

## VISITING RESIDENTS 1 – OBSERVERSHIP REQUIREMENTS

*Instructions: Complete  and return to the Associate Dean of Graduate Medical Education for approval. The approved form and any documentation will be returned to the sponsoring residency program. The program is responsible for submitting the documents in the section, "FINAL PROCESSING."*

The following documents (if not originally written in English) must be officially translated into English by a certified translation agency and submitted to the GME office.

NAME OF RESIDENT	ROTATION REQUESTED
	Curriculum Vitae
	Letter from the Resident's Program Director with responsibility for the residency training that addresses the following:
	Authorization and eligibility to pursue international elective experiences, if appropriate
	Current Level of Training
	Dates Resident began and completed Medical School
	Date Resident began residency training
	Date Resident scheduled to complete residency training
	Statement that resident is in good standing in the residency program
	Curricular requirements to be met by the observership experience
	Statement of desired observership(s)
	Name of person assuming responsibility for trainee at UTHSCSA
	In addition, the rotator must provide the following documentation:
	Official copy of Medical School transcript with medical school seal
	Notarized copy of Medical School diploma
	Evidence of proficiency with the English language
	Evidence of health insurance to cover accidents, illness, etc., while performing the observership
	\$50.00 (US) application fee – Nonrefundable – certified check made payable to the Office of Graduate Medical Education/UTHSCSA, to be submitted with above materials
	Documentation of current immunization status of measles, mumps, rubella, tetanus, hepatitis B, and polio
	Evidence of screening for tuberculosis to include a skin test (and chest x-ray if clinically indicated)
	Evidence of passing a UTHSCSA security background check
	Reviewed and approved by Dr. Lois Bready, Associate Dean for Graduate Medical Education ( __/__/__ )
	Packet returned to _____ program on date __/__/__ by _____

### FINAL PROCESSING (AFTER GME APPROVAL)

	UTHSCSA ID Badge
	Completed Appointment of Non-Employee Form (go to UTHSCSA website, Forms, Human Resources)
	University Hospital requires only a memorandum from the person assuming responsibility for the trainee while here
	For rotators at VAH, report to ACOS/Education Processing on or before the first day of rotation with:
	Completed VAH application
	Completed RCVL attachment
	For rotators who do not have a United States citizenship or permanent resident, you must obtain a B-1 visa that will be in force for the entire duration of the observership.