University of Maryland Department of Radiation Oncology
Policy on Visiting Physicians, Residents, Researchers, and Students
Approved by Executive Research Council on June 30, 2016
Approved by William F. Regine, MD, Department Chair, on July 11, 2016
Effective July 11, 2016
Revised July 2018
Revised June 2024; Part B added
Revision approved by William F. Regine, MD, on June 1, 2024

PART A. General Policy and Requirements

This policy is intended to clarify general requirements relative to individuals who wish to come as temporary observers/participants (>1 week) in clinical or nonclinical activities in Radiation Oncology.

All such individuals must be approved by the Executive Academic and Advisory Council (EAAC) prior to initiation of any arrangements (including administrative) for their visit. EAAC approval will require the following basic information, to be submitted well in advance of its once-monthly meeting, by the division sponsor/host:

(1) A detailed description of the reason for the visit, anticipated dates and length of stay, faculty host, and any complicating circumstances (visa status, etc.) of which the department should be aware. For individuals from outside the U.S., a statement about sources of financial support during the visit should be included. (Note that a new UMB rule will require that all visiting scholars/students be financially supported for their stay by their home institutions; no personally funded visitors.);
(2) An updated CV from the visitor;
(3) A curriculum or outline of anticipated activities while the individual is visiting, including details of anticipated access in the clinic* and in research laboratories; expectations of the visitor/home institution during the visit; details of what will be expected of the visitor in terms of work-in-kind; and details on how the individual will be monitored during the visit; and
(4) A signed letter from the head of the Department of Radiation Oncology section (Clinical, Physics, Translational Radiation Sciences Divisions, or Education Program) that will be hosting the visitor.

*NOTE: Any visitors whose activities will include clinical access must first submit these materials for the approval of the department's Director of Education (Sarah McAvoy, MD). For medical students and residents, Dr. McAvoy may provide final approval without EAAC review.

Without this approval process, the visitor will not be considered by the EAAC and the request to visit will be denied. The EAAC will send final notification of approval, including referral to administrative and other steps as needed and based on the items provided in the consideration process.

This policy applies to the following individuals who wish to spend time in the department as visiting:

1. Medical students (with the exception of University of Maryland School of Medicine students);
2. Residents;
3. Interns;
4. Scholars and scientists (researchers);
5. Physicians (both researchers and clinicians); or
6. Observers.
7. Other students and trainees.

With the exception of:

1. Individuals on very brief visits (<1 week) and hosted by department faculty during that time (host divisions should still notify the department's education staff [Dionna Robinson] and administrative staff [Cameron Chason] so that these visitors can be counted in the department's yearly totals);
2. Individuals being hosted as visitors by other departments at UMMC/UMSOM who may arrange special instruction with Department of Radiation Oncology faculty.

   Compliance with this policy means that no faculty member should extend an invitation for visits to the department without prior approval by the EAAC.

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PART B. Responsibilities of Host Division/Faculty and Additional Considerations

Academic exchange, through visits of varying lengths from individuals at all levels from trainees to distinguished scholars, is an important part of the national and international cooperative flow of instruction, skill sharing, instrumentation advancement, and clinical innovation in radiation oncology. At Maryland, we are fortunate to have growing interest from outside visitors in working with us. Hosting such visitors in the department carries with it specific and significant responsibilities. Understanding and following through on these responsibilities will enhance the visitor experience and avoid unexpected obstacles (including potential legal and other serious issues).

Division Responsibilities

Each division must designate an individual faculty member (host) and administrative personnel within the host's division who are responsible for each academic visitor. These individuals must ensure that the visitor is in compliance with all relevant policies. In addition, the division is responsible before the planned visit for:

- Seeing that the required materials are submitted to the EAAC for approval of the visit.
- Notifying the visitor of approval or denial.
- Notifying RadOnc administration (Cameron Chason) of exact dates for the visit.
- Working with RadOnc administration (Cameron Chason) to identify additional information needed. **Gathering this information from the visitor is the responsibility of the host division.** Note that this may include (but will not be limited to):
  --A CV in UM SOM format;
  --Information needed for visa support and approval;
  --Information needed by UMB for institutional approval;
  --A schedule of specific training/certification required; and
  --Letters of support as required (these vary with visitors and origins).
- Notifying RadOnc Education (Sarah McAvoy, MD, Vice Chair) when the visitor is a student (high-school to postdoctoral) to determine whether additional considerations apply to the visit.
- Assigning space as needed to the visitor.
- Securing appropriate campus ID, orientation materials, designated work space access, etc. for the visitor.

Host Responsibilities

The designated host is responsible for seeing that the division tasks are completed in a timely manner and that both department administration and the visitor are regularly apprised of the status of the planned visit (see time considerations below). The host is also directly responsible for:

- Seeing that all necessary training is completed in a timely manner;
- Setting research or other goals for the visit;
- Appropriate assignment of work/research/duties;
- Monitoring of progress and identification of milestones;
- Observing performance and conduct in the workplace;
- Serving as a resource for the visitor; and
- Providing a summary report on the visit, any products (research, presentations, etc.), and planned follow-up.

Limitations and Additional Considerations

Timing:

Arrangements for each visitor require a complex series of detailed activities from department and university staffs. These are time-consuming and must be accomplished in an established sequence. When visitors come from outside the U.S., the complexity is increased exponentially with the involvement of state and federal regulations, visa requirements, and home institution requirements. Potential time lags (and unexpected complications) between invitations and planned visits must be taken into consideration. Simple institutional (UMB) approval requires at least 3 weeks, and approval for international visitors may require as much as 3–4 months. Consultation with department administration (Cameron Chason) is important before identifying a specific time period for the visit.

- *Note: Hosting a visitor who is a minor (an individual <18 y of age) in any lab, research, or clinical space in our department requires a series of special approvals through the UM SOM and UMB. These approvals include but are not limited to verification of parental/custodial permission, Environmental Services inspection of the research area, approval of detailed activities, and additional review of research subject matter. Plans must be made and approved well in advance of such visits.*

Capacity:

One of the elements in EAAC approval is the department's capacity to accommodate visitors and ensure that the number of visitors (even as observers) does not have a negative effect on workflow, patient care, lab space, research work, or educational activities. Host divisions should be aware of the potential for such negative effects in their own activities and plan accordingly.

Legal constraints:

Several states have placed restrictions on visitors from outside the U.S. to research labs, most recently in response to the CHIPS and Science Act of August 9, 2022. UMB has begun to place such restrictions and associated certifications in place in relation to funded research. The department is ultimately responsible for visitors' activities. Host divisions are responsible for ensuring that visitors' access to clinical and/or research data, instrumentation and/or innovations in development, and new technologies is appropriate and consistent with any relevant regulations or restrictions.