

**From:** HMS-Visiting Clerkship & Health Policy Summer Programs [[mailto:vcp\\_hpsp@hms.harvard.edu](mailto:vcp_hpsp@hms.harvard.edu)]  
**Sent:** Wednesday, February 15, 2017 9:29 AM  
**Subject:** Visiting Clerkship Program @HMS

Dear Colleague:

We are pleased to announce that the Minority Faculty Development Program within the Office for Diversity Inclusion and Community Partnership of Harvard Medical School is sponsoring the **Visiting Clerkship Program (VCP)** for medical students, particularly targeting African-American, Hispanic/Latino and American Indian/Alaska Native students in their fourth year of medical school.

Since the **VCP's** inception in 1990, more than 1200 students from 50 states, Puerto Rico and Canada have participated in the program. The **VCP** is for fourth-year and qualified third-year students who wish to do an externship at Harvard Medical School's affiliated hospitals. The **VCP** is designed to increase medical student awareness of opportunities in academic medicine, to increase their consideration of an academic training program for internship and residency, and especially, to increase the number of minority students applying to HMS-affiliated hospital training programs.

We have enclosed **VCP** program brochures (with current monthly application deadline dates for this year's prospective applicants), and flyers. The brochures provide details on eligibility requirements and financial assistance for applicants. We encourage prospective students to download our most current Training Directory for Harvard Medical School's affiliated hospitals from the website for the Minority Faculty Development Program at Harvard Medical School: [www.mfdp.med.harvard.edu](http://www.mfdp.med.harvard.edu) .

Please help us reach out to interested students by posting or distributing the program materials. If you have any questions or would like electronic copies of both the flyer and brochure, please feel free to contact us at 617-432-4422 or email the **VCP** office at [vcp\\_hpsp@hms.harvard.edu](mailto:vcp_hpsp@hms.harvard.edu).

Sincerely,

Visiting Clerkship Program

Attachments:

1. VCP Brochure
2. Training Directory Flyer

## OVERVIEW

The Visiting Clerkship Program provides support for fourth-year and qualified third-year minority (African-American, Hispanic/Latino and American Indian/Alaska Native) medical students to participate in the Harvard Medical School Exchange Clerkship Program. It was designed to:

- Increase awareness of opportunities in academic medicine
- Increase consideration of academic training programs for internship and residency
- Increase the number of minority students applying to HMS-affiliated hospital training programs

The Visiting Clerkship Program is sponsored by the Minority Faculty Development Program of the Harvard Medical School Office for Diversity Inclusion and Community Partnership.

## PARTICIPATING HOSPITALS

Participants in the Visiting Clerkship Program will be scheduled at one of the affiliated teaching hospitals of Harvard Medical School:

Beth Israel Deaconess Medical Center  
Boston Children's Hospital  
Brigham and Women's Hospital  
Brockton/West Roxbury Veterans Affairs Medical Center  
Cambridge Health Alliance  
Dana-Farber Cancer Institute  
Harvard Vanguard Medical Associates  
Joslin Diabetes Center  
Massachusetts Eye & Ear Infirmary  
Massachusetts General Hospital  
McLean Hospital  
Mt. Auburn Hospital  
Spaulding Rehabilitation Hospital

## MORE INFORMATION

For information about the Visiting Clerkship Program, please contact the Program Coordinator at 617-432-4422 or [vcp\\_hpsp@hms.harvard.edu](mailto:vcp_hpsp@hms.harvard.edu) or visit the website at [www.mfdp.med.harvard.edu/vcp](http://www.mfdp.med.harvard.edu/vcp)

More information about the Harvard Medical School Exchange Clerk Program for Visiting Medical Students can be found at the HMS Registrar's website: [www.hms.harvard.edu/registrar](http://www.hms.harvard.edu/registrar)

## PROGRAM DETAILS

### Eligibility

Eligible participants are: full-time, fourth-year medical students in good standing at accredited US and Canadian medical schools. Third-year students who have completed their core clerkships in medicine, surgery, pediatrics, and obstetrics are also eligible. In addition to completion of core requirements, all students applying to the VCP must have completed USMLE Step 1 prior to the start of their rotation.

Students remain registered at their own schools while participating in exchange clerkships at Harvard Medical School. They are not officially enrolled as students at Harvard University.

### Length

Clerkships last four weeks and are offered year-round.

### Mentoring and Networking

VCP participants are assigned a faculty advisor and offered opportunities to network with HMS faculty, house staff and students. A dinner/luncheon meeting for faculty and students is held during each rotation.

### Course Offerings

Visiting Clerkship Program participants can take elective courses at Harvard Medical School. Please view electives in the online catalog: [www.medcatalog.harvard.edu](http://www.medcatalog.harvard.edu)

In addition, participants have access to the Harvard Medical School Countway Library, hospital seminars, and hospital workshops.

### Financial Assistance

The program will:

- reimburse up to \$400 toward the cost of traveling to and from Boston;
- pay the application processing fee required by HMS Registrar's Office.

### Housing

The Visiting Clerkship Program provides housing for participating students.

## APPLICATION

To receive a VCP application, please return the Application Request Form on the back of this brochure or call the Visiting Clerkship office at 617-432-4422; email: [vcp\\_hpsp@hms.harvard.edu](mailto:vcp_hpsp@hms.harvard.edu). We will send you the forms that are required for VCP application.

In order to complete HMS exchange clerkship application you need to go online at the registrar's website at [www.hms.harvard.edu/registrar](http://www.hms.harvard.edu/registrar) and enter your clerkship preferences and your preferred month. You can then return the requested forms along with VCP application to our office. We will forward all information to the registrar's office. The registrar's office will contact you with your assigned clerkship.

## ROTATION DATES

ROTATION MONTH	2017 - 2018 ROTATION DATES	ONLINE APPLICATION DEADLINE
June 2017	May 30 - June 25	February 28th
<i>Recess</i>	<i>June 26 - July 2</i>	<i>---</i>
July 2017	July 3 - July 30	March 31st
August 2017	July 31 - August 27	April 30th
September 2017	August 28 - September 24	May 31st
October 2017	September 25 - October 22	June 30th
November 2017	October 23 - November 19	July 31st
December 2017	November 20 - December 17	August 31st
<i>Recess</i>	<i>December 18 - January 1</i>	<i>---</i>
January 2018	January 2 - January 28	September 30th
February 2018	January 29 - February 25	October 31st
March 2018	February 26 - March 25	November 30th
<i>Recess</i>	<i>March 26 - April 1</i>	<i>---</i>
April 2018	April 2 - April 29	December 31st
May 2018	April 30 - May 28	January 31st
June 2018	May 29 - June 24	February 28th

## DEADLINES

You must enter the online application at the registrar's website at least 3 months before the desired rotation but no earlier than 6 months before the rotation. In order to be competitive for a clerkship, it is best to submit your application before the 3 month deadline. Then follow up by sending all requested materials to the VCP office. Again, for application information, please call 617-432-4422. The Registrar strictly enforces application deadlines.

# APPLICATION REQUEST FORM FOR THE VISITING CLERKSHIP PROGRAM

Name (Last) \_\_\_\_\_ (Middle Init.) \_\_\_\_\_ (First) \_\_\_\_\_ (Suffix) \_\_\_\_\_

## MAILING ADDRESS

Street \_\_\_\_\_ City/State/Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Medical School \_\_\_\_\_

Degree(s) Expected \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_

*Please mail this form to:*

Harvard Medical School  
Visiting Clerkship Program  
164 Longwood Avenue, 2nd Floor  
Boston, MA 02115

## ABOUT THE OFFICE FOR DIVERSITY INCLUSION AND COMMUNITY PARTNERSHIP AND THE MINORITY FACULTY DEVELOPMENT PROGRAM

The Minority Faculty Development Program in the Office for Diversity Inclusion and Community Partnership (DICP) was created by the Harvard Medical School Faculty Council in 1990 to support the career development of junior faculty and to address the following crucial pipeline issues:

- Increasing the pool of minority students interested in careers in science and medicine
- Promoting medical students, graduate students, and fellows to develop the needed skills for success in the academic arena
- Advancing the career development of junior faculty

The Office for Diversity Inclusion and Community Partnership (DICP) was established in 2002 to promote the increased recruitment, retention and advancement of diverse faculty, particularly individuals from groups underrepresented in medicine (URM), at HMS and to oversee all diversity activities involving Harvard Medical School (HMS) faculty, trainees, students and staff.

Our pipeline programs begin as early as the middle school level and carry on through the postgraduate level and involve curriculum development, teacher training, enhancing student research, and career development. DICP/MFDP's work addresses HMS' relationship with the community (internal and external) through the provision of programs that link HMS faculty, trainees and students with local, regional and national community-related activities.



Harvard Medical School  
Office for Diversity Inclusion and Community Partnership  
164 Longwood Avenue, 2nd Floor  
Boston, MA 02115

[www.mfdp.med.harvard.edu](http://www.mfdp.med.harvard.edu)  
617-432-4422



# VCP

## VISITING CLERKSHIP PROGRAM





# HARVARD MEDICAL SCHOOL MINORITY FACULTY DEVELOPMENT PROGRAM 2015-2017 TRAINING DIRECTORY

