

<b>Reviewed by MCAEC:</b> 4/11/18 – 4/21/18	<b>Responsible University Officer:</b> University Registrar
<b>Approved by Dean’s Executive Committee:</b> 5/2/18	<b>Policy Owner:</b> University Registrar
<b>Dean’s Final Approval:</b> 5/2/18	<b>Policy Contact:</b> University Registrar

### Visiting Students

POLICY HISTORY	
<b>Review Date:</b>	<b>Change Description:</b>
3/26/18	Reformatted policy from website
<b>Review History:</b>	<b>Change Description:</b>

**POLICY STATEMENT**

Upstate Medical University accepts visiting students only from Liaison Committee on Medical Education (LCME) accredited medical schools and Commission on Osteopathic College Accreditation (COCA) accredited medical schools. On a limited basis, students enrolled in non-LCME accredited or non-COCA accredited medical schools will be accepted only when an affiliation has been formalized between the two schools. The affiliation agreement must be approved by the Registrar and the Associate Dean of Education at Upstate Medical University and will be restricted to programs with which Upstate Medical University has a meaningful relationship.

**REASONS FOR POLICY**

LCME Element 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 he or she 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 these responsibilities

**PROCEDURES**

To be eligible to attend Upstate Medical University a visiting student must:

- Be a fourth year medical student in good standing
- Have passed USMLE Step 1
- Provide proof of liability insurance in the amount of at least \$1,000,000 per incident and \$3,000,000 aggregate
- Submit an official transcript
- Obtain health clearance through [Upstate’s Student Health Office](#)
- [Affirm Upstate's Infection Control policies](#) and the **Affirmation Agreement** (developing)
- Complete the [Confidentiality Agreement](#)
- Complete the [HIPAA Privacy Rule Education](#) and the [Completion Certificate](#)
- Submit a non-refundable processing fee of \$100.00 per elective

Course offerings and course dates are available in the [Course Selection Book](#)

Upstate participates as a host institution in the Visiting Student Learning Opportunities (VSLO) of the American Association of Medical Colleges (AAMC). Applications are accepted through [VSLO](#)

Students enrolled in non-LCME accredited or non-COCA accredited medical schools affiliated with Upstate Medical University, must email [registrar@upstate.edu](mailto:registrar@upstate.edu) for a visiting student application.

The Registrar’s Office maintains a complete roster of visiting students, works with course directors/sponsors to record performance assessment and serves as the administrative function overseeing processes related to visiting students.

**DEFINITIONS**

There are no definitions associated with this policy.

**FAQ**

There are no FAQ associated with this policy.

**APPENDICES**

Mandatory Health Clearance Forms  
<http://www.upstate.edu/currentstudents/support/health/clearance.php>

Infection Control Policies Affirmation Statement  
[http://www.upstate.edu/currentstudents/document/vs\\_online\\_training.pdf](http://www.upstate.edu/currentstudents/document/vs_online_training.pdf)

Exposure Control Plan (ECP)  
<https://upstate.ellucid.com/documents/view/300/11987>

Upstate Medical University Confidentiality Agreement  
[http://www.upstate.edu/hr/document/confidentiality\\_agreement.pdf](http://www.upstate.edu/hr/document/confidentiality_agreement.pdf)

Protecting Patient Privacy and Information Security  
<https://upstate.ellucid.com/documents/view/4345/?security=f2c1c48e3da312bd74fab4215491d0ac2c3e10ee>

HIPAA Privacy and Security Education Completion Certificate  
[http://www.upstate.edu/hr/document/privacy\\_ed\\_certificate.pdf](http://www.upstate.edu/hr/document/privacy_ed_certificate.pdf)

Course Selection Book  
[http://www.upstate.edu/scripts/documents/currentstudents/course\\_selection\\_com.pdf](http://www.upstate.edu/scripts/documents/currentstudents/course_selection_com.pdf)

Visiting Student Learning Opportunities  
<https://students-residents.aamc.org/attending-medical-school/article/visiting-student-learning-opportunities/>

**RELATED INFORMATION**

LCME Functions and Structure of a Medical School <http://lcme.org/publications/>

**SIGNATURE**



5/2/18

Signature Dean of the College of Medicine

Date