Clerkships Requirement Checklists: Student Instructions
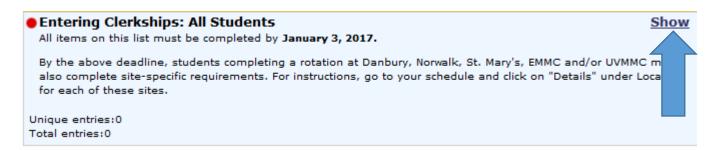
- Log-In to Oasis using your COMIS credentials.   **https://uvm.oasisscheduling.com/**
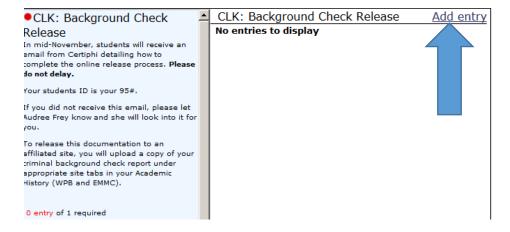
- Choose Clerkship Year (2019-2020)

- Select "Schedule" (Green Button top of page)

- See Announcements Box to access the Requirements Checklist for all students entering the Clerkship Year, and to access your Academic History. You will upload forms to both.

Announcements
- You have Requirement Checklist items to complete.
- View your Academic History.

- Click on "Requirement Checklist" in the Announcement Box. All students must complete the "Entering Clerkships: All Students" checklist.

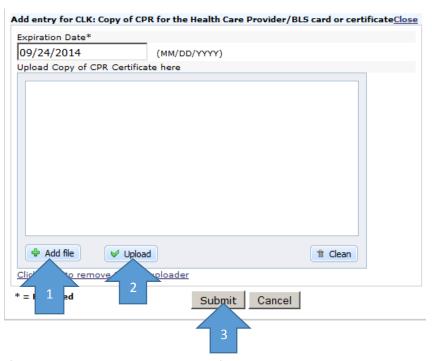- Click on "Show" (upper right side).

● Entering Clerkships: All Students   **Show**
All items on this list must be completed by **January 3, 2017.**

By the above deadline, students completing a rotation at Danbury, Norwalk, St. Mary's, EMMC and/or UVMMC m
also complete site-specific requirements. For instructions, go to your schedule and click on "Details" under Loca
for each of these sites.

Unique entries:0
Total entries:0

- Then review and click on each of the checklist items. Once an item has been selected, click on "Add Entry" (upper right side) to enter and/or upload the specified information.

●CLK: Background Check Release

In mid-November, students will receive an email from Certiphi detailing how to complete the online release process. **Please do not delay.**

Your students ID is your 95#.

If you did not receive this email, please let Audree Frey know and she will look into it for you.

To release this documentation to an affiliated site, you will upload a copy of your criminal background check report under appropriate site tabs in your Academic History (WPB and EMMC).

0 entry of 1 required

CLK: Background Check Release   **Add entry**
No entries to display

- Once an item is complete, the red circle next to the item will change to a green checkmark and the note will change from red "x entry of x required" to green "x entry of x required - **Complete.**" When all items are complete, a green checkmark will appear next the checklist title.

- If an item instructs you to upload documentation to the checklist (CPR certification), click on "Add Entry" as usual to access the item, enter appropriate date as requested, and then select "Click here to add files." Choose "Add File" to

browse for the file you've saved to your computer, and then on "Upload" to upload the file to the box. Finally, hit "Submit."

Add entry for CLK: Copy of CPR for the Health Care Provider/BLS card or certificate Close

Expiration Date*

09/24/2014   (MM/DD/YYYY)

Upload Copy of CPR Certificate here

＋ Add file   ✔ Upload   🗑 Clean

Cli___ ___ to remove ___ ___ ploader

* = ___ed

Submit   Cancel

- If instructed to monitor the status of an item or to upload a document into Academic History, return to your "Schedule" page and click on "Academic History" in the Announcements Box.

- In addition to "All Student Requirements," there are site-specific requirements. To identify which sites have these requirements, click on "Details" under location on your schedule for each of the sites. Where appropriate, you will be instructed to upload documentation to appropriate Academic History tabs for site coordinators to access. In your Academic History, you will see a tab for each location that has site-specific requirements; click on the tabs to view what is needed.

Date	Course	Location	Weeks/Credits
03/23/2015 - 05/01/2015	FM-610: Family Medicine Family Medicine Clerkship Added/Changed:09/24/2014 07:40:22 AM	Danbury, Danbury CT Details	6 / 6
05/11/2015 - 06/26/2015	PED-613: Pediatrics Pediatrics Clerkship Added/Changed:09/24/2014 07:40:52 AM	E___ Ba___r ME D___s	7 / 7
07/06/2015 - 08/14/2015	OBGY-612: Obstetrics and Gynecology Ob/Gyn Clerkship Added/Changed:09/24/2014 07:41:44 AM	St___y's, W___Palm Be___FL Details	6 / 6