Applying for Away Rotations and Scheduling Electives

The Student Affairs/MSP Office collects core clerkship scheduling requests from rising M-3 and M-4 students each spring. Individual clinical departments arrange other experiences for students. This document is to provide a single process for students to request elective clerkship experiences, including the required Medicine II and Surgery Subspecialty rotations. The Student Affairs/MSP Office will continue to work with students on the six core rotations (generally the M-3 schedule).

Local Electives

Students should contact by email the pertinent Department Coordinators as listed below. Make a request for specific elective experience(s) in your desired time frame(s). Please be aware that departments begin arranging faculty preceptors once they receive a student request. Department Coordinators will notify a student when a preceptor agrees to take on a student. At that time students must submit a formal Add/Drop Form [https://www.med.illinois.edu/SA/Forms/Add-Drop%20Form.pdf](https://www.med.illinois.edu/SA/Forms/Add-Drop%20Form.pdf) to the Department Coordinator to finalize the schedule.

Department Coordinators

**Internal Medicine (including Medicine II)**
Mindy Garth, Carle Forum, (217) 265-0016, garth@illinois.edu .

**Surgery (including Surgical Subspecialty requirement)**
Kirsten Lawhead, Carle Forum, (217) 383-321, klawhead@illinois.edu .

**Family Medicine**
Kirsten Lawhead, Carle Forum, (217) 383-321, klawhead@illinois.edu .

**Obstetrics and Gynecology**
Debbie Deedrich, Presence Education Building, (217) 244-0598, deedrich@illinois.edu .

**Pediatrics**
Regina Cook, Presence Education Building, (217) 265-0964, rcook@illinois.edu .

**Psychiatry**
Regina Cook, Presence Education Building, (217) 265-0964, rcook@illinois.edu .

**Pathology**
Jackie Newman, 240 EMRL, (217) 244-2265, jknewman@illinois.edu .

Students are encouraged to request electives in time for course registration in the University Enterprise System. Ideally, requests will be approved by departments in May for Summer term, August for Fall term, and December for Spring. In any case, requests to add clerkships or to drop clerkships are to be made at least 30 days in advance of the beginning of the clerkship. It is
understood that Summer term is more difficult to schedule in advance as students often apply for away rotations for this time and have no control over other schools’ scheduling processes.

Away Electives

There are many reasons to do away electives including evaluating specialties of interest, exploring geographic locations, becoming more familiar with larger hospitals and/or specific hospitals, “showing off” for a certain residency program, and getting good letters of reference from outside our medical school. Most programs will only take visiting students who have completed all core clerkships (for us that is 48 weeks comprising family medicine, internal medicine, psychiatry, pediatrics, Obstetrics/gynecology, and surgery). Most of the reasons students choose to do away rotations will influence the residency application meaning away rotations are best completed after core rotations are finished and before ERAS is submitted in mid September.

Researching and planning away rotations can take time so we suggest you start your research in the fall of your M-3 year. A good resource for finding away rotations is the On-Line Extramural Electives Compendium at https://services.aamc.org/eec/students/In addition to considering recommendations from senior students and faculty, research interests, and reputation of the department among other qualities also consider specific requirements for away rotations. Some will require certain pre-requisite rotations or have other requirements such as additional immunizations.

Most schools use VSAS (visiting student application service) to assist students in applying for away rotations at other U.S. medical schools. (see the following section on VSAS) For non VSAS schools check their website to see what forms are required. In all cases you need approval from the away institution. The add/drop form found on the M3/M4 web page is crucial to this process https://www.med.illinois.edu/SA/Forms/Add-Drop%20Form.pdf Once you receive approval from the away institution you must get permission from our local faculty to take the away rotation. If you do not you risk not getting credit. To request permission and appropriate credit the add/drop form should be delivered to the appropriate Department Coordinators (listed above under Local Electives). The add/drop form must be accompanied by a link to the course description or a hard copy of the course description. Once signatures certifying clinical approval are obtained the add/drop form goes to the Office of Student Affairs, and should be received there at least 30 days prior to the starting date of the clerkship. Student Affairs will register you locally for your away rotation. If you are not registered you do not receive financial aid or credit. This is one reason specific dates are required on the add /drop form. It is the responsibility of the student to provide the away rotation with the elective evaluation form found at https://www.med.illinois.edu/SA/Forms/Elective%20Evaluation%20Form.pdf.

Julie Wyant is our office point person for away rotations. You can reach Julie at 333-4876 or at wyant@illinois.edu
**VSAS**

The Visiting Student Application Service (VSAS) is an AAMC application designed to streamline the application process for senior "away" electives. Extensive information can be found at [https://www.aamc.org/students/medstudents/vsas/about_vsas/](https://www.aamc.org/students/medstudents/vsas/about_vsas/) including these pages:

- About VSAS [https://students-residents.aamc.org/attending-medical-school/article/about-vsas/](https://students-residents.aamc.org/attending-medical-school/article/about-vsas/)
- How to Use VSAS [https://students-residents.aamc.org/attending-medical-school/article/how-use-vsas/](https://students-residents.aamc.org/attending-medical-school/article/how-use-vsas/)
- VSAS FAQ [https://students-residents.aamc.org/attending-medical-school/faq/vsas-faq/](https://students-residents.aamc.org/attending-medical-school/faq/vsas-faq/)

Below is important information regarding VSAS and away electives. We suggest you take care of as many of these requirements as you can now.

**VSAS Authorization** - We will issue your VSAS Authorization on toward the end of January 2017. Julie will then email you the VSAS Student Handout 2017, along with helpful slides for you to look at. VSAS is not used by all places where you might apply, but is used by many. Please be aware most institutions do not update their material until February or may not accept applications until then or later. You can find more information about VSAS at [https://www.aamc.org/students/medstudents/vsas](https://www.aamc.org/students/medstudents/vsas).

**HIPPA** - In filling out applications and materials for off-site electives for several M4 students this last year as well as uploading many VSAS application materials, our office has had to verify that a student has had recent HIPPA training. When you finish a HIPPA training session, please print off your verification and send to Jim Hall (jimhall@illinois.edu) so he can add to your file. This will save a lot of hassle for you when you apply for off-site electives. *Please also keep your HIPPA training up-to-date.*

**Titers** - You should have titers for measles, mumps, rubella, hepatitis B, varicella (chicken pox). And, of course, you will need to have a TB test within the last 12 months. You must also have a tetanus/diptheria vaccination within the last 10 years. Please make sure you give Nora Few (njfew@illinois.edu) a copy of any new immunizations you receive throughout the year. **DO NOT PUT THIS OFF UNTIL YOU ARE APPLYING TO OFF-SITE ELECTIVES.** You should also check information on the sites you plan to apply to as they may require immunizations not required by our College of Medicine.

**Immunization Form** – The AAMC has recently started using the Standardized Immunization Form for VSAS. Information can be found at [https://www.aamc.org/members/gsa/committees_gsa/cosr/437702/standardizedimmunizationform.html](https://www.aamc.org/members/gsa/committees_gsa/cosr/437702/standardizedimmunizationform.html) and the form at [https://www.aamc.org/download/440110/data/immunizationform.pdf](https://www.aamc.org/download/440110/data/immunizationform.pdf).

**Criminal Background Check** - Some places are requiring a Criminal Background Check (CBC). If you have not had one, you should get one done. Those of you who entered medical school in 2006 or later have already had a CBC but please check the visiting school’s website to make sure you do not need a more recent CBC. If you entered medical school before 2006,
Please complete your CBC and bring your results to Julie Wyant (wyant@illinois.edu). Some sites require the CBC be completed within the last year. There are several CBC services listed on the web, but two sites that our students have used are:

- eFindOutTheTruth - [http://www.efindoutthetruth.com/NationwideCriminal.htm](http://www.efindoutthetruth.com/NationwideCriminal.htm)
- Intelius - [http://www.intelius.com](http://www.intelius.com)

**USMLE Step 1 & Step 2** - You should keep your paper copy of the USMLE Step 1 and Step 2 scores in a safe place where you will be able to find them. You will need them sometime in the future and the Student Affairs Office does NOT get a copy of the scores like you do. So, please keep your papers in a safe place where you know you will be able to find them. If you cannot find them, it will cost you to get a new one from the USMLE.

**Drug Testing** - You may also be asked to verify that you have had drug testing. You can get a drug test done at Carle Occupational Medicine (across from the Carle ED) for approximately $49. This also takes a few days to get results as they send them to an outside lab.

**VSAS Verification** - When you submit your first application in VSAS, Julie will complete your VSAS Verification. The verification includes the following questions.

**Verification**

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<thead>
<tr>
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<th>Yes</th>
<th>No</th>
<th>Other Comments</th>
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<tbody>
<tr>
<td>1.</td>
<td>This student is in good academic standing at this institution.</td>
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<tr>
<td>2.</td>
<td>This student has been instructed in OSHA safety measures and infection control precautions.</td>
<td></td>
<td>Date expires 05/2017</td>
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<tr>
<td>3.</td>
<td>This student has a current ACLS.</td>
<td></td>
<td>Date expires N/A</td>
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<tr>
<td>4.</td>
<td>This student has a current BLS.</td>
<td></td>
<td>Date expires</td>
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<tr>
<td>5.</td>
<td>This student has completed a Mask Fit Test.</td>
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<tr>
<td>6.</td>
<td>This student is taking electives for credit.</td>
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<tr>
<td>7.</td>
<td>This student will pay tuition at the home school during the period indicated.</td>
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<td></td>
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<tr>
<td>8.</td>
<td>Medical liability and/or malpractice insurance will be covered by the home school during this elective time.</td>
<td></td>
<td>Aggregate Insurance 3,000,000</td>
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Per Instance Insurance 1,000,000
Online Policy URL https://www.treasury.uiuillinois.edu/risk_management/professional_liability/
Policy Expiration Date 05/2017

9. We require our student to hold personal health insurance.

10. This student will have successfully completed these core clerkships by the dates listed below.
   Internal Medicine
   Surgery
   Pediatrics
   Ob/Gyn
   Psychiatry
   Family Medicine
   Neurology

11. This student will be in his/her senior year at the time of the elective(s).

12. This student is expected to graduate in May 2017.

13. This student has met all immunization requirements or student health requirements as defined by our school.
Health Requirements URL http://www.si.uiuc.edu/

14. This student has complied with HIPAA training requirements.

15. This student has completed a criminal background check at our institution.
Date completed

16. This student has passed USMLE Step 1.