Applying for Extramurals (Away Rotations) During Advanced Integration

Many students are interested in participating in rotations at other institutions across the US or around the world and the generous amount of elective time in the Advanced Integration Year allows students to explore different specialties or sites. Many opportunities exist but a certain amount of research and preparation goes into the process of applying for and securing extramural rotations.

Sections in This Guide (*click to jump*)

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➢ Using the Visiting Student Learning Opportunities Visiting Student Application Service (VSLO/VSAS)
➢ Institutions that don't use VSLO/VSAS
➢ Obtaining Documentation for Extramurals
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➢ Review and Approval: When an extramural must be reviewed and approved by LCOM Leadership
➢ International Extramural Opportunities
➢ Adding Extramurals to Your Schedule in OASIS
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<u>Some things to keep in mind:</u>

- **Many host institutions will not accept applications until they have completed scheduling for their own students.** The application process often starts in March but can be as late as June. Each institution will have its own timeline.
- **LCOM does not require students to complete extramurals**, however if you plan to apply to certain competitive specialties for residency training you may be expected to have completed at least one extramural rotation in that specialty (Emergency Medicine, Orthopedic Surgery, Surgical Subspecialties). Your specialty advisor will be a good resource for this information.
- **Applying to and attending extramurals can be expensive**. Students are responsible for all application fees, travel, food, and housing expenses associated with extramurals. Ryan Gates in Student Financial Services can help you figure out the best approach to paying for extramural opportunities.
- **Application requirements can vary across host sites**. Make sure you know what the requirements are for each site before you apply.
- **Some experiences may need to be reviewed and approved by LCOM Leadership**. <u>All</u> extramurals need to be approved to your schedule by OME. Established rotations at LCME accredited medical schools, ACGME accredited residency training programs, and military facilities will be readily approved. If your desired extramural *is not affiliated* with an accredited educational program it will likely have to be reviewed. *Please see the <u>section on review and approval</u> presented later in this document.*

Getting started

1. Talk to your specialty advisor. Your advisor will help you determine which and how many away rotations are appropriate, and possible locations that might be a good fit for your educational goals.
2. Research programs. Find out the method that individual programs use to collect applications and what their requirements are.
    a. Many US institutions (medical schools and residency programs) will use the AAMC's Visiting Student Learning Opportunities Visiting Student Application Service (VSLO/VSAS) to collect and review applications (*jump to this section*).
    b. Institutions that don't use VSLO/VSAS will advertise their process and requirements on their website.
    c. The AAMC maintains the On-Line Extramural Compendium, a searchable database of opportunities at member institutions.
    d. The Funded Away Rotations for Minority Medical Students (FARMS) Database is a directory of programs offering stipends to students underrepresented in medicine participating in visiting electives.
    e. Evaluations that previous students have completed on recent extramurals are posted in the Advanced Integration section of the Learning Commons, organized by specialty > geographic region.
3. Gather your requirements and prepare your application (*info on obtaining these follows below*).
    a. Common requirements include:
        i. Med school transcript
        ii. Proof of immunizations (including COVID-19 and a current PPD)
        iii. Proof of enrollment and good standing
        iv. Proof of Infection Control training (per OSHA standards) – this is done as part of the Hospital Mandatories you do in Cornerstone.
        v. Proof of HIPAA training – also part of the Mandatories in Cornerstone.
        vi. Proof of liability coverage
        vii. Proof of personal health insurance
        viii. N95 mask fit
        ix. Criminal background check
        x. Passage of Step 1
        xi. BLS/ACLS certification
        xii. A copy of the LCOM assessment/grading form
    b. Additional requirements can include:
        i. Letter of interest
        ii. CV
        iii. Letter of recommendation from a faculty member
        iv. Drug screening
        v. Institutional or state-specific trainings, attestations, or records checks
        vi. Clinical affiliation agreement

Using the Visiting Student Learning Opportunities Visiting Student Application Service (VSLO/VSAS)

★ To get into VSLO/VSAS for the first time you will need to have Michelle McKay activate your account, which will generate an email invitation sent to your LCOM email address from VSAS. Detailed information on using the site can be found on the How to Use the VSLO Application Service webpage.

The parts of the VSLO/VSAS application include:

- Personal information – your contact info, biographic info, photo
- Academic Information – your medical school enrollment info, clerkship completion
- Documents – required document uploads (transcript, immunization forms, etc.)

- Verification Questions – this section contains information that is verified by OME, including good standing, Infection Control training, HIPAA compliance, ACLS/BLS certification, mask fit testing, professional liability coverage, background check, and passage of Step 1.

A few details about using VSLO/VSAS that may not be obvious to student users:

1. Most of the time when institutions ask for proof of the items covered under the Verification Questions (above) you will not need to provide separate documentation of each one as OME's verification is sufficient, unless the separate documentation is specifically requested to be uploaded.
2. If an application requires certain things to be uploaded by OME you must submit the application before OME has the option of uploading the information to that application.
3. OME can only release applications to the host site when all requirements are complete.

→ A video tutorial, VSLO Application Student Training, is available on the website (AAMC sign-in required). This video will walk you through the steps of the application process.

Institutions that don't use VSLO/VSAS may have their own electronic system for collecting applications, or they may still use paper application forms and/or accept scanned/PDF versions of the materials via email. This information should be detailed on their website, often on their Registrar's or Student Affairs webpages. Searching "visiting electives" will often get you to the right place.

Most of these applications will have a section of the application form to be completed by a representative from the home institution. Please forward these forms to Michelle McKay for completion.

Obtaining Documentation for Extramurals:

- Med school transcript:
  - Log into myUVM (top right hand corner on www.uvm.edu), locate Registrar link and request an official transcript.
    - For VSLO/VSAS
      - 1. In the "Recipient" field enter VSLO c/o AAMC
      - 2. In the "Recipient's email address" field enter mmckay@med.uvm.edu
    - You may request a PDF version to be emailed directly to the host institution.
    - You may request a PDF version to be emailed to yourself.
    - You may also request a sealed paper copy of your transcript to be mailed to you or you can pick it up in the Waterman Building (this takes longer).
- Immunizations:
  - The AAMC Standardized Immunization Form is commonly used, however some host institutions require their own form to be completed.
  - Your immunizations should be on file at Student Health. We suggest you maintain a personal copy of all records, including lab reports. In most cases you'll be able to use copies of what you already have.
  - Students should follow the SHS process by completing any school-specific immunization forms themselves and bringing them to Student Health for review and certification. Alternately, forms may be filled out by your primary care provider.
- Letter of enrollment/good standing
  - Good standing and enrollment is verified by OME in VSAS.
  - OME has a standard template for this letter which verifies good standing, clerkship completion, liability coverage, personal health insurance, background check, HIPAA and Infection Control training, BLS.

- o Request a letter from [Michelle McKay](#).
- Proof of Infection Control Training (per OSHA standards) and HIPPA compliance
  - o Infection Control training and HIPAA compliance are both verified by OME in VSAS.
    <u>VT Campus Students:</u>
  - o A transcript of the Hospital Mandatories can be retrieved from Cornerstone (via [UVMMC's Remote Access Gateway](#))
    - From Cornerstone, highlight "Learning"
    - Click "View Your Transcript."
    - There's a dropdown menu that says "Active." Click on that and select "Completed."
    - Print your transcript by pressing CTRL+P.

    CT Branch Campus students should contact [Joanna Conklin](#) for proof of OSHA and/or HIPAA certification.
- Proof of professional liability coverage
  - o Liability coverage is verified by OME in VSAS.
  - o Basic amounts of coverage are stated in the letter of good standing.
  - o A copy of the coverage certificate can be requested from [Michelle McKay](#).
- Proof of personal health insurance
  - o Provide a photo or scan of both sides of your insurance card
- N95 mask fit
  - o Completion of a mask fit test is verified by OME in VSAS.
  - o If you did not receive a copy of your mask fit form in your Given box please contact [Michelle McKay](#) to see if a copy is on file at OME. Students who did their fit test at the CT Branch Campus should contact [Fatima Lugo](#) in Employee Health at Norwalk Hospital.
  - o If a host site requires a more recent fit test please contact [Michelle McKay](#) to set up a time to get a fit test at [Concentra Urgent Care in South Burlington](#).
- Criminal Background check
  - o Completion of a criminal background check, and the date, are verified by OME in VSAS.
  - o LCOM completed a criminal background check on all students prior to the clerkship year. To retrieve a copy of the report follow these instructions:
    - Paste this link into your browser: https://applicationstation.certiphi.com/
    - 2. Click the "Log In" button
    - 4. Enter Username and Password, followed by your previously created security questions
    - 5. Click "View" button
    - 6. Click "Download Background Check Report" to print or save your report
    - If you experience problems logging in, please call the Certiphi IT Help Desk at 1-800-803-7860, extension 2006.
  - o If a host site requires a more recent background check it is the student's responsibility to obtain one. A commonly used, and inexpensive, service is [SentryLink](#). Additional options are [listed on the VSLO website](#).
- Passage of Step 1
  - o Passage of Step 1 is verified by OME in VSAS
  - o If you kept a copy of the score report you were able to download after your score became available you can use that.
  - o If you do not have a copy of your score report you will need to order one from the [Federation of State Medical Boards](#) for a fee.
- BLS/ACLS certification
  - o OME verifies whether or not you are certified for BLS and/or ACLS, with the expiration date, in VSAS.
  - o You should have received a copy of your BLS card/certificate after training was completed. If you do not have a copy please follow these steps retrieve a copy from the RQI 1 Stop Program:
    - Log in to your account at https://uov.rqi1stop.com

- Go to your "Completed Programs" tab
- Click review under the assignments
- Click "view eCard"
- Download or Print once you hit "view eCard"
- Contact Matt Bellmay or Jim Court in the Sim Lab with questions or problems accessing your card.
- If recertification is required you can complete that through the Sim Lab. CT campus students can contact Joanna Conklin for recertification in Connecticut.
  - ACLS will be completed during Advanced Integration and is a graduation requirement. Sim Lab staff will contact students directly to set up training.
- The LCOM assessment/grading form
  - The clinical assessment form is available to download from the Preparing for Advanced Integration webpage.
  - The research assessment form is available to download from the Preparing for Advanced Integration webpage.
- CV
  - The AAMC's Careers in Medicine website has a page dedicated to Writing a Curriculum Vitae, including examples.
- Letters of recommendation from a faculty member
  - Generally from a faculty member with whom you worked clinically and who can comment on your skills and attributes.
  - If a host site requires a LoR to be uploaded by the home school, please have the writer send it to Michelle McKay to be uploaded. If you are getting more than one LoR please make it clear to Michelle which letter should be attached to which applications.
  - LoRs for extramurals should be separate from LoRs meant for residency application.
- Drug screening
  - Students are responsible for the cost of a drug screening if it is required for an extramural application.
  - Locally, drug screens can be performed at Concentra Urgent Care in South Burlington for approximately $90. Concentra has locations all over the US.
  - Additional options are listed on the VSLO website.
- Clinical Affiliation Agreement
  - Some host sites will require an affiliation agreement with UVM LCOM in order for you to rotate there, if one hasn't already been established.
  - If requested, please put the contact person at the host site in touch with Michelle McKay to initiate an agreement and facilitate its completion.
    - These agreements can take several months of negotiations to finalize. **An agreement request within 30 days of the proposed start of a rotation will likely not be accepted.** A minimum of 60 days is preferred.
    - Every agreement must be reviewed by UVM's Office of General Counsel and Department of Risk Management, and signed by both Dean Page and the Provost of UVM.

Housing During Extramurals

Most host institutions are not able to offer housing to visiting students, but they will likely be able to direct you to resources to help you find a place to stay. Some students choose extramurals in regions where they have family or friends with whom they can stay during the rotation. Connecting with alumni in the area may also be helpful for finding a place to stay, as well as offering insight into practicing in that region and perhaps the specialty you are interested in. Connect with alumni via the Medical Alumni Directory or with UVMconnect.

RotatingRoom.com is a student-run website that helps medical students find and post sublets while doing away rotations at hospitals around the country. It provides google-mapped results, public transportation directions, panoramic street views, and more.

Review and Approval: When an extramural must be reviewed and approved by LCOM Leadership

Rotations that are not offered through LCME accredited medical schools, ACGME accredited residency training programs, or military facilities (i.e. private practices, independent healthcare organizations or hospitals/clinics not affiliated with an accredited training program, out-of-network VT locations) will need to be reviewed to ensure they meet the appropriate goals and objectives that are expected from a 4th year rotation.

Students must complete the Extramural Approval Form, including as much detail as possible using terms from Bloom's Taxonomy (attached to the form). An example of an acceptable form is linked at the top of the form.

A list of previously approved experiences is posted on the Preparing for Advanced Integration webpage.

International Extramural Opportunities

If conditions allow for safe international travel, students may be permitted to participate in international extramural opportunities (these are separate from LCOM-sponsored Global Health Program Opportunities).

All international experiences must be reviewed and approved by the Global Health Leadership Team. Requests for international extramurals must be submitted at least six months in advance of your proposed travel.

Students will enroll in course number **MD3090 Global Health Field Elective** in OASIS, regardless of specialty.

LCOM students who plan to do an international rotation are required to participate in the university's GoAbroad program. Please contact Dilyara Nurkhametova, the Liaison for Medical Student International Rotations, to start the process. The Office of International Education would like you to complete the process within a 2-week period. You should complete the process about 3-4 months prior to your intended travel date if possible.

Adding Extramurals to Your Schedule in OASIS

In order to get academic credit for extramurals they must be added to your OASIS schedule in advance of the start date of the rotation.

⇨ Students will add themselves to the waitlist for the appropriate Extramural course in OASIS and complete the information form so the rotation name and location appear on the schedule. A "blank" extramural listing will not be approved and will remain as "waiting" on the schedule. The info form is accessed from the Advanced Integration schedule page in the *Actions* column by clicking the "Extramural info" link. Please see the OASIS Student User Guide for basic info on adding courses in OASIS.

Each department has a corresponding Extramural course in OASIS (1090 for clinical, 2090 for research). As stated above, international extramurals should be added as MD 3090 Global Health Field Elective.

Department	Clinical	Research	Notes
Anesthesiology	ANES 1090	ANES 2090	includes Pain Management
Emergency Medicine	EMED 1090	EMED 2090	includes Wilderness Med, may include Toxicology
Family Medicine	FM 1090	FM 2090	may include Palliative Care, Geriatrics
Interdisciplinary & Administrative	MD 1090	MD 2090	anything that doesn't fit easily into one of the main departments (like Medical Spanish*)

Department	Clinical	Research	Notes
Medicine	MED 1090	MED 2090	includes all medical subspecialties (Cards, Derm, Endo, GI, Hem/Onc, ID, Neph, Pulm, Rheum…)
Neurology	NEUR 1090	NEUR 2090	
Obstetrics & Gynecology	OBGY 1090	OBGY 2090	
Orthopaedics	ORTH 1090	ORTH 2090	includes PM&R, Sports Med
Pathology	PATH 1090	PATH 2090	includes Blood Bank
Pediatrics	PED 1090	PED 2090	
Psychiatry	MDPS 1090	MDPS 2090	may include Addiction Med, Triple Boards
Radiology	RAD 1090	RAD 2090	includes RadOnc
Surgery	SURG 1090	SURG 2090	includes all surgical subspecialties (SICU, CT, Neurosurg, Ped Surg, Vascular, ENT, Urology, Plastics, SurgOnc, ACS, Transplant, Ophthalmology…)
International Extramurals	MD 3090		includes experiences in any specialty, separate from LCOM-sponsored Global Health Program rotations.

*The 3-level Medical Spanish course through Canopy Innovations is a popular course among students. Because it is offered through a 3rd party and a fee is associated with it, it is considered as an Extramural (MD 1090) for scheduling/enrollment purposes. The course consists of 3 proficiency levels of 12 lessons each, specifically tailored to medical professionals and supported by the National Institutes of Health. The full course (all 3 levels) has been approved to fulfill 4 weeks of elective credit during Advanced Integration. It is graded pass/fail. Students will forward copies of all 3 completion certificates to the Advanced Integration Level Coordinator in order to receive credit for the course. LCOM is able to offer a **discount code** for the 3-level program, please email the Advanced Integration Level Coordinator to receive the code and instructions.

Grading and Assessment of Extramurals

LCOM uses an Honors/Pass/Fail grading scale for Advanced Integration. Per Policy 540.50 in the Student Handbook, only UVM faculty can award a grade of Honors, thus an Honors grade received at an extramural location will recorded as "Unofficial Honors" and will appear on the transcript as "UH". This is noted in the transcript key and is explained in the Medical Student Performance Evaluation (MSPE) for residency application when applicable. A grade of "High Pass" from another institution will be recorded as a Pass on the transcript with a notation in the final course evaluation.

A final assessment/evaluation form must be received by OME in order for a grade to be recorded and credit to be awarded. It is the student's responsibility to make sure that evaluations are returned. Copies of the LCOM assessment form are available for download on the Preparing for Advanced Integration webpage so that students may give them to their evaluators for completion. We will accept the forms used by another institution of they will not complete ours and final grades will be translated to LCOM's grading scale when necessary.

Important Links

- AAMC's Visiting Student Learning Opportunities Visiting Student Application Service
  - How to Use the VSLO Application Service
  - VSLO Application Student Training tutorial video (*AAMC login required*)
  - VSLO Student Essentials Guide
- AAMC's On-Line Extramural Compendium
- AAMC's Careers in Medicine website (*AAMC login required*)
- LCOM's Preparing for Advanced Integration webpage

- [Advanced Integration FAQ](#) page
- [Medical Alumni Directory](#)
- [UVMconnect](#)
- Student Handbook [Policies related to Advanced Integration](#)