Instructions for Applying to External Electives using Visiting Student Learning Opportunities (VSLO)

Step 1: Login to VSLO

- You should have received an email from AAMC granting you access to VSLO. If you have not received this email, please contact Enrollment Services at <u>enrollment.services@utmb.edu</u>.
- Review AAMC's instructions for VSLO: https://students-residents.aamc.org/attending-medicalschool/article/how-use-vslo-application-service/

Step 2: Complete and Certify your VSLO Profile

• Once you are signed in, you will complete the Profile section of the VSLO application.

<u>Step 3</u>: Review Host Institution Application Dates and Requirements

• Review the host institutions' application requirements, fee information, and dates on which they will begin accepting and processing applications on the "Institutions" tab. You must meet all the requirements to be considered for an elective rotation at that institution. If any of the items listed are missing from your application, it will be denied.

Step 4: Search For and Save Electives

- Utilizing the VSLO search form, you can use any of the following search criteria to locate electives: keywords, specialty, institution and/or location, and start month of the rotation.
- You can "save" different electives you are interested and can save each selective multiple times with different dates. The "Save" button will only be available on electives that the institution is currently accepting applications for and that you are eligible to apply for.
- Note: Not all host institutions will have their electives available for viewing at the same time. Use your VSLO "Institutions" tab to review when electives will be made available to you by the host institution.

Step 5: Upload and Assign Documents

• Documents must be assigned to an application under their requirements tab for the host institution to have access to the documents.

Step 6: Apply to Electives

- To complete the application process, select one or more of your saved electives and arrange them in order of preference. During the checkout process, you will be given the opportunity to upload additional documentation. Documents will only be available to the institution after you have submitted the application.
- Enter your credit card information to pay the VSLO service fee and submit your applications. VSLO charges a flat fee of \$15 per application. Application fees are per elective regardless of the number of requested dates for that elective.

Step 7: Verification

- Once submitted, the applications are transmitted to UTMB Enrollment Services. We will upload your transcript and any additional documentation that is required by the home institution. At this time, Enrollment Services will also verify various information about your academic medical career.
- To be fully verified, you must upload the following information under your Documents tab:
 - ✓ UTMB Annual Compliance Training certificate. From the UTMB home page, select Search All Links & Resources > Annual Online Training > Login > My transcripts > Select the course > Click "View Certificate" (VSLO rotations require proof of OSHA/HIPAA training, both of which are completed during annual compliance training.)
 - ✓ Current ACLS and/or BLS Card
 - ✓ Current proof of Mask Fit Test (Contact Environmental Health & Safety at 409-772-8459 for copy of certificate or to schedule a test)
 - ✓ Proof of Personal Insurance

- If the host school requires medical liability insurance of more than \$75,000 aggregate and \$25,000 per instance, you must purchase additional insurance and upload the documentation to VSLO. Please contact **Shaine LeGrand** to purchase this coverage.
- UTMB only runs background checks on students during matriculation and a drug screening before Year 3. If the host institution requires a more recent background check or drug screening, you will need to have one done on your own and upload the documentation to VSLO.

<u>NOTE</u>: If the above information is NOT in your document center, the application will still be released but the verification will remain incomplete. This could cause a delay in response or denial of your application from the host institution.

Step 8: Track Offers

- You can keep track of your applications under the "Tracking" tab in VSLO. This is also where you will accept/decline offers, drop previously accepted offers, withdraw pending applications, or modify submitted applications.
- You will receive a notification if your Host Institution needs you to resubmit a requirement. You can complete this task through the "Tracking" tab as well.

Step 9: Read E-mails

- Make sure that the email address in your VSLO profile is current and that you are checking it often so you do not miss information/communications regarding:
 - ✓ Offers for electives
 - ✓ Electives applied for, but which are not available
 - ✓ Scheduling conflicts
 - ✓ Offers made with impending expirations
 - ✓ Canceled electives to which you have applied or been scheduled for
 - ✓ Document notifications alerting you when UTMB has uploaded or modified a document for your application

Step 10: Acceptance/Denial

- If you are accepted: Congratulations!
- Enrollment Services will run weekly reports of "Offer Confirmed". These electives will then be added to your schedule. If you are already enrolled in a UTMB course when you are accepted into an elective, please swap the course back to vacation to we can enroll you in your VSLO elective easier. Otherwise, it will cause a delay as we must verify your schedule first. <u>NOTE</u>: If the rotation is not in "Offer Confirmed" status in VSLO, it will not be added to your schedule.
 - **DO NOT ATTEND A ROTATION THAT IS NOT ON YOUR SCHEDULE.** You will **NOT** be covered by UTMB liability insurance, and you will **NOT** receive credit for the rotation.
- If you change your mind about an away elective you have accepted, please let us know so we can remove it from your schedule. We do not receive any kind of notification if a student drops an offer.
- If you are **denied**: If the denial is due to missing documents, upload them to VSLO and notify the host institution that you have updated your application. If UTMB needs to add/update anything, please contact Enrollment Services at <u>enrollment.services@utmb.edu</u>.

Acting Internship or Emergency Medicine credit:

- <u>Acting Internship credit</u> When the rotation has **Sub-internship**, **Externship**, or **Acting Internship** in the title, you will **automatically** receive A/I credit for the rotation.
 - If the rotation title does not specify A/I but you want to receive A/I credit, send a copy of the course description that clearly states it is a Sub-internship, Externship, or Acting Internship to Enrollment Services. We will accept a PDF or direct link to their elective website with the course description. When the description is not clear, you will need to get approval from Dr. Misha Syed, Assistant Dean of Educational Affairs.
- <u>Emergency Medicine credit</u> If you would like to receive Emergency Medicine credit for your away rotation, you will need to have the rotation approved by the Emergency Medicine director. A signed C-form will need to be submitted to Enrollment Services to receive EM credit.

External Rotation Frequently Asked Questions

- 1. Expired VSLO invitation
- 2. Institution not in VSLO
- 3. Military Rotation
- 4. Letter of Recommendation
- 5. Background check and/or Drug screening
- 6. Mask Fit
- 7. ACLS / BLS
- 8. OSHA, HIPAA, Bloodborne Pathogens
- 9. Letter of Good standing
- 10. Additional Liability Insurance

- 11. Institution not responding
- 12. Denied Rotation
- 13. Post Decision Review status
- 14. Offer Confirmed Status
- 15. More than 2 Confirmed away rotations
- 16. A/I or EM credit
- 17. C-Form information
- 18. Do not want to attend confirmed rotation
- 1. My access to VSLO has expired. How can I get a new invite?
 - a. If your access to VSLO has expired, please email Enrollment Services at <u>enrollment.services@utmb.edu</u> and request that a new invitation be sent. Invitations to VSLO will expire after 30 days.

2. The institution I want to attend is not showing up in VSLO, how can I get credit?

- a. First, you will need to apply to the visiting institution through their system and get potential dates of attendance.
- b. Then, submit a B-Form <u>https://utmb.us/ajm</u>.
- c. The B-Form needs to be submitted **120 days** before the start of the rotation.
- d. An affiliation agreement must be in place and the rotation must be approved by the Elective Course Committee before it can be added to your schedule.
- e. If the B-Form is not submitted before the deadline, no retroactive credit can be given.
- f. <u>**Do not attend**</u> a rotation that is not on your schedule. You will <u>**not**</u> be covered by UTMB liability insurance, and you will <u>**not**</u> receive credit for the rotation.

3. I am going to attend a military external rotation, how can I get credit?

- a. You will need to submit a B-Form to get credit for Active and Non-Active duty Military rotations.
- b. All guidelines of the B-Form will apply to Military rotations.

4. I need a Letter of Recommendation uploaded, how does that work?

a. The Letter of Recommendation can be from any instructor or physician that mentored you in the past. You can reach out and let them know that you need a LOR for your upcoming away rotations. The letter writer can send the completed document to <u>enrollment.services@utmb.edu</u>. Please make sure they put your name somewhere in the email, and mention that it is a LOR for VSLO. Once received, we can upload it to VSLO to satisfy your requirements to release the application.

5. The host institution needs proof of a background check or drug screening, where do I get one?

- a. Most institutions will accept the background check that was done at matriculation and the 3rd year drug screening. Enrollment Services will upload a letter of attestation automatically if Step 7 is complete. If you need a copy from CastleBranch, please reach out to Shaine LeGrand at <u>lslegran@utmb.edu</u>.
- b. If the institution needs a background check done within the past 12 months, you can reach out to Shaine LeGrand for a CastleBranch code or can use any reputable 3rd party service. Once you have your documents, please upload to VSLO and let Enrollment Services know the task is complete.

6. My mask fit is expiring soon or is expired, how do I get a new one?

- Please reach out to the Environmental Health & Safety office at 409-747-0515 to get a copy of your card or use the link below to schedule an appointment to get a new one. Appointment dates can be several months out. <u>https://www.utmb.edu/ehs/programs/radiation-occupational-safetyprogram/OccSafety/respirator-fit-testing</u>
- b. UTMB will accept a copy of the appointment confirmation for verification purposes. Other institutions may require it to be current at the time of application. Please plan accordingly.

7. Where do I find a copy of my ACLS or BLS card?

- a. You will need to go to the American Heart Association website to obtain a copy of current card: <u>https://ecards.heart.org/student/myecards</u>.
- b. If you need to schedule a course to get recertified, go to https://www.utmb.edu/edlab/home for more information.
- c. The certificate for the "Online Portion" of the training will **NOT** be accepted as proof of ACLS or BLS.

8. The institution is needing proof of HIPAA, OSHA or Blood borne pathogens, where do I find my certification?

- a. Review Step 7 of the VSLO instructions. Enrollment Services does not have access to your training, so we are unable to get this information for you.
- b. If you are having trouble viewing your certificate, please contact the IT department.
- c. Once you have your certificate, upload it to your document center. Then, let Enrollment Services know so we can update your verification questions and upload a letter of attestation.

9. My application needs a letter of good standing, how do I get one?

- a. You can request a Letter of Good Standing/LOGS through Enrollment Services using this form: https://utmb.us/brn. The completed request will be emailed to you.
- b. Once processed, you can upload the LOGS to your VSLO document center.
- c. If a LOGS is a required document for an application, Enrollment Services will process and upload the form on your behalf.

10. The rotation I applied to is requiring additional insurance beyond what UTMB covers. Who do I contact?

a. Please contact Shaine LeGrand at <u>lslegran@utmb.edu</u>. She will be able to assist you with the supplemental coverage application for additional liability insurance.

11. I've turned in all my documents but have not heard back from the school. What should I do?

a. At this time, just take a deep breath and be patient. Most schools take a few weeks to get back with qualified students. They will reach out if additional documentation or information is needed.

12. The institution denied me due to missing documents. Is there anything I can do?

- a. Upload the required documents as soon as you can and then contact the host institution to let them know you've done so. Most schools will re-evaluate your standing once all documents have been received.
- 13. My status is in "Post-Decision Review", but they sent me an email confirming I am accepted, can it be added to my schedule?
 - a. No, the rotation cannot be added to your schedule until the rotation is in "Offer Confirmed" status in VSLO. An email is not sufficient for enrollment with VSLO.
 - b. <u>Do not attend</u> a rotation that is not on your schedule. You will <u>not</u> be covered by UTMB liability insurance, and you will <u>not</u> receive credit for the rotation.

14. My offer isn't in "Offer Confirmed" status and my rotation starts soon?

- a. Don't worry too much about this, as most host institutions will change your status within 1 week to 1 month from the start of your rotation.
- b. If it has not changed within a week from the start date, please reach out to the host institution to have them update it as soon as possible.
- c. <u>Do not attend</u> a rotation that is not on your schedule. You will <u>not</u> be covered by UTMB liability insurance, and you will <u>not</u> receive credit for the rotation.

15. I have 3 or more Confirmed external rotations, do I need approval to attend all the rotations?

- a. YES, you do need approval from the OCE office if you have more than 2 Confirmed offers in either VSLO or via the B-Form process.
- b. Approval will need to be obtained before the rotation can be added to your schedule.
- c. If you anticipate attending more than 2 external rotations, please reach out to the OCE office for prior approval.

16. The rotation I am going to attend qualifies for an Acting Internship or Emergency Medicine selective, but the title doesn't indicate this. How can I get UTMB credit?

- a. <u>Acting Internship credit</u> When the rotation has **Sub-internship**, **Externship**, or **Acting Internship** in the title, you will **automatically** receive A/I credit for the rotation.
 - i. If the rotation title does not specify A/I but you want to receive A/I credit, you will need to send a copy of the course description that clearly states it is a Sub-internship, Externship, or Acting Internship to Enrollment Services. We will accept a pdf or direct link to their elective website with the course description.
 - ii. When the description is not clear, you will need to get approval from Dr. Misha Syed, Assistant Dean of Educational Affairs.
- <u>Emergency Medicine credit</u> If you would like to receive Emergency Medicine credit for your away rotation, you will need to have the rotation approved by the Emergency Medicine director. A signed C-Form will need to be submitted to Enrollment Services to receive EM credit.

17. Is a C-Form required to enroll?

- a. No, a C-Form is not required to enroll in a VSLO rotation. Enrollment Services will enroll you in the rotation once your offer is in "Offer Confirmed" status. If you are enrolled in a UTMB course during your rotation dates, we will reach out to you first to make sure you want to swap courses.
- b. Per JSSOM Elective Policy, course dates cannot overlap. You will not be able to schedule two courses with overlapping dates. No exceptions will be made.
- c. Department Consent (C-Form) may be needed to drop your current UTMB course.

18. I no longer want to go on a rotation that I am approved to attend, what do I need to do?

- a. You will need to let the institution know you no longer wish to attend the rotation as soon as possible.
- b. Then you will need to decline the confirmed offer in VSLO. This will remove it from the "Offer Confirmed" report and let Enrollment Services know to remove it from your schedule.
- c. You can also let Enrollment Services know you are making a change via email.