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SECTION: ACADEMIC AFFAIRS

AREA: GENERAL ADMINISTRATION

SUBJECT: UAMS ACADEMIC VISITOR

PURPOSE

To establish a process for granting Academic Visitors access to resources and systems on the University of Arkansas for Medical Sciences (“UAMS”) campus and to provide the requirements and terms that these visitors must satisfy to obtain Academic Visitor status.

SCOPE

This policy applies to all non-employee faculty, clinicians, and other health care specialists, to students from other institutions of higher education or those from or who have completed secondary school, and to College of Medicine residents and fellows from other accredited programs seeking to participate in or observe central functions of the university and/or have access to protected or confidential information, data or records for education, training or professional development/enrichment purposes, regardless of the area of interest (e.g., education, patient care or research).

DEFINITIONS

Academic Visitor(s) shall mean Visiting Faculty, Visiting Healthcare Professional, Visiting Researcher, or Visiting Student.

Visiting Faculty, Healthcare Professional, or Researcher shall mean a person from another institution of higher education (with or without academic appointment or rank) or another healthcare facility who has been approved by a UAMS Sponsoring Unit (e.g., UAMS division, institute, college, department) to serve as a UAMS non-employee and who receives continued compensation from their current employer, or who has some other means of financial support such as a scholarship, internship, fellowship or in some cases, personal funds. These persons include clinicians, other healthcare professionals, and researchers who are observing or collaborating with UAMS faculty clinicians or researchers or staff. Clinicians and other healthcare professionals that will be caring for patients must obtain temporary privileges in accordance with Section 11.10 of the Medical Staff Bylaws.

Visiting Students shall mean students, interns, residents, or fellows that are visiting from another accredited program or institution of higher education or students from or who have completed secondary school to complete elective coursework or participate in other educational activities or research. Visiting Students must be approved by the Dean, or his/her designee, of the appropriate college prior to arrival on campus. College officials have broad discretion in determining the merits of an application for a student/resident/fellow and are not bound by this policy to approve requests, if doing so would not be in the best interest of the education program, the college or the institution. In the special case of graduate students, both the College and Graduate School Deans must approve prior

to the visitor arriving on campus. Visiting Students must be at least sixteen (16) years old. Visiting Students under the age of eighteen (18) must provide written permission from a parent or legal guardian.

Sponsoring Unit shall mean the UAMS division, institute, college, department or office that is responsible for completing all necessary documents for on-boarding and that is responsible for ensuring the Academic Visitor's adherence to UAMS policies and procedures, including medical screening (*UAMS Administrative Guide Employment Medical Screening Policy, 4.5.18*).

POLICY

In order to promote campus scholarly activities and the advancement of health and the health sciences professions, there are instances in which persons without a formal status as a UAMS student, faculty, or employee may engage in academic activities on the UAMS campus and need to use campus facilities.

Persons who hold academic teaching appointments at an established college or university and who are appointed to a visiting teaching position at UAMS may be given a visiting faculty appointment at UAMS at the same or equivalent rank they hold at their home institutions. Non-faculty visitors who do not hold regular academic ranks at other institutions may be appointed as visiting lecturers, clinicians, investigators, fellows or another appropriate professional title.

Students, interns or residents or fellows, that are visiting from another accredited program or institution of higher education to complete elective coursework or students from or who have completed secondary school, are designated as a visiting student, intern, resident, or fellow. Students who seek to participate in job shadowing on the UAMS campus must follow the procedures in the *UAMS Administrative Guide Policy 2.1.24, Job Shadowing*; these students are not considered Academic Visitors.

PROCEDURES

A. Academic Appointment Form

An [*Academic Visitor Appointment Form*](#) (see [Appendix](#)) must be completed for each Academic Visitor. The Sponsoring Unit is responsible for the application and approval process and is responsible for completion of the Academic Appointment Form that indicates all requirements have been met (e.g., those required by HIPAA Compliance, Conflict of Interest, Student and Employee Health, and IT's Confidentiality Agreement). Complete forms should indicate length of stay, purpose and scope of responsibilities, Sponsoring Unit(s) and persons, funding sources (if applicable), requested privileges and/or fringe benefits, and completion of the checklist of applicable requirements. Forms must also include the applicant's curriculum vitae or resume as well as other required documentation (e.g., evidence of HIPAA training). The appointment form must be approved by the appropriate Sponsoring Unit director and then the Provost or their designees, in that order. **Forms lacking one or more of the required signatures cannot be considered and will be returned to the Sponsoring Unit.** The Office of the Provost will return

the approved form to the Sponsoring Unit, which will contact the appropriate individuals within the UAMS Office Human Resources to arrange access and privileges for the visitor(s).

1. UAMS ID badges will be issued to all Academic Visitors according to the provisions of the *UAMS Administrative Guide Policy 11.3.05, UAMS ID Badge Issuance and Replacement*.
2. If requested and approved, Academic Visitors with ID badges may have access to campus facilities. If requested and approved, Academic Visitors will be issued key or key card(s), computer network access or an email account.
3. The Sponsoring Unit will assume financial responsibility for any costs associated with the Academic Visitor (dormitory damage, telephone bills, overdue or missing books, parking tickets, etc.) and provide an account to which such fees may be charged.
4. Access to privileges are requested on the [*Academic Visitor Appointment Form*](#). Privileges will be assigned and approved on an ad hoc basis, tailored by the Sponsoring Unit to the nature of the visit and Academic Visitor. The Sponsoring Unit must contact Human Resources to enter information about access to network or other information systems, or access to patient or other confidential information (as part of research) into the Human Resource Module in SAP. When the UAMS user network account is set up, the Academic Visitor will have access to UAMS email, intranet, MyCompass, and library resources.

B. Appropriate Titles

1. Standard faculty ranks, modified by the descriptor “Visiting”

These titles (e.g., Visiting Professor) may be used in cases where there is compensation from some source, but do not automatically carry any eligibility to vote on faculty matters (unless otherwise specified in the College by-laws). The appointment request package must include a Faculty Appointment Form.

2. Miscellaneous special titles, modified by the descriptor “Visiting”

Visiting Scholar, Visiting Researcher, Visiting Research Fellow, College of Pharmacy Visitor

3. Visiting Students: Regulations will vary by College

Visiting Students must be approved by the Dean of the appropriate college prior to arrival on campus. College officials have broad discretion in determining the merits of an application for a student and are not bound by this policy to approve requests, if doing so would not be in the best interest of the education program, the college or the institution. In the special case of graduate students, both College and Graduate School Deans must approve prior to the visitor arriving on campus.

Specifically for the COM, the accrediting body has published guidelines for visiting medical students, and these regulations will be considered to be in effect for such students - they may include requirements for registration, payment of some fees, proof of health insurance, issuance of grades, etc. Approval for visiting medical students must be provided by the COM Dean's Office and will follow the policies of the COM for Visiting Students.

Appropriate titles include Visiting Student-Pharmacy, Visiting Student-Medicine, etc.

4. Special Considerations for Visiting COM Residency or Fellowship Programs

A COM Residency or Fellowship Program is a post-graduate clinical sciences program accredited by the Accreditation Council for Graduate Medical Education ("ACGME"). If such a resident or fellow requests to visit one of these programs for elective or short-term rotations, that request should be addressed to the Graduate Medical Education ("GME") Office, which will process and approve requests according to existing ACGME policy. If approved, the visiting COM resident or fellow must complete the [Academic Visitor Appointment Form](#) and abide by other provisions of the Academic Visitor policy.

C. Temporary Visiting Privileges

According to the *Medical Staff Bylaws/Rules and Regulations, Article 11.10.C*, Temporary Visiting Privileges are required for Academic Visitors expecting to engage in patient care at the UAMS Medical Center. The Academic Visitor must have a Supervising Physician with hospital privileges and a request from the Chairman of the Department sponsoring the visitor. The written request is to establish the visitor's competency to provide patient care, the circumstances and patient(s) that will be involved, and the physician supervising the visitor. The request is to be submitted to the Director of Medical Staff Organization for approval by the Chief Clinical Officer and the Chief Executive Officer. The Academic Visitor will provide an up to date curriculum vitae, a signed release, and evidence of malpractice coverage applicable to their visit. These requirements must be met before the Academic Visitor can take part in intended activities in the Medical Center, including access to clinical systems and other privileges requested in the [Academic Visitor Appointment Form](#).

D. Observers in patient care areas including operating rooms

Academic Visitors requesting to observe, but not participate in patient care, are not required to have Temporary Visiting Privileges as defined by *Medical Staff Bylaws/Rules and Regulations, Article 11.10.C*. However, they are expected to comply with all other policies, procedures and requirements stated within this policy as well as any policies specific to the patient care areas they visit, including but not limited to the operating room.

E. Visa/Immigration Requirements

International Visitors must have approved immigration status. If the Academic Visitor currently has a visa status or requires visa sponsorship, the Sponsoring Unit must contact

the UAMS Office of Human Resources' Immigration Services Section before initiating a request for Academic Visitor appointment. UAMS Immigration Services will determine the appropriate visa classification for the Academic Visitor and process necessary paperwork and ensure the UAMS Export Control Office is notified to conduct any required screenings. Individuals who do not have proper work authorization may be in violation of their visa status even by performing volunteer service.

F. HIPAA Compliance

All Academic Visitors must complete UAMS HIPAA Training and sign the UAMS Confidentiality Agreement. Academic Visitors who will be visiting patient care areas or accessing patient records must complete the Required Privacy & Security Training module, which can be found at <https://hipaa.uams.edu/education-and-training/>. Academic Visitors who will not be visiting patient care areas or accessing patient records may complete the Level I training module at <https://hipaa.uams.edu/education-and-training/>.

Once an Academic Visitor has been approved by the Provost, the Office of Provost will provide the name of the Academic Visitor to the HIPAA Office for verification of training. Visitors may not participate in official activities on campus prior to the verification of both HIPAA training and completing a Confidentiality Agreement.

G. Family Educational Rights and Privacy Act of 1974 (“FERPA”) Compliance

All academic visitors must review UAMS policy related to FERPA available online at <http://registrar.uams.edu/ferpa>. Academic Visitors must also complete any additional trainings as required by UAMS or an individual department for particular job or position functions. Academic Visitors may not participate in official activities until review of FERPA policy and completion of any required departmental FERPA trainings.

H. Research Compliance

To assure compliance with federal regulations, any Academic Visitor who will be involved in a research project must complete a Conflict of Interest disclosure form and receive training on federal conflict of interest regulations prior to engaging in any research projects. The Academic Visitor involved in a research project must contact the Conflict of Interest Office at (501) 686-6447 to obtain access to the training and disclosure system once their UAMS user network has been established.

I. Student and Employee Health New Employee Medical Screening

Academic Visitors will be required to complete a New Employee Medical Screening (“NEMS”) with SEHS sign off prior to start date on campus. The NEMS will minimally consist of tuberculosis (“TB”) screening for employees who work in patient care areas as defined by their division and review of immunizations for vaccine preventable infections. Specific work areas may have additional requirements, determined by SEHS. Vaccine requirements are detailed in *UAMS Administrative Guide Policy 4.5.18, Employee Medical Screening*.

REFERENCES

UAMS Administrative Guide Policy 4.5.18, Employee Medical Screening
UAMS Administrative Guide Policy 2.1.24, Job Shadowing
UAMS Administrative Guide Policy 11.3.05 UAMS ID Badge Issuance and Replacement
Medical Staff Bylaws, Article 11.10.C, Temporary Visiting Privileges

Signature:  _____

Date: December 18, 2020

APPENDIX A

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
ACADEMIC VISITOR APPOINTMENT FORM**

Date of Request: _____

APPLICANT

Name of Visitor: _____

Citizenship: US Other: _____

If other, provide Visa Status: _____

SSN Number: _____

Date of Birth: _____

Home Institution/Organization: _____

Address: _____

Phone #1 _____ Phone #2 _____

Email #1 _____ Email #2 _____

UAMS SPONSORING OFFICIAL AND UNIT

College/Unit: _____ Department: _____

Requesting Official: _____ Title _____

Department Telephone Number: _____ Slot: _____

Location: _____

Requested Title for Visitor: **“Visiting” or “Visitor” must appear in title**

Requested Appointment Period: Start Date: _____ End Date: _____

(Required)

(Required)

Percent Time: _____

SOURCES TO PAY FOR EXPENSES

Visitor Compensation: % Time _____ Source of Funds UAMS NON-UAMS N/A (none)

If UAMS Funds: Identify Name(s) and Account #(s):

Other Costs (expenses related to the visitor’s use of UAMS resources and facilities):

Source of Funds UAMS NON-UAMS N/A (none)

If UAMS Funds: Identify Name(s) and Account #(s):

PURPOSE/JUSTIFICATION OF APPOINTMENT AND SCOPE OF RESPONSIBILITIES:

REQUEST FOR ACCESS AND PRIVILEGES (check all that apply):

INSTITUTIONAL

- UAMS Network Access
- Email Account
- Library Privileges
- Parking Privileges
- Fitness Center

CLINICAL

- Temporary Visiting Privileges
- Inpatient Info. System Access
- Outpatient Info. System Access
- Malpractice Coverage

RESEARCH RELATED RECORDS

- Research Network/Database Access
- IRB records files with subject PII
- Clinical trial records w/ subject PII
- Other human subject research records
- Participation in research projects

EDUCATIONAL

- Access to protected student records

OTHER: (specify): _____

APPROVALS OBTAINED BY SPONSORING COLLEGE OR UNIT: Prior to obtaining the Dean/Cabinet Member and Provost approvals, the sponsor must obtain approval from all applicable offices and attach documentation to this appointment form. Instructions for approvals are included below; the sponsor may call the Office of the Provost, (501) 686-5672, for questions or additional information. The first two items apply to all academic visitors.

Access or Privilege	Not Applicable	Cleared
<p>1. HIPAA Compliance (required) Level I HIPAA Training-is for visitors, vendors and volunteers who do not have direct access to patients or computer access. This training will take between 10 and 15 minutes to complete and has no quiz. It is not a substitute for Required HIPAA Privacy and Security training. https://hipaa.uams.edu/wp-content/uploads/hipaa/LevelIHIPAATraining/Level%20I%20HIPAA%20Course%20with%20audio.htm</p> <p>Required HIPAA Privacy and Security- is for UAMS Workforce members including visitors who will have direct access to patients and UAMS computer systems. This training will take about one hour and has a quiz at the end. Contact the UAMS HIPAA Office at 501-603-1379 or hipaa@uams.edu to obtain this HIPAA training.</p>		
<p>2. IT Security – Confidentiality Agreement (required) The prospective visitor should access the URL – https://apps.uams.edu/ConfidentialityAgreement/InternalForms/Default.aspx, complete the electronic Confidentiality Agreement and click submit.</p>		
<p>3. IT Security- System/database approvals The sponsoring unit administrator should call Information Technology at 501-686-8555 and ask for the IT Security Admin Department, explain the access that is needed, the specific database or system required, then complete the following. I, _____, spoke with _____ on _____. (date)</p>		
<p>4. Conflict of Interest Office If the visitor will be a <u>key personnel</u> involved in federally-funded research, he/she must complete the Conflict of Interest Form. The prospective visitor should contact the Compliance Office at 501-686-6447 for instructions about how to complete the form</p>		
<p>5. Research Compliance If the prospective visitor will be involved in any type of research, the sponsor should call the Research Compliance Office at 501-686-8062, explain the request, and then complete the following. I, _____, spoke with _____ on _____. (date)</p>		

<p>6. Immigration Office The sponsoring unit administrator should call the Immigration Office at 501-686-8132, explain the request, and then complete the following. I, _____, spoke with _____ on _____. (date)</p>		
<p>7. Professional Staff Services (Applicable for Temporary Visiting Privileges requests Only) The sponsoring unit administrator should call Professional Staff Office at 501-686-8509, explain the request, and then complete the following. I, _____, spoke with _____ on _____. (date)</p>		
<p>8. SEHS New Employee Medical Screening Academic Visitors must complete a New Employee Medical Screening prior to the start date on campus. Contact Student and Employee Health Services (SEHS) at 501-686-6565, and then complete the following. I, _____, spoke with _____ on _____. (date)</p>		

SIGNATURES:

1. Department Head/Director: _____ Date: _____
2. Dean or Cabinet Member/Designee: _____ Date: _____

This application will be accepted in the Office of the Provost only after all approvals for access and privileges have been obtained, all required documentation has been attached, and the two signatures above have been provided.

Attach current curriculum vitae or resume and the required documentation for access and privileges to this appointment form; then submit to the Office of the Provost, Central Building, Room 1/119, Slot 541.

Provost/Designee _____ Date: _____

Once approved, the sponsoring unit will be notified. Access to email/databases and obtaining an ID badge may occur only after this approval is complete.