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Hosting Visiting Residents from Other Institutions
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Objective:
Create a uniform process when hosting residents from other institutions for a rotation experience.

Methodology:
- Secure program approval for rotation
- Collect and review credentialing information (*see Visiting Resident Worksheet)
- Execute PLA / Institutional Agreement to comply with accreditation and CMS requirements (using a standard document expedites the legal process *see agreement)
- Secure access privileges (ID, computer, meals, housing, dictation)
- Present informative orientation that establishes vital resources and contact points (site supervisor, patient safety and ethics literature, critical locators)
- Liaison with internal departments to provide pertinent information

Results:
- Paperwork is verified and properly coordinated throughout institution
- Internal departments have universal contact for any visiting resident concerns
- Residents are properly oriented, computer trained, and receive pertinent documentation
- Residents feel welcomed and integrated into a team environment
- Follow-up at end of rotation with confirmation and evaluation of time spent at institution

Summary:
Providing rotational experiences for residents of other institutions provides opportunities for physician recruiting, enhances the teaching environment, assists in balance of service needs, and can add to reimbursement dollars. With proper attention and good organization, hosting visiting residents can be considered a value added component of medical education and quality patient care.