Section 9 Subject 9.11 **Policy 9.11.6**	Clinical Policies Personnel Issues **Criteria for Visitors from Agencies or Non-Affiliated Educational Institutions to Visit, Observe and/or Participate in Patient Care at UTMB Hospitals**	04/01/90 - originated 08/22/01 - Rev w/changes - Rev w/o changes Hospital Administration - Author

Criteria for Visitors from Agencies or Non-Affiliated Educational Institutions to Visit, Observe and/or Participate in Patient Care at UTMB Hospitals

Audience

The information in this document is for use by all UTMB personnel.

Policy

Visitors seeking clinical experience or observations must meet UTMB Hospitals' criteria and approval prior to any involvement at UTMB.

Exceptions

This policy does not apply in the following circumstances:

- Hospital tours

- Resident/fellowship rotations which must follow the Graduate Medical Education (GME) Advisory Committee format

- Students from other colleges and universities who are officially registered through the UTMB Office of the Registrar

- Special visitors to the School of Nursing faculty

In these circumstances, visitors must comply with area guidelines that are currently in place for these special circumstances.

Procedure

Responsibility	Action
Agency or Educational Institution	1. Submits written request to the Medical Director for Inpatient Services. (If request goes to department, it is forwarded to Medical Director for Inpatient Services.) Includes vita and/or resumé and credentials of the participant(s).
	2. Reviews request and, depending upon nature of request, routes to Office of Continuing Education or Nursing Service Educational Resource Center (ERC).

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Responsibility	Action
Office of Continuing Education or Nursing Service Educational Resource Center	3. Forwards request to the appropriate hospital department for review.
Hospital Department	4. Reviews request and if approved, develops clinical schedule along with specific checklists, and designates a preceptor(s)/supervisor. If not approved, sends letter stating reason for disapproval back to agency or educational institution.
	5. Submits letter including dates and departments involved to the UTMB Police-ID Badge Section requesting temporary badge(s). Sends copy of letter to appropriate Executive Director and Chief Financial Officer/designee.
	6. Once visit is complete, sends original checklists/clinical evaluations to Office of Continuing Education for mailing to the Director/Dean of the involved agency.
	7. Sends copies of all completed schedules including actual hours of clinical experiences and correspondence with the agency to the Office of Continuing Education or Nursing Service Educational Resource Center to provide documentation of the experience.

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Credentials and/or Licensure Requirements

The written request submitted to UTMB shall include the following:

- Verification of a current license to practice or a temporary permit

- A copy of a program certificate/license, national or state certification

- Evidence of current Cardiopulmonary Resuscitation (CPR) status

- Evidence of current liability insurance

- The goals and learning objectives the participant(s) wishes to achieve through visiting UTMB Hospitals and Clinics.

- If the participant is a non-affiliated student from another educational institution, the course syllabus or a curriculum must be included.