WUSM VISITOR GUIDELINES

If you receive a request from a prospective visitor to Washington University School of Medicine (WUSM) for training, observation, or research purposes, 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 Visiting Learner Team.

Neither WUSM nor the GME consortium are obligated to provide financial support, housing support, or visa sponsorship for any visiting learner.

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

Find out how to arrange for each type of visitor in clinical or research spaces on the following pages.

IN CLINICAL SPACES

HIGH SCHOOL & UNDERGRADUATE STUDENTS

Allowed? YES

Processed by: HR Visiting Learner Team

- Email: visitinglearners@wustl.edu
- Website: hr.wustl.edu/visiting-learner-process

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 Visiting Learner Team. 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 (more than one day), a background check and drug screen are required.
- If the student is a minor, Youth Protection protocols must be observed.

Last updated July 30, 2024. To request edits, email wusmelectives@wustl.edu.
**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* (unless a department explicitly requests an extension to 8 weeks)

**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/oversight/elective-rotations

**Duration:** 30 days or less (cannot be extended)

**Notes:**

- ALL clinical experiences for domestic and international residents, fellows, and medical graduates are processed through GME. These experiences are arranged **ONLY** with approval from the host training program (applications are submitted on behalf of visiting learners by the host program).
- For hands-off observerships lasting 7 days or more, or taking place in BJC controlled spaces (more than one day), background checks and drug screen are required. Hands-on clinical rotations require significant additional documentation.
PRACTICING PHYSICIANS

Allowed? YES (for hands-off observerships, if no longer pursuing graduate medical education)

Processed by: HR Visiting Learner Team

- Email: visitinglearners@wustl.edu
- Website: hr.wustl.edu/visiting-learner-process

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 Visiting Learner Team.
- 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 (more than one day), 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 Visiting Learner Team

- Email: visitinglearners@wustl.edu
- Website: hr.wustl.edu/visiting-learner-process

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

Notes:

- No hands-on clinical activity is allowed for this type of visitor.
- Visiting researchers may NOT shadow or observe in clinical spaces. Any time in clinical spaces must be directly related to research endeavors.
- After being approved by the hosting department, visiting researchers must complete the appropriate visiting researcher packet with the HR Visiting Learner Team.
- For events lasting 7 days or more, or taking place in BJC controlled spaces (more than one day), 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

Last updated July 30, 2024. To request edits, email wusmelectives@wustl.edu.
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 Visiting Learner Team

- Email: visitinglearners@wustl.edu
- Website: hr.wustl.edu/visiting-learner-process

Duration: Dependent on credit duration

Notes:

- No hands-on clinical activity is allowed for this type of visitor.
- Visiting researchers may NOT shadow or observe in clinical spaces. Any time in clinical spaces must be directly related to research endeavors.
- After being approved by the hosting department, high school and undergraduate students must complete the appropriate visitor/observer packet with the HR Visiting Learner Team. 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 (more than one day), background checks and drug screen are required.
- If the student is a minor, Youth Protection protocols must be observed.

MEDICAL STUDENTS (NON-WUSM)

Allowed? YES (must receive academic credit)

Processed by: HR Visiting Learner Team

- Email: visitinglearners@wustl.edu
- Website: hr.wustl.edu/visiting-learner-process

Duration: Dependent on credit duration

Notes:

- No hands-on clinical activity is allowed for this type of visitor.
- Visiting researchers may NOT shadow or observe in clinical spaces. Any time in clinical spaces must be directly related to research endeavors.
- After being approved by the hosting department, visiting medical students must complete the appropriate visitor/observer packet with the HR Visiting Learner Team.
- Students must provide proof of academic credit to be received.
- For events lasting 7 days or more, or taking place in BJC controlled spaces (more than one day), background checks and drug screen are required.
- Visiting medical students conducting research may NOT shadow or observe in clinical spaces. Any time in clinical spaces must be directly related to research endeavors.
RESIDENTS, FELLOWS & MEDICAL GRADUATES

Allowed? YES (restrictions apply)

Processed by: HR Visiting Learner Team

- Email: visitinglearners@wustl.edu
- Website: hr.wustl.edu/visiting-learner-process

Duration: Flexible

Notes:

- No hands-on clinical activity is allowed for this type of visitor.
- Visiting researchers may NOT shadow or observe in clinical spaces. Any time in clinical spaces must be directly related to research endeavors.
- After being approved by the hosting department, visiting medical students must complete the appropriate visitor/observer packet with the HR Visiting Learner Team. Additional documentation from the appropriate training program director may be required.