



APPLYING FOR EXTERNSHIPS

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

For REFERENCE check here:

- [For Guides, Tips, and Tutorials go to](#)
- [VSAS Verification Checklist Form](#)

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 Ashley Johnson 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 Ashley once you have finished uploading the documents that you are responsible for.
 5. Ashley 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 Ashley by email (Ashley.johnson@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 Ashley 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 Ashley in RMSB 2102. **EACH AND EVERY APPLICATION SHOULD BE BROUGHT TO THE OFFICE OF STUDENT AFFAIRS WHETHER IT REQUIRES THE DEAN'S SIGNATURE OR NOT.**
- Ashley 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 Ashley a request via e-mail, with this FORM ([CLICK HERE](#)) attached, authorizing the school to obtain that report. Once Ashley 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 Florida In-State VECHS 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 Ashley 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 <https://miamimiller.applicantcompliance.com/>
 - Additional sites are provided below:
 - **Health Care Center of Miami** (Drug Test Locations outside of American Data Bank)
 1. Miami Beach
400 Arthur Godfrey Rd. Ste 510
Miami Beach, Florida 33140
Phone: 305-695-9722
 2. Medley
7911 NW 72nd Avenue, Ste. 111
Miami, Florida 33166
Phone: 305-888-6959
- **Proof of Liability Malpractice Insurance**
 - Ashley will upload under supplemental documents or provide you a copy per your request. Should the host institution require additional coverage speak to Ashley.

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.

Once Accepted (CONGRATS!)

- Immediately forward Ashley 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 Ashley. (**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, Ashley 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 Ashley 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.

INFORMATION REGARDING SPECIFIC TRAINING, IMMUNIZATIONS, OCCUPATIONAL REQUIREMENTS:

CONTACT SHARON GONI, OFFICE OF STUDENT SERVICES 2155, 305-243-7978 FOR

- **Immunizations, Mask Fitting, Health Forms**
INSTRUCTIONS SEE LINK [CLICK HERE](#)

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 Employee Health Occupational 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 Employee Health 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.*

BLS CERTIFICATION INSTRUCTIONS– READ CAREFULLY

All students are required to have a current certification in BLS and ACLS at the time of graduation. Both BLS and ACLS certifications are automatically included as a mandatory component of the UM/JMH Emergency Medicine Clerkship. However, you may need to schedule one or both of these courses outside of your EM clerkship. Each student registering for BLS and/or ACLS outside of their UM/JMH EM Clerkship needs to work through **BOTH** the EM Clerkship Coordinator, Vinessa Edwards (vedwards@jhsmiami.org) and UM Gordon Center Coordinator, Maria Davila (mdavila@med.miami.edu) to do so.

If you completed BLS and you are seeking proof of that completion, direct your inquiry to Maria Davila at mdavila@med.miami.edu

BLS Courses (3 options):

Option 1 at UM GCRME: Attend the *regularly* scheduled BLS course offered to students in another EM clerkship. You would just complete the 1st 4 hours of the 2 day BLS-ACLS course. This course is provided free of charge to UM medical students if space is available, and MUST be scheduled in advance.

- a. For dates, go to <http://www.gcrme.med.miami.edu/emst/courses.aspx?id=6&cl=1> or go to the GCRME site ([gcrme.med.miami.edu](http://www.gcrme.med.miami.edu)) and click on Emergency Courses, Course Information, “ACLS/BLS 2- day Combination”. You will see “Select a Class Date” at the bottom for the upcoming available courses.
 - b. To register, *send an email* to mdavila@med.miami.edu & vedwards@jhsmiami.org with your name, class year, which course you are registering for (e.g. “BLS” only) and the date.
2. Option 2 at UM GCRME: IF YOU HAVE BEEN PREVIOUSLY CERTIFIED IN BLS: Take the Online AHA BLS Course + Complete Skills Verification at the GCRME on one of the scheduled dates.
- a. American Heart Association BLS for Healthcare Providers Online Part 1 - <http://www.onlineaha.org/index.cfm?fuseaction=info.bls> This is \$22 and the GCRME does NOT cover this cost as this is directly through the AHA. Print out your completion certificate and bring it with you on the date you scheduled your skills verification.
 - b. Skills Verification. For dates and times, go to <http://www.gcrme.med.miami.edu/emst/courses.aspx?id=59&cl=1&d=5> and click on “Select a Class Date” at the bottom of the page. The skills verification is provided free of charge to medical students.
 - c. To register, notify Ms. Edwards & Davila by email and please *call* 305-243-6491 to speak with Maria Davila to let her know date and specific 30 minute time period of the available times.
3. Option 3 at an Outside Agency: Take a “hands-on” AHA BLS course at your own expense (fees vary, on-line course NOT acceptable) at an outside American Heart Association site (e.g., another medical school, a hospital, etc.)
- a. Locate, register and complete that course.
 - b. Notify Ms. Edwards and Ms. Davila of this plan by email at least 2 weeks prior to your UM/JMH EM Clerkship Start Date, and send them a copy of your BLS Certification card.

ACLS Courses (NOTE: on-line courses are not acceptable)

1. Option 1 at UM GCRME: Request space in one of the regularly scheduled 2-day ACLS courses for the EM Clerkship. SPACE IS LIMITED and may not be available. Course is free, follow BLS directions above.
2. Option 2 at UM GCRME: IF YOU WERE PREVIOUSLY ACLS-CERTIFIED and have a CURRENT CARD: Schedule a one-day ACLS Recertification class at UM GCRME instead of the 2 day class (as above).

3. Option 3 at an Outside Agency: Take 1.5 days “hands-on” AHA ACLS course *at your own expense* (fees vary, on-line course NOT acceptable) at an outside AHA-approved site.
 - a. Locate, register and complete that course.
 - b. Notify Ms. Edwards and Ms. Davila of this plan at least 2 weeks prior to your UM/JMH EM Clerkship Start Date, and send them a copy of your ACLS certification card.

ACLS Courses (NOTE: on-line courses are not acceptable)

1. Option 1 at UM GCRME: Request space in one of the regularly scheduled 2-day ACLS courses for the EM Clerkship. SPACE IS LIMITED and may not be available. Course is free, follow BLS directions above.
2. Option 2 at UM GCRME: IF YOU WERE PREVIOUSLY ACLS-CERTIFIED and have a CURRENT CARD: Schedule a one-day ACLS Recertification class at UM GCRME instead of the 2 day class (as above).
3. Option 3 at an Outside Agency: Take 1.5 days “hands-on” AHA ACLS course *at your own expense* (fees vary, on-line course NOT acceptable) at an outside AHA-approved site.
 - a. Locate, register and complete that course.
 - b. Notify Ms. Edwards and Ms. Davila of this plan at least 2 weeks prior to your UM/JMH EM Clerkship Start Date, and send them a copy of your ACLS certification card.

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

Office of Student Affairs, ROOM 2102

Tel: (305) 243-5821 / Fax: (305) 243-8389

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