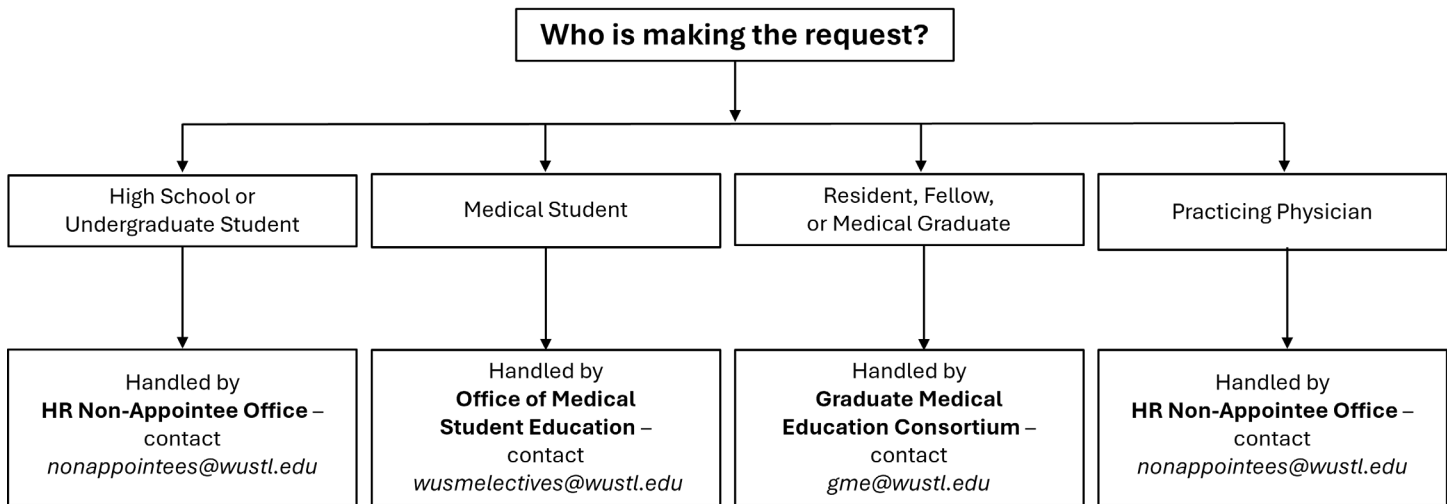


WUSM VISITOR GUIDELINES

If you receive a request from a prospective visitor to Washington University School of Medicine (WUSM), refer to the guidelines below to ensure that proper procedures are followed. This guide was created in partnership by the Graduate Medical Education Consortium (GME), Office of Medical Student Education (OMSE), and WUSTL HR Non-Appointee Office.

If you have questions, contact one of the email addresses listed below:



Find more details about how to arrange for each type of visitor in either clinical or research spaces on the following pages.

IN CLINICAL SPACES

HIGH SCHOOL & UNDERGRADUATE STUDENTS

Allowed? YES

Processed by: HR Non-Appointee Office

- Email: nonappointees@wustl.edu
- Website: hr.wustl.edu/non-appointee-visitor-observer

Duration: 30 days or less

Notes:

- After being approved by the hosting department, high school and undergraduate students must complete the appropriate visitor/observer packet with the HR Non-Appointee Office. **This is required even if the student is a WUSTL undergraduate.**
- For events lasting 7 days or more, or taking place in BJC controlled spaces (any duration), a background check and drug screen are required.
- If the student is a minor, Youth Protection protocols must be observed.

MEDICAL STUDENTS

Allowed? Only in certain circumstances:

- **WUSM students** may shadow, with no central approval required
- **Visiting medical students** may NEVER come for shadowing/observation in clinical spaces
- **Visiting medical students** may come for a for-credit rotation **ONLY IF** approved by OMSE

Processed by: Office of Medical Student Education (OMSE) Electives Office

- Email: wusmelectives@wustl.edu
- Website: md.wustl.edu/academics/visiting-students

Duration: 4 weeks* (cannot be extended; each visiting student is only allowed one rotation)

Notes:

- WUSM medical students are allowed to shadow in clinical spaces. These experiences are handled at the department level with no oversight from OMSE or any central office.
- Visiting medical students may arrange for-credit clinical rotations **ONLY** once they have completed all core clerkships (Internal Medicine, OBGN, Neurology or Family Medicine, Pediatrics, Psychiatry, and Surgery).
- Visiting medical students **MUST** be enrolled in one of the following (no exceptions):
 - Domestic LCME-accredited MD program or COCA-accredited DO program
 - International medical school in [AAMC's VSLO Global network](#)
 - International medical school with a bilateral affiliation agreement with WUSM
- Visiting medical students are limited to preexisting MD elective courses and must apply through AAMC's Visiting Student Learning Opportunities (VSLO) platform.

2-week rotations are permitted **only if the requested course is not offered as a 4-week rotation.*

RESIDENTS, FELLOWS & MEDICAL GRADUATES

Allowed? YES (restrictions apply)

Processed by: Graduate Medical Education Consortium

- Email: gme@wustl.edu
- Website: gme.wustl.edu/program-leadership/elective-rotations

Duration: 30 days or less (cannot be extended)

Notes:

- All clinical experiences (including hands-on AND hands-off observerships) for residents, fellows, and medical graduates (domestic and international) are arranged through GME. Refer to the flow chart on the [GME website](#) for more detailed information.
- For events lasting 7 days or more, or taking place in BJC controlled spaces (any duration), background checks and drug screen are required.

PRACTICING PHYSICIANS

Allowed? YES (if no longer pursuing graduate medical education)

Processed by: HR Non-Appointee Office

- Email: nonappointees@wustl.edu
- Website: hr.wustl.edu/non-appointee-visitor-observer

Duration: 30 days or less

Notes:

- After being approved by the hosting department, practicing physicians who have completed postgraduate medical training must complete the appropriate visitor/observer packet with the HR Non-Appointee Office.
- These visitors **MUST NOT** be seeking GME credit for their experience at WUSM.
- For events lasting 7 days or more, or taking place in BJC controlled spaces (any duration), background checks and drug screen are required.

IN RESEARCH SPACES

VISITING RESEARCHERS (PAID)

These visitors are typically a faculty member or student researcher on leave from an academic appointment at another institution.

Allowed? YES (no clinical activity)

Processed by: HR Non-Appointee Office

- Email: nonappointees@wustl.edu
- Website: hr.wustl.edu/non-appointee-visitor-observer

Duration: At least 30 days, no more than 2 years

Notes:

- No clinical activity is allowed for this type of visitor.
- After being approved by the hosting department, visiting researchers must complete the appropriate visiting researcher packet with the HR Non-Appointee Office.
- For events lasting 7 days or more, or taking place in BJC controlled spaces (any duration), background checks and drug screen are required.
- An agreement with the Joint Research Office for Contracts (JROC) may be necessary.
 - Email: researchcontracts@wusm.wustl.edu
 - Website: research.wustl.edu/offices/jroc

VISITOR/OBSERVERS (UNPAID)

These visitors are granted access to the university to view facilities or procedures, and are not employed by or affiliated with the university as a student, faculty member or employee.

HIGH SCHOOL & UNDERGRADUATE STUDENTS

Allowed? YES (must receive academic credit)

Processed by: HR Non-Appointee Office

- Email: nonappointees@wustl.edu
- Website: hr.wustl.edu/non-appointee-visitor-observer

Duration: Dependent on credit duration

Notes:

- After being approved by the hosting department, high school and undergraduate students must complete the appropriate visitor/observer packet with the HR Non-Appointee Office. **This is required even if the student is a WUSTL undergraduate.**
- Students must provide proof of academic credit to be received.
- For events lasting 7 days or more, or taking place in BJC controlled spaces (any duration), background checks and drug screen are required.
- If the student is a minor, Youth Protection protocols must be observed.

MEDICAL STUDENTS (WUSM)

Allowed? YES

Processed by: EXPLORE Program & Office of Medical Student Research and Scholarship (OMSR)

- EXPLORE Email: explore@wustl.edu
- EXPLORE Website: md.wustl.edu/career-development/explore
- OMSR Email: omsr@wustl.edu
- OMSR Website: md.wustl.edu/career-development/office-of-medical-research/apply

Duration: Variable (EXPLORE projects are typically 8–16 weeks)

Note: Application process varies, depending on length of research and program of study.

MEDICAL STUDENTS (NON-WUSM)

Allowed? YES

Processed by: HR Non-Appointee Office

- Email: nonappointees@wustl.edu
- Website: hr.wustl.edu/non-appointee-visitor-observer

Duration: 30 days or less

Notes:

- After being approved by the hosting department, visiting medical students must complete the appropriate visitor/observer packet with the HR Non-Appointee Office.
- Students must provide proof of academic credit to be received.
- For events lasting 7 days or more, or taking place in BJC controlled spaces (any duration), background checks and drug screen are required.

RESIDENTS, FELLOWS & MEDICAL GRADUATES

Allowed? YES (restrictions apply)

Processed by: Graduate Medical Education Consortium

- Email: gme@wustl.edu
- Website: gme.wustl.edu/program-leadership/elective-rotations

Duration: 30 days or less

Notes:

- All experiences for visiting residents, fellows, and medical graduates (domestic and international) are arranged through Graduate Medical Education (GME). Refer to the flow chart on the [GME website](#) for more detailed information.
- If these visitors are producing work product, they must receive credit for the experience.
- WUSM does NOT provide financial support, housing support, or visa sponsorship.