



**QUILLEN**  
**COLLEGE of MEDICINE**  
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Non-Quillen Students Policy**

Policy Replaces a Previous Policy (*this includes change in policy name*):  Yes /  No  
If so, list name of previous policy (*include policy number if different*): **Policy on Non-Quillen Students and Residents (policy numbers were not issued at this point in time)**

Policy Number: **MSEC-0623-32**

Originator Name and/or Committee (*if a committee, include name of chair*): **MSEC / Kenneth Olive, MD / EAD and MSEC Chair (2010)**

Committees, Departments, or Individuals Responsible for Implementation: **Office of Academic Affairs**

Original Approval Date and Who Approved by: **3/20/2010 / MSEC (also approved by Faculty Advisory Council, MEAC Administration & Budget Committee, and Graduate Medical Education in February/March 2010)**

Revision Date(s) (*include a brief description*) and Who Approved by:  
**6/20/2023 – Ivy Click, EdD / MSEC Chair [2020 - ] (updated language to clarify requirements for all visiting students that include medical students – both VSLO and international, pharmacy, nurse practitioner, and allied health)**

Effective Date(s): **3/20/2010; 6/20/2023**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*):

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy:  Yes /  No

If yes, please list the Element(s) Affiliated with this Policy (*include Element number/name/statement*):

### **3.6 Student Mistreatment**

**A medical school develops effective written policies that define mistreatment, has effective mechanisms in place for a prompt response to any complaints, and supports educational activities aimed at preventing mistreatment. Mechanisms for reporting mistreatment are understood by medical students, including visiting medical students, and ensure that any violations can be registered and investigated without fear of retaliation.**

### **5.5 Resources for Clinical Instruction**

**A medical school has, or is assured the use of, appropriate resources for the clinical instruction of its medical students in ambulatory and inpatient settings that have adequate numbers and types of patients (e.g., acuity, case mix, age, gender).**

### **10.8 Visiting Students**

**A medical school does all the following:**

- **Verifies the credentials of each visiting medical student**

**Policy Name: Non-Quillen Students Policy**

- Ensures that each visiting medical student demonstrates qualifications comparable to those of the medical students the visiting student 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 each of these responsibilities

**12.8 Student Exposure Policies/Procedures**

A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including the following:

- The education of medical students about methods of prevention
- The procedures for care and treatment after exposure, including a definition of financial responsibility
- The effects of infectious and environmental disease or disability on medical student learning activities

All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk.

*All policies will be reviewed every three years unless an earlier review is identified.*

**(A.) Policy Statement:**

Quillen College of Medicine (QCOM) will accept visiting students who are in their fourth year of medical school and are enrolled in a U.S. LCME accredited school or a Visiting Student Learning Opportunity (VSLO) participating COCA accredited AACOM member college. Quillen College of Medicine will accept international applications only from international schools with which there is an exchange program or affiliation agreement.

**(B.) Purpose of Policy:**

See policy Statement.

**(C.) Scope of Policy (*applies to*):**

Applies to all visiting medical students rotating through QCOM and other health education students working in the same learning spaces as medical students.

**(D.) Policy Activities:**

U.S. LCME Accredited Schools or VSLO Participating COCA Accredited AACOM Member

QCOM will only be using VSLO to receive visiting student applications. Applications may be submitted through VSLO tentatively in May of each year. To apply to our institution, visiting students will complete the VSLO application for preferred electives and dates. All rotations will be completed at an ETSU Health or Ballad Health facility. Rotations at the Veterans Administration Medical Center will not be permitted for visiting students. All visiting students will be required to follow ETSU policies during their elective rotation.

- Requirements (Subject to change - please see VSLO for updated requirements)
  - Visiting students must be in the fourth year of medical school
  - Completed applications MUST be submitted and received before availability of slots will be discussed. All visiting student applications MUST be submitted eight (8) weeks prior to the desired rotation dates. Application includes the following:
    - AAMC Standardized Immunization Form
      - Compliance with vaccination standards meeting ETSU and clinical facility requirements
    - Administrative Fee
    - Ballad Health Orientation and Confidentiality Agreement

## Policy Name: Non-Quillen Students Policy

- Criminal Background Check
  - CV/Resume
  - Drug Screen Results – Compliance met by a letter from the School attesting the Student has Passed a current Drug Screen Test or the actual drug screen results, taken within 60 (changed from 30 days) days of the start of the Quillen rotation; if neither are available, testing will be required upon arrival at the student's expense through the College of Medicine Office of Student Affairs.
  - HIPAA Completion Certificate of ETSU HIPAA training
  - Malpractice/Liability insurance coverage in the amount of \$1 million per incident and \$3 million aggregate either through the home institution or other acceptable sources
  - Mask Fit Documentation; if not completed, will be completed upon arrival.
  - Personal Health Insurance
  - Personal Statement
  - Photograph
  - Step 1 or COMLEX Score Report
  - Transcript – Submitted by Home Institution
  - Proof of completion of Basic Life Support (BLS) training and currently certified at time of rotation.
  - Proof of completion of Universal Precautions Training
- Orientation Sessions
    - Visiting students will be required to review the Ballad Health Orientation Book prior to the visiting student beginning their elective rotation. Visiting students will receive training on the electronic health record system, hospital policies and procedures, and receive an identification badge.
    - Visiting students will receive copies of QCOM policies below. These policies may also be reviewed on the Educational Policies website at: <https://www.etsu.edu/com/msec/resources/policies.php>
      - Student Drug Screening Policy
      - Mistreatment Prevention – ADMIN-0621-14
      - Student Promotions Professionalism Policy – SPROMO-0918-002
      - Infectious Diseases and Environmental Hazards Education and Exposure – ADMIN-0519-4
  - Evaluations and Performance Assessments
    - Visiting students will be entered into the QCOM curriculum management system upon acceptance for the elective rotation. At the end of the rotation visiting students will receive a course evaluation to complete based on their experience at ETSU. The visiting student must provide the faculty preceptor an assessment form from their medical school for completion.
  - Housing and Transportation
    - Housing and Transportation will not be provided and must be individually arranged for all visiting and exchange students.

### International Visiting Students

International visiting students will only be accepted from international schools with whom QCOM has an exchange agreement or affiliation agreement. All rotations will be completed at a Ballad Health facility. Rotations at the Veterans Administration Medical Center will not be permitted for visiting students. All international visiting students will be required to follow ETSU policies during their elective rotation(s).

- Requirements (subject to change)
  - Visiting students must have completed all basic science and basic/required clinical rotations (equivalent of three [3] years of medical education).

## Policy Name: Non-Quillen Students Policy

- Completed applications MUST be submitted and received before availability of slots will be discussed. All visiting student applications MUST be submitted eight (8) weeks prior to the desired rotation dates. The application includes the following:
  - Electives requested. Note that only those electives remaining unfilled after all QCOM students and applications received through VSLO are assigned will be offered.
  - A letter from the Dean of the College of Medicine of the school verifying the following:
    - That the student has completed all basic science and basic/required clinical rotations (the equivalent of three [3] years of medical education at QCOM) and is in good academic standing with the medical college
    - Attestation of the student's verbal and written English language proficiency
  - Drug Screen Results – Compliance met by a letter from the School attesting the Student has Passed a current Drug Screen Test or the actual drug screen results, taken within 60 days of the start of the Quillen rotation; if neither are available, testing will be required upon arrival at the student's expense through the College of Medicine Office of Student Affairs.
  - Student's official transcript
  - Proof of malpractice/liability insurance (\$1 million per incident and \$3 million aggregate).
  - Proof of personal health insurance which covers student while away from their home school/country.
  - Completed AAMC Standardized Immunization Form.
    - Compliance with vaccination standards meeting ETSU and clinical facility requirements
  - Proof of current passport.
  - Copy of I-94 form (after arrival to QCOM).
  - Proof of completion of Basic Life Support (BLS) training and currently certified at time of rotation.
  - Proof of completion of Universal Precautions Training.
  - Proof of HIPAA training through ETSU (student will receive an email provided by ETSU when training is available).
  - Proof of Criminal Background Check.
  - Proof of bank or sponsor verification.
  - Passport- style Photograph to be used for a hospital badge.
  - An updated curriculum vitae/resume.
- Orientation Sessions
  - International visiting students will be required to review the Ballad Health Orientation Book and participate in hospital orientation prior to the visiting student beginning their elective rotation. International visiting students will receive training on the electronic health record system, hospital policies and procedures, and receive an identification badge.
  - International visiting students will receive copies of QCOM policies below. These policies may also be reviewed on the Educational Policies website at:  
<https://www.etsu.edu/com/msec/resources/policies.php>
    - Student Drug Screening Policy
    - Mistreatment Prevention – ADMIN-0621-14
    - Student Promotions Professionalism Policy – SPROMO-0918-002
    - Infectious Diseases and Environmental Hazards Education and Exposure – ADMIN-0519-4
- Evaluations and Performance Assessments
  - Visiting students will be entered into the QCOM curriculum management system upon acceptance for the elective rotation. At the end of the rotation, visiting students will receive a course evaluation to complete based on their experience at ETSU. The visiting student must provide the faculty preceptor an assessment form from their medical school for completion.

**Policy Name: Non-Quillen Students Policy**

- Housing and Transportation
  - Housing and Transportation will not be provided and must be individually arranged for all visiting and exchange students.

Other Health Related Students (Pharmacy, Nurse Practitioner, Allied Health Students)

All requests and approvals for clinical preceptorship for ETSU faculty and/or MEAC clinical staff will be dependent upon clinical capacity. The integrity of the learning environment is critical for effective learning. See the process of accounting and approving for allied health training in ETSU Health clinical areas **Appendix A**.

<b>Administrative Approvals</b>	<b>Date Approved</b>
University Compliance <i>(if applicable)</i>	
Policy Advisory Committee	6/15/2023
Associate Dean for Accreditation Compliance <i>(if applicable)</i>	
Vice Dean for Academic Affairs	6/15/2023
<b>Policy Review and/or Revision Completed By <i>(if applicable)</i></b>	<b>Date Policy Reviewed and Approved <i>(if applies to that department, committee, or group)</i></b>
Office of the Dean	
Academic Affairs <i>(this includes the three-year reviews by administrative staff)</i>	6/14/2023; 6/22/2023
Student Affairs	
Department of Medical Education	
Medical Student Education Committee	6/20/2023
Student Promotions Committee	
Faculty Advisory Council	
Administrative Council	
M1/M2 Course Directors	
M3/M4 Clerkship/Course Directors	
Student Groups/Organizations <i>(describe)</i> :	
Other <i>(describe)</i> :	

**Policy Name: Non-Quillen Students Policy**

<b>Notifications of New or Revised Policy (if applicable)</b>	<b>Date and Method of Notifications</b>
Posted to Website Under Educational Policies	6/22/2023
Medical Students	
Administrative Council	
Faculty Advisory Council	
All QCOM Faculty	
All QCOM Staff	
Admissions Office for Catalog	
Medical Student Education Committee	
Other (specify):	

**Appendix A**

**Process for Allied Health Training Request**

1. The student/trainee shall be from a recognized and accredited US training program in their area of education.
2. The requested clinical experience will have clearly defined goals and objectives including the evaluation process and the effect of the experience on the student/trainee's training requirements.
3. There must be an existing contract or letter of agreement between the student/trainee's academic/professional program and the clinical training site if it encompasses a non-ETSU facility. This letter or agreement is required to allow the student/trainee to access confidential patient information within the facility and to access the resources of the facility as needed for patient care and training.
4. The student/trainee will be provided access to the patient population needed to meet the clinical goals and objectives for the experience; patient access priority will be given to ETSU medical students, residents, and fellows to allow compliance with LCME and Accreditation Council for Graduate Medical Education training requirements and provide an engaging learning environment.
5. The above documentation must be provided a minimum of 90 days prior to the planned clinical experience, to the Office of Academic Affairs within Quillen College of Medicine along with a completed Allied Health Educational Request Form found on the Academic Affairs website.
6. The Office of Academic Affairs will communicate with the faculty member or staff (or their designee) providing oversight for the student/trainee experience. Communication may be delegated to an administrative support person within the academic department or division of the faculty member.
7. The faculty or staff agreeing to accept responsibility for the training of the allied health learner will assume responsibility and oversight for the educational experience including assuring the learner is properly qualified for the experience, complies with clinic policies and procedures, has proper oversight during patient encounters, and receives feedback and an evaluation of their performance. The faculty or staff are also responsible for maintaining the integrity of the clinical learning environment.
8. The faculty or staff will be responsible for assuring compliance with onboarding requirements and must attest to their completion. This would include, but not be limited to, background checks, HIPPA, OSHA, EMR access, ID Badge, vaccinations, licensure, and confidentiality agreements when applicable.

**Policy Name: Non-Quillen Students Policy**

Allied Health Educational Online Request Form:

<https://www.etsu.edu/com/acadaffairs/resources-forms/forms.php>

Student/Trainee Educational Form Content:

Are you able to accommodate an enriched learning experience for all the ETSU medical students and residents assigned to your clinical department? Yes \_\_\_\_ No \_\_\_\_

1. Name of student/trainee
2. Area of training
3. Department
4. Student/trainee Institution
5. Student/trainee Training Program
6. Identified Supervisor
7. Date of experience (Start and End Dates plus Hours per week)
  - a. Total number of students/trainees the identified supervisor will oversee during these dates of the experience.
8. Goals and Objectives
9. Onboarding requirements met: Yes \_\_\_\_ No \_\_\_\_
10. How will the student/trainee be included in teaching rounds, didactics, and other aspects of team-based practice?
11. How will the student/trainee be evaluated and feedback communicated?