

*Note: Visiting Resident Approvals are considered only on a case-by-case as of April 1, 2020 for any Visiting Residents other than those with approved UT Programs for required rotations through a Program Letter of Agreement.*

### **VISITING RESIDENT APPROVAL**

Only Residents\* from **other ACGME or AOA accredited programs** may be considered for approval to participate in temporary rotations in a University of Tennessee Graduate Medical Education Program. Completion of the following procedure is required before a visiting rotation assignment may begin:

1. At least eight weeks prior to the beginning of the proposed rotation, the visiting Resident will submit the following documentation to the Graduate Medical Education (GME) Department, 960 East Third Street, Suite 104, Chattanooga, TN 37403.
  - “Visiting Resident Application at the University of Tennessee College of Medicine Chattanooga,” approved and signed by the visiting Resident’s current Program Director and DIO. For final approval, the application must also be approved by the UTCOMC Program Director and DIO.
  - Reference letter from applicant’s Program Director or clinical chief verifying that the applicant is in good standing with his/her current training program and stating that the Sponsoring Home Institution will provide the Resident’s salary and benefits.
  - Copy of malpractice coverage or letter verifying that Sponsoring Home Institution will provide the Resident’s liability coverage during the rotation at UT.
  - Proof of recent TB screening (within the past year) and a copy of immunization records from the visiting Resident’s program.
  - Check in the amount of \$10.00 payable to the Tennessee Board of Medical Examiners in order to process a Resident License Exemption. If the Resident already has a full and unrestricted Tennessee License or a Resident License Exemption from Tennessee, the visiting Resident’s sponsoring institution must provide a copy of this documentation.
2. Upon receipt of signed and completed Visiting Resident Application and required documents, the Director of Graduate and Medical Student Education or Designated Institutional Official (DIO) will review and process the application and notify the applicant and UT Program Director of approval if documentation meets requirements for a visiting Resident rotation assignment.
3. The UTCOM Chattanooga Program Director and visiting Resident’s Program Director must agree on educational objectives for the rotation. A written evaluation will be

submitted by the UTCOM Chattanooga Program Director to the home program at the completion of the rotation.

NOTE: The University of Tennessee Graduate Medical Education Program does not offer or provide the opportunity for any externships or observing experiences for physicians not in residency or fellowship training (see GME Policy #185 – Observing Experiences).

\*The term “Resident” refers to both Resident and Fellow trainees.

Revised and Approved by the GMEC 5/16/2017. Administrative edits 5/6/2019, 04/01/2020, and 06/26/2021.