



**HWC
COM POLICY TITLE: Clinical Assignment and Selection of Visiting Students**

**HWC
COM POLICY NUMBER: AA.045**

INITIAL EFFECTIVE DATE: January 23, 2026	LAST REVISION DATE: January 23, 2026	RESPONSIBLE DEPARTMENT, DIVISION: Curriculum Committee Office of Student Affairs
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POLICY STATEMENT

It is the policy of HWC
COM that resources used to accommodate visiting medical students in its medical education program will not significantly diminish the resources available to already enrolled medical students.

Furthermore, HWC
COM will:

- Verify the credentials of each visiting medical student.
- Ensure that each visiting medical student demonstrates qualifications comparable to those of the HWC
COM medical students with whom the visiting student will join in educational experiences.
- Maintain a complete roster of visiting medical students.
- Approve each visiting medical student’s assignments.
- Provide a performance assessment for each visiting medical student.
- Establish health-related protocols for visiting medical students.
- Ensure that visiting medical students are aware of HWC
COM policies that define mistreatment and mechanisms for reporting mistreatment without fear of retaliation.
- Inform visiting medical students of the policies in place to 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.

SCOPE

This policy applies to all visiting medical students and to all staff and administrators responsible for implementing the visiting student program at HWC
COM.



REASON FOR POLICY

This policy ensures that HWC COM meets all responsibilities related to visiting medical student.

This policy relates to LCME Standard 5.10, which states that “The resources used by a medical school to accommodate any visiting and transfer medical students in its medical education program do not significantly diminish the resources available to already enrolled medical students.”

This policy also relates to LCME Standard 10.8, which outlines the medical school’s responsibilities regarding visiting students.

DEFINITIONS

TERM	DEFINITIONS
Visiting medical students	Non-HWC COM medical students hosted by HWC COM to participate in clinical learning activities at HWC COM-affiliated clinical sites.
Significantly diminish	Affect the quality of learning or interfere with the ability of an HWC COM student to participate in a clinical learning activity altogether or at a particular site normally available to HWC COM students.

ROLES AND RESPONSIBILITIES

Associate Dean for Student Affairs

RELATED RESOURCES

[Policy and Procedure, Supervision of Medical Students](#)

[Policy, Student Mistreatment](#)

[Policy and Procedure, Protection from Infectious and Environmental Exposures](#)

[Policy, Student Workload During Academic Years 3 and 4](#)

[Policy and Procedure, Effects of Infectious and/or Environmental Disease or Disability on Educational Activities](#)

Policy: Visiting Students

Procedure: Clinical Assignment and Selection of Visiting Students

CONTACTS

Office of Student Affairs
11200 SW 8th ST, AHC2 390W2
(305) 348-0644



HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date: January 23, 2026

Review Dates: N/A

Revision Dates:



**HWC
COM PROCEDURE TITLE: Clinical Assignment and Selection of Visiting Students**

**HWC
COM PROCEDURE NUMBER: AA.046P**

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PROCEDURE STATEMENT

1. Each January, the Assistant Dean for Clinical Education, in conjunction with Clerkship Directors, will provide GME Program Directors and the DIO with the number of spots available for visiting students per rotation for the following academic year (May - April).
2. HWC
COM will only accept visiting medical students applying through VSLO.
3. The HWC
COM Office of Student Affairs will manage all VSLO activities and will review applications to verify the credentials of each applicant and to ensure that each visiting medical student demonstrates qualifications comparable to those of the HWC
COM medical students.
4. GME Program Directors will review eligible applications and make selections based on departmental needs and individual student qualifications.
5. The Office of Student Affairs will send acceptance notifications via VSLO and will maintain a complete roster of visiting medical students, including: student name, home institution, rotation type and dates, documentation of credentials, and health requirements.
6. The Office of Medical Education will collect and send clinical performance assessments to visiting students' home institutions.
7. The Office of Medical Education will send evaluations of the rotation experience to visiting medical students, collect that information, and share it with the appropriate Program Directors, Clerkship Directors, faculty, and residents to inform future process improvements. The Curriculum Committee will also review evaluation data from visiting students on an annual basis.

FORMS

N/A



ROLES AND RESPONSIBILITIES

Associate Dean for Student Affairs

RELATED RESOURCES

Visiting Students
Policy: Clinical Assignment and Selection of Visiting Students

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