UNMC Visitor Registration Checklist
For sponsoring department

The hosting department must submit the following information to IHME (International Health and Medical Education) for visitor approval.

UNMC visitor registration form for either short stay (seven calendar days or fewer) or long stay (eight calendar days and longer).

- Minimum of two weeks advance notice required for visit of seven days or fewer.
- Minimum of one month advance notice required for visit of eight days or longer.

Verify need for affiliate hardware account, if necessary.

Provide proof of medical malpractice liability insurance (if required)

Verify online training required:
- Collaborative IRB Training Initiative
- Comprehensive Health History Questionnaire
- General Bio-safety
- Institutional Animal Care and Use Committee
- Micro-isolator Training
- Occupational Health and Safety Animal Contact
- NOTE: all visitors are required to complete HIPAA, HIPAA 2013 renewal, blood borne pathogen, cultural competence and safety trainings and the UNMC statement of understanding.

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