance assessment is not received by the OSAA, the record is flagged and investigated by reaching out to the clerkship coordinator to reconcile. The assistant dean of student academic affairs is responsible for maintaining an accurate roster of visiting medical students. Information included in the roster comprises:

- a. student's full name, student identification number, phone number, email address
- b. home institution's name along with administrative contact person name and phone number, email address
- c. name and dates of clinical elective
- d. affirmation of receipt of completed evaluation form

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EXHIBITS:

Liaison Committee on Medical Education (LCME) Accreditation Elements:

5.10 Resources Used by Transfer/Visiting Students

The resources used by a medical school to accommodate any visiting and transfer medical students in its medical education program do not significantly diminish the resources available to already enrolled medical students.

10.8 Visiting Students

A medical school does all of the following:

- Verifies the credentials of each visiting medical student
- Ensures that each visiting medical student demonstrates qualifications comparable to those of the medical students the visiting student would join in educational experiences
- Maintains a complete roster of visiting medical students
- Approves each visiting medical student's assignments
- Provides a performance assessment for each visiting medical student
- Establishes health-related protocols for such visiting medical students
- Identifies the administrative office that fulfills each of these responsibilities

12.8 Student Exposure Policies/Procedures

A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including the following:

- The education of medical students about methods of prevention
- The procedures for care and treatment after exposure, including a definition of financial responsibility
- The effects of infectious and environmental disease or disability on medical student learning activities

All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk.