APPLYING FOR EXTERNSHIPS

Visiting Student Application Service (VSAS) of AAMC and NON-VSAS

Getting Started:
- You must be in Good Academic Standing in order to participate in away rotations. All 3rd year clerkships must be completed prior to you starting in away rotations.
- Students on an LOA status from the previous academic year are eligible to participate in an externship during Block 00.
- Once you’ve determined your eligibility you must decide whether you are applying to an externship through the VSAS Website (VSAS) or Outside of VSAS (NON-VSAS).
  - To access information for VSAS programs the website is www.aamc.org/students/medstudents/vsas
  - Information for NON-VSAS programs visit the institution’s website.

The Application Process

VSAS Application

- **Step 1: Receive VSAS Access**
  You will receive an invitation to access VSAS from Lindsay Buddle with information on how to access your VSAS account.

- **Step 2: Identify Programs and Complete Application Profile**
  Once you have identified the programs you are interested in applying to, complete your application profile.

- **Step 3: Review Host Requirements**
  Though most requirements are the same across programs, there are some differences and it will be your responsibility to verify which requirements apply.

- **Step 4: Upload and Assign Documents**
  Use the VSAS Verification & Checklist document click [HERE](#)
  1. STUDENT will upload the “Standard Supporting Documents” and “Supplemental Documents” required by host institution.
  2. NOTE that three Standard Supporting Documents are automatically uploaded by the HOME school (Transcript, Letter of Good Standing, Copy of Malpractice Insurance)
  3. Review Supplemental Documents LIST and identify which documents are required by your HOST school. On the checklist, indicate which documents you will need the HOME school to upload by checking off those items.
  4. Submit the VSAS Verification & Checklist to Lindsay once you have finished uploading the documents that you are responsible for.
  5. Lindsay will use this checklist to then upload the Supplemental Documents that you requested.
  6. You will have the opportunity through VSAS to assign which documents need to go to which HOST institutions. Therefore, if only one school requires one document, but other requirements are different, you can request all at the same time, and assign them separately once they are uploaded.

- **Step 4: Search for and apply to electives**
  Once you have completed your application, you and the HOME school have uploaded all required documents, submit your application through VSAS. This step does NOT require the completion yet of all verification statements.

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Step 5: Verify and Release
After you have applied to your electives and have reviewed all uploaded documents for accuracy, it is your responsibility to then notify Lindsay Buddle by email (lpb53@med.miami.edu) to verify and release your application to each individual institution.

YOUR APPLICATION WILL NOT BE RELEASED TO THE PROGRAMS UNLESS YOU MAKE THIS REQUEST IN WRITING.

Once you notify Lindsay to verify and release your application, she will then automatically complete ALL the VERIFICATION STATEMENTS on your behalf. You can review those statements on the VSAS VERIFICATION & CHECKLIST DOCUMENT Click HERE

NON-VSAS Application

- You must contact each institution to obtain their application.
- Once you’ve completed your portion of the application, please bring the entire application packet (including other required documents such as titers or copy of health insurance card) to Lindsay in RMSB 2100. EACH AND EVERY APPLICATION SHOULD BE BROUGHT TO THE OFFICE OF STUDENT AFFAIRS WHETHER IT REQUIRES THE DEAN’S SIGNATURE OR NOT.
- Lindsay will complete the verification section, keep a copy and notify you when your packet is ready for pick-up.
- It will be your responsibility to mail each application packet.

Additional Information

- Background Check & Drug Test
  - If the host accepts your background check done by CertiPhi from the time of your matriculation to Medical School please send Lindsay a request via e-mail, with this FORM (CLICK HERE) attached, authorizing the school to obtain that report. Once Lindsay receives the report directly from CertiPhi, she will upload that proof to your application.
  - If the Background Check is required to be completed within a year, or must be a Level 2 (State and National), go to http://www.umcompliance.com/
    - Create a new account.
    - Login and select Miller School of Medicine and then Miami campus
    - Then follow the instructions and select the proper package.
  - We recommend you use the American Databank (Complio) “Florida In-State VECHS only Fingerprinting Package” for most schools, but make sure it meets the Host institutions’ requirements.
  - You will receive your background and drug test results via e-mail, which you are then required to provide Lindsay with a copy of.
    - VSAS - you may upload results under supplemental documents.
    - NON-VSAS – results should be included with your packet.
  - Drug Testing are also done through the American Data Bank, go to http://www.umcompliance.com/
  - Additional sites are provided below:
    1. LabCorp - Miami Beach
       400 Arthur Godfrey Rd. Ste 510
       Miami Beach, Florida 33140
       Phone: 305-695-9722
    2. Health Care Center of Miami - Medley
       7911 NW 72nd Avenue, Ste. 111
       Miami, Florida 33166
       Phone: 305-888-6959

- Proof of Liability Malpractice Insurance
  - Lindsay will upload under supplemental documents or provide you a copy per your request. Should the host institution require additional coverage speak to Lindsay.

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AFFILIATION AGREEMENTS ARE SENT TO NANCY CUEVAS AT NCUEVAS@MED.MIAMI.EDU. Some institutions will require an affiliation agreement. This process is handled by Risk Management and could take a significant amount of time to finalize. Please be mindful that this could create a delay in your application process.

- Some institutions will require an affiliation agreement. This process is handled by Risk Management and could take up to several months to finalize. Please be mindful that this could create a delay in your application process.

INFORMATION REGARDING SPECIFIC TRAINING, IMMUNIZATIONS, OCCUPATIONAL REQUIREMENTS:

For detailed instructions regarding immunizations, mask fitting, health forms please [CLICK HERE]. Please read carefully and review details, costs, and options. For additional questions after reviewing the document please contact ASHLEY JOHNSON, Office of Student Services 2155, 305-243-7978.

IMPORTANT NOTE ABOUT POTENTIAL OCCUPATIONAL EXPOSURES (NEEDLESTICKS, SPLASHES, ETC):

- If, during your externship, you should encounter an occupational exposure of ANY type, please be sure to communicate directly with your supervising attending and/or team members, to be directed to the appropriate student or employee health office for immediate attention. Your exposure should be handled/managed by the same team that manages medical students at the institution you are visiting.
- Please ALSO contact our UM Environmental Health and Safety Exposure emergency phone number at 305-299-4684. While the UM Team does not have access nor ability to manage the exposure while you are away, they can help provide you with guidance if you are having any challenges. This number is an on-call phone number available 24/7.
- During regular business hours, you may also call the UM Environmental Health and Safety Office at 305-243-3267 for additional assistance. If you have any additional concerns, please notify Dr. Hilit Mechaber, associate dean for student services, via cellphone at 305-801-3881 or email hmechaber@miami.edu.
- If you are traveling internationally, you must complete a separate International Travel Packet and Instructions which you will obtain and review with Sheryl Morrison. That checklist will include many details that must be reviewed and confirmed before you will be granted permission to embark on your international elective. Many of these details are to protect your own safety.

Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) CERTIFICATION INSTRUCTIONS

Some away rotations require active BLS and/or ACLS certification. All students are required to have a current certification in BLS and ACLS at the time they begin clinical rotations in their 3rd year. The University of Miami Gordon Center provides both BLS and ACLS courses to all medical students as a mandatory component of competency week at the end of the second year, prior to beginning clinical clerkships. Your certification is good for two years from the month of completion, so this certification will be good until the end of medical school.

If you were not able to complete your BLS and ACLS during your competency week due to being a dual degree student or other extenuating circumstance, you will need to make arrangements to complete the certification elsewhere as these courses are only held in the spring of every year specifically for medical students.

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**Note all AHA completion cards as of 2018 are eCards and are sent directly to your email. If you misplaced the digital document or email, you will need to contact the AHA directly at:

https://cpr.heart.org/AHAEC/CPRAncECC/FindACourse/LostYourAHACompletionCard/UCM_493161_Lost-your-AHA-Completion-Card.jsp.

If you run into any issues obtaining your card, you may contact Maria Davila at mdavila@med.miami.edu or 305-243-6491.

**Once Accepted (CONGRATS!)

- Immediately forward Lindsay the acceptance letter and fill out the Externship Contact Form – Without these documents you will **NOT** be granted credit. **If you do not submit these documents prior to the rotation, you WILL NOT receive credit!**
- Check e-Value to make sure there are **NO** schedule conflicts. Make sure to fill out an add/drop form and send to Lindsay. **(Reminder: Count your credits!!!)**
- Check Canelink periodically to view grades. If grades are not posted, you may check with Marta Bergez, our Registrar, for received externship grades. Students are to **NEVER** physically handle externship grade sheets; however, Lindsay will notify you if she needs your assistance in contacting the school to expedite the process.
- If an elective is cancelled, you are to provide Lindsay with a copy of your cancellation notice.
- If you planning to do an international rotation, you must obtain approval from Dr. A. Mechaber, contact Sheryl Morrison for completion of required paperwork, and meet with either Dr. Campo or Dr. Alabiad at least one month ahead of your scheduled rotation.

**ANY OTHER QUESTIONS PLEASE FEEL FREE TO STOP BY THE OFFICE OF STUDENT AFFAIRS**

Office of Student Affairs, ROOM 2100
Tel: (305) 243-5821 / Fax: (305) 243-8389

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