APPLYING FOR EXTERNSHIPS for Regional Medical Campus Students
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 as of June 22, 2020.
- Once you’ve determined your eligibility you must decide whether you are applying to an externship through the Visiting Students Learning Opportunities Website (also known as 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 Claudia Miller 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 and Checklist documents 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 Claudia once you have finished uploading the documents that you are responsible for.
  5. Claudia 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.
- **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 Claudia Miller by email (cmm441@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 Claudia 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 Claudia in the JFK 160 office.

EACH AND EVERY APPLICATION SHOULD BE BROUGHT TO THE OFFICE OF STUDENT AFFAIRS WHETHER IT REQUIRES THE DEAN’S SIGNATURE OR NOT.
- Claudia 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 (Supplemental) Documents
- Background Check & Drug Test:
  - If the host accepts your background check and/or drug screen from the start of your third year, you can access that through the Complio Website directly and/or use the results that you obtained via email last year.
  - If they require a copy of your level 2 background check and will accept one from prior to the start of your third year, you may request a copy of this from Dr. Belkowitz. It is NOT available on your previous Complio report.
  - If a new Background Check and/or drug screen is required to be completed within a year, go to http://www.umcompliance.com/
    Create a new account and/or login with your existing password and select Miller School of Medicine and then RMC campus. For the RMC campus, you must enter the password 2500 when prompted to order the screen.
    Then follow the instructions and select the proper package. Make sure the package you select meets the host institutions’ requirements.
  - If the institution you are visiting requires a new Level 2 (fingerprint) background check, more instructions will be available in the spring semester. You may also inquire with that institution if you can obtain that background check directly through their site.
  - You will receive your new background (except for the level 2) and drug test results via e-mail, which you are then required to provide Claudia a copy.
    - VSAS - you may upload results under supplemental documents.
    - NON-VSAS – results should be included with your packet.
- Proof of Liability Malpractice Insurance – Claudia will upload under supplemental documents or provide you a copy per your request. Should your host institution require additional coverage please speak to Claudia.
- AFFILIATION AGREEMENTS - PLEASE SEND TO CLAUDIA (@CMMA41@MED.MIAMI.EDU). She will facilitate the process for you in Miami.
  - 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:

Please see the separate Immunizations, Health Forms Document 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. Amy Zito, Assistant Regional Dean for Student Services, via cell phone at 305-494-9542 or email arzito@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, and it is required that BLS be maintained throughout matriculation. 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.

If you have questions about the status of or ACLS/ BLS certification status, please contact Sheryl Morrison at smorrison@med.miami.edu.

**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/CPRAandECC/FindACourse/LostYourAHACertification/Card_UCM_493161_Lost-your-AHA-Certification-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 Claudia Miller 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 Buddle in Miami ([lpb53@med.miami.edu](mailto:lpb53@med.miami.edu)). **(Reminder: Count your credits!!)**
- Check Canelink periodically to view grades. If grades are not posted, you may check with Claudia Miller, our Registrar, for received externship grades. Students are to **NEVER** physically handle externship grade sheets; however, Claudia Miller 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 Claudia 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. Belkowitz at least one month ahead of your scheduled rotation.

**ANY OTHER QUESTIONS PLEASE FEEL FREE TO CALL OR STOP BY**

**Claudia Miller is located in the JFK 160 Building Office:**

160 JFK Drive | Suite 205
Atlantis, FL 33462
Office: (561) 548-1546
Fax: (561) 548-1552

**Dr. Belkowitz is located in the Boca Raton Office:**

2500 N. Military Trail, Suite 260
Boca Raton, FL 33431
Tel: (561)886-1202
Fax: (561) 886-1200

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