



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 during Block 00.
- 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 Linda Hung 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**
 1. Once you've identified the programs you are interested in applying, be sure to check all requirements. Though most requirements are the same across programs, there are some differences and it will be your responsibility to verify which requirements apply. See below for more information about how to obtain the various required documents.
 2. 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 Linda Hung by email (lhung@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 Linda to verify and release your application, she will then automatically complete ALL the VERIFICATION STATEMENTS on your behalf.
- **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 Linda in the Boca Raton office. **EACH AND EVERY APPLICATION SHOULD BE BROUGHT TO THE OFFICE OF STUDENT AFFAIRS WHETHER IT REQUIRES THE DEAN'S SIGNATURE OR NOT.**
- Linda 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, including a Level 2 (State and National), 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
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.
 - ***Please read the instructions carefully online.*** If you are requesting a level 2 background check (fingerprints), you will need to have documentation of a VECHS waiver form online. The website will guide you on how to complete the document and submit. If you DO NOT need a level 2 background check, you do NOT need to answer these questions when prompted. If you do not need a level 2 check, instead of signing the VECHS waiver form when it pops up (the form itself should also be blank as you would not have answered the questions for that form), you can just draw a line through the signature box. After you submit all the forms, you will receive an email with instructions to select a site for your fingerprint.
 - 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 Linda a copy.
 - **VSAS** - you may upload results under supplemental documents.
 - **NON-VSAS** – results should be included with your packet.
- **Transcripts** – To obtain a copy of your transcript and/or upload to VSAS, contact Linda Hung (LHung@med.miami.edu)
- **HIPAA/OSHA** - If you need both certifications verified by date, Linda will automatically do so. But if you need an actual copy of the certificate please see Linda.
- **Letter of Good Standing** - Linda will provide the letter per your request for each institution that you specify. She will upload it under supplemental documents on VSAS or provide you a copy for your NON-VSAS application.
- **Proof of Liability Malpractice Insurance** – Linda will upload under supplemental documents or provide you a copy per your request.
- **Clerkship Evaluations** - If requested by the Host, email Linda Hung to request this (and copy our clerkship director on the email).
- **ACLS, BLS, Immunizations** – See later sections.
- **Copy of USMLE Transcript** – Must order through the NBME. Student Affairs does not have this information.
- **AFFILIATION AGREEMENTS - PLEASE SEND TO LINDA (LHUNG@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*

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 cellphone 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.

**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/AHA/ECC/CPRECC/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 Linda Hung 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 \(updated\)](#) and send to Lindsay Buddle in Miami (lpb53@med.miami.edu). (**Reminder**: Count your credits!!!)
- Check Canelink periodically to view grades. If grades are not posted, you may check with Linda Hung, our Registrar, for received externship grades. Students are to **NEVER** physically handle externship grade sheets; however, Linda 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 Linda 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 THE OFFICE OF STUDENT AFFAIRS

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Revised December 2018