

NCH Healthcare System
Graduate Medical Education

SUBJECT: Visiting Residents & Fellows

PURPOSE: NCH recognizes the importance of sharing clinical experience, knowledge, and skills with learners outside of our NCH GME programs. As such, we strive to ensure a valuable educational experience for visiting residents & fellows (hereafter referred to as 'residents') that will not interfere with the education and clinical experience of residents within our own GME programs. GME reserves the right to refuse any visiting resident request that does not meet the standard or spirit of this policy.

SCOPE: This policy applies to all visiting residents from outside of the NCH Healthcare System Residency and Fellowship Programs (NCH).

POLICY STATEMENT: As required by the ACGME, NCH is committed to ensuring that the presence of other learners does not interfere with the educational experience of NCH-appointed residents. Program Directors must report to the DIO and the GMEC any circumstances where outside learners have disrupted or negatively impacted resident education. All visiting residents must receive approval from GME and complete all requirements before starting a rotation at NCH.

A \$250 application fee* will be assessed at application approval to offset the costs associated with processing and onboarding visiting trainees. Checks should be made payable to 'NCH' and sent to:

NCH Graduate Medical Education
311 9th St. N.
Suite 201
Naples, FL 34102

**Application fees will not be assessed on visiting residents from our NCH-affiliated medical schools: Mayo Clinic, University of Central Florida College of Medicine, or University of Toledo College of Medicine.*

PROCEDURE: At least eight weeks prior to the beginning of the proposed rotation, visiting residents must submit the Naples Community Hospital Resident Application for Clinical Training (Exhibit A). The form must be signed and include ALL required supporting documentation before the application is considered complete.

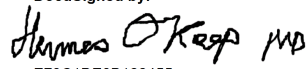
Upon receipt of the completed application, GME will communicate with the appropriate program director for review and approval of the visiting rotation request.

A program letter of agreement (PLA), either from the visitor's home institution or from NCH, must be completed and reviewed by Legal. Once approved, the PLA must be signed by all relevant parties. The PLA must include the goals and objectives of the rotation(s) and MUST specify a site supervisor who will be responsible for the visiting resident's education while at NCH. Once the PLA is fully executed, the visiting resident application is complete, and the application fee has been received, the visitor may be assigned rotations.

In the event that the visiting resident requests a rotation in an area that is not part of a GME program, an NCH-credentialed physician in the requested clinical area may act as the

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supervising physician. The supervising physician must be listed in the PLA as the person responsible for the instruction, supervision, and evaluation of the visiting resident. A copy of the PLA will be provided to the supervising physician to ensure he/she is fully aware of the responsibilities associated with oversight of a visiting trainee. Identification and coordination of supervising physicians who are not affiliated with NCH GME programs is the responsibility of the visiting resident and is outside the scope of Graduate Medical Education.

DocuSigned by:


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Hermes Koop, MD
Designated Institutional Official

1/8/2024

Date

Approved by GMEC
11/28/2023