



How to apply for away rotations

2022-2023

LSU Health Shreveport School of Medicine at Shreveport

Office of the Registrar

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AWAY ELECTIVES

Definition

Away electives in the fourth year are conducted at off-campus locations and are **not** administered by LSU Health Shreveport School of Medicine. Students may participate in up to two away rotations. Three approved away rotations are allowed in any specialty program not offered at our institution: i.e. Dermatology, PM&R, Plastic Surgery

Rotations Dates

Make sure the rotations dates at the visiting site are the same as ours. If they are not, and they are not willing to change them to match ours, you may not rotate there without using one of your vacation blocks to make up the difference. **You are not allowed to be simultaneously enrolled in a LSUHS course and an away elective during the same block.**

Away Elective Application Process

Most institutions use *VSLO (Visiting Student Learning Opportunities)* while others may have their own paper-based application.

- **Instructions for applying through VSLO (*Visiting Student Learning Opportunities*)**

1. All currently enrolled third year students must request access in *VSLO* to begin applying for away electives. You must complete the request for access to *VSLO*. The form is found on the Office of the Registrar's MSIV webpage.
2. **Please verify your email address in VSLO!** We will send the *VSLO* invitation to your LSUHS email, but the *VSLO* system will use whatever email you provided when you set up your AAMC account! This means it will possibly have your undergrad email or an email you no longer use.
3. After you submit an application through *VSLO*, we must verify your application before it is released to the host institution for their review. You must complete the *VSLO* Student Verification Form. The form is available on the Office of the Registrar's MSIV webpage.
Once you have completed your requirements, then our office will upload your transcript, verify the application then it is released to the host institution. **WE WILL NOT RELEASE ANY APPLICATIONS WITHOUT THE STUDENT VERIFICATION FORM.**

- **Instructions for applying through non-VSLO schools**

1. If you are applying to a school or hospital that does not use VSLO, they may request many different elements.
2. These documents may include the following:
 - Letter of good standing
 - Official transcript
 - HIPAA compliance
 - Proof of malpractice insurance (also found on the Registrar website)
3. Please bring any of this paperwork to our office for processing and we will be glad to provide this information for you.

Please note: students may not participate in virtual aways for academic credit. If a student chooses to participate in a virtual away, they must do so during their online courses or during vacation. The Office of the Registrar will not provide any documentation for a student to participate in a virtual away.

After you have been accepted for the Away elective

1. The *Request for Approval of Away Elective* form along with the supporting information **MUST** be completed and submitted to the Office of the Registrar 6 weeks prior to the start date of your Away elective (including military aways). Form is located on the Office of the Registrar's MSIV webpage. There is a form for VSLO and non-VSLO. **You will need to be on the VPN to complete this form.**
2. AAMC Uniform Clinical Training Affiliation Agreement/Implementation Letter is required for NON VSLO institutions. See Tonya for more information.
3. The form and supporting documents will be submitted to the Associate Dean of Academic Affairs for approval. NO away elective will be added to your schedule until all requirements are met.

Completion of the Away Elective/Evaluation for a grade

It is **your** responsibility that the host institution provides our office with an Away Elective evaluation form (located on the Office of the Registrar's website) within 4 -6 weeks upon completion of the rotation. Please contact the Office of the Registrar for any questions.

Frequently Asked Questions

1. The host institution is requesting a recent background check. How can I request one?

Please contact Kim Carmen. We have a contract with Certiphi Screening to provide this service for medical students. The anticipated cost for a updated background check is \$100.

2. The host institution is requesting an affiliation agreement. What is this?

Some hospitals may want an agreement between the home and host institutions prior to approving an away elective. If so, our school participates in the AAMC Uniform Clinical Training Affiliation Agreement that must be signed by both parties. Please contact Tonya Frotz, Assistant Registrar for more details.

Please note that our Legal Dept enforces the use of the AAMC Uniform Clinical Training affiliation agreement. Please also be mindful that if both parties cannot agree on the language in an agreement; you will not be allowed to go on the away. This has happened!

3. The site is requesting a recent drug test. Where can I go to arrange this?

Please contact Kim Carmen. We have a contract with Certiphi Screening to provide this service for medical students. The cost for this is \$29 for a 10 panel drug screening.

4. Can I do an elective outside the United States?

Electives outside the United States are **HIGHLY** unusual and require approval by the Dean of the School of Medicine as well as the appropriate department. In general, international travel of any kind will **ALWAYS** be on your vacation time and will **NOT** be counted as credit for a course administered by LSUHSC Shreveport. See the Registrar for more information.

5. Where can I find the malpractice insurance policy? Do I need extra coverage since there is no aggregate?

The current insurance certificate is listed on the Registrar's webpage (<https://www.lsuhs.edu/our-schools/registrar>) under the 4th year heading. The new one will be available around June 2022 and will be uploaded at that time.

No, students are not typically required to purchase any additional coverage. This is the information that came directly from the Office of Risk Management in Baton Rouge:

Under Louisiana's Medical Malpractice Act (R.S. 40:1299.39), coverage is provided for

A resident, intern, or student of, or any person who is otherwise qualified in, any discipline, including but not limited to, the disciplines listed in this Subsection when he is acting within the course and scope of the training or staff appointment in and under the supervision of a state hospital or other health care facility to which he is assigned as a part of his prescribed training in such discipline, without regard to where the services are performed.

ORM issues a self-insurance policy that conforms to the statute with a limit of \$5,000,000 per occurrence. There is no aggregate. A policy aggregate is the limit a policy will pay total on all claims in a single annual period. The students will not need additional coverage for professional liability to participate in these clinical assignments.

6. Where do I obtain my immunization records to give to Student Health?

Occupational Health/Student Health does not have access to your immunization records to complete the AAMC immunization form. Thus, you will need to print out your immunization schedule and any test results that are located in the MyRecordtracker portal you uploaded when you matriculated and provide them this information. Go to www.myrecordtracker.com and log in to view your profile. Occupational Health is located on the third floor of the Comp Care Building; hours of operation M-F 7:00 a.m – 4:00 pm. Phone 318.626.0661