

Effective: 04/10/2020; Revised: 05/17/2024; 06/13/2025; 04/10/2026
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POLICY ON EXTERNAL RESIDENTS/FELLOWS VISITING VUMC

VUMC values the variety of experiences that Visiting House Staff bring to our programs. Visiting rotations are subject to approval by the appropriate Program Director(s) and the DIO.

VUMC requires that an affiliation contract and Program Letter of Agreement (PLA) be in place between the Visiting House Staff's institution and VUMC. Without exception, documents **must** be submitted to VUMC **at least 120 calendar days before the start date of the desired rotation and the Visiting House Staff must have met all requirements 30 days or more prior to their requested start date. If this requirement is not met, the Visiting House Staff may need to reapply.**

The GME Office **must** be advised of, approve, and process all Visiting House Staff who are rotating with VUMC programs. Program Directors at VUMC who have House Staff on services who would potentially be impacted by a Visiting House Staff must approve the visit. Visiting House Staff applications are available on the GME website at <https://www.vumc.org/gme/visiting-residents>.

All approved Visiting House Staff must physically check in at the GME Office on the first day of their visiting rotation and provide a driver's license or passport identification.

The following requirements must be met and documents **MUST** be submitted 90 calendar days before the Visiting House Staff's desired start date **so that the House Staff is fully onboarded 30 days from start date:**

1. A Visiting House Staff must provide a letter from their current program director that they are currently enrolled and in good standing within an ACGME (or ACGME-I) accredited training program.
2. Prior to starting the rotation, the applicant must provide proof of professional liability coverage of a minimum of \$1,000,000/\$3,000,000 to the GME Office. However, Tennessee state employed residents and fellows are exempt from the additional liability coverage requirement.
3. Residents and fellows must also provide proof of health insurance.
4. The applicant must provide documentation that their stipend, along with benefits, liability and health insurance from their home institution will be continued by their training program while on the approved rotation at VUMC.

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5. International Medical Graduates must provide a copy of a valid ECFMG certificate and Visa if applicable, in addition to the requirements stated above.
6. **Office of Inspector General/Excluded Individuals**
In order to comply with federal law, VUMC will check all Visiting House Staff against the Office of Inspector General's list of individuals excluded from federal healthcare programs. Any Visiting House Staff identified as excluded will not be allowed to start or complete the rotation, and their home institution will be notified.
7. **National Practitioners Data Bank (NPDB)**
All Visiting House Staff will be checked through the NPDB. If the NPDB query yields any adverse information, further investigation and/or action may be required.
8. The additional requirements for background checks set forth in [Section I.B. Background Check and Disclosure](#) will be applicable to Visiting House Staff.
9. **Immunization Records**
All Visiting House Staff must provide documentation of immunization and testing satisfactory to Vanderbilt Occupational Health 30 calendar days prior to the desired rotation date. View the immunization and screening requirements at:
https://www.vumc.org/gme/sites/default/files/public_files/Health%20Screening%20Form%20%20Visiting%20Students%20Observers%20updated%202022.pdf
10. Exemption: If you are in a residency/fellowship in Tennessee and do not have your own medical license, a copy of the letter of exemption from licensure (your program or GME office will have this) will be accepted. Note: if you are not in a Tennessee residency/fellowship and do not have a full TN medical license, VUMC will request an exemption from licensure for you.

Revisions Reviewed and Approved by GMEC: 04/10/2026