V.S.L.O. Informational Slides

Visiting Student Learning Opportunities

- Phase 3 Away Elective Guide shared by the Office of the Registrar:
  - acadreg@mcw.edu | mcw.edu/registrar

OBJECTIVE

- Students will understand the Office of the Registrar resources for away electives, as well as best practices for successful VSLO documentation & verification

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WHAT IS THE POINT OF AN AWAY ELECTIVE?

- Away electives are ***not a degree requirement***, but they **can contribute** towards your seven required *4-week* electives (47xxx)
  - **Offers experience with a different hospital**, medical record system, faculty, & patient population
  - **Helps you decide** what type of residency program is best for you
  - **Increases competitiveness** for residency applications
  - ***Some* specialties may recommend or require** students to complete an away elective
    - *contact Career Counselor in Student Affairs:* Dr. Nai-Fen Su, *mcwfusioncurriculum@mcw.edu, or your advisor for support*

Visiting **S**tudent **L**earning **O**pportunities (**VSLO**) Application Service:

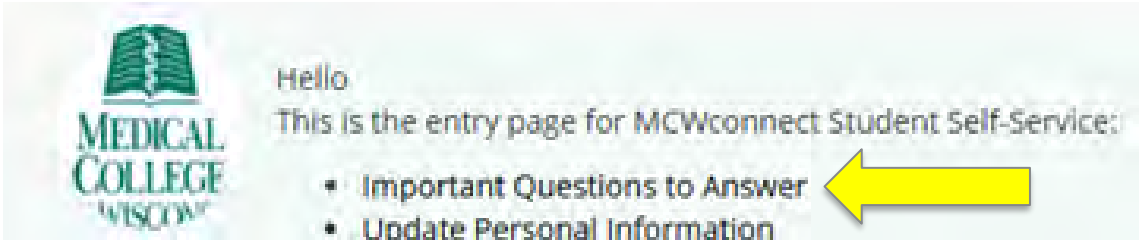
- *If students are interested in away electives*, VSLO can help with
  - **searching** for **4-week** away opportunities
  - **learning** about prerequisite requirements
  - **uploading** & transmitting supporting documents needed by the host institution
  - **submitting &** tracking applications

VSLO INVITATION FOR AWAY ELECTIVES

- Students will receive an invitation link via email in early September
- **Open link** & create username login within 28 days if you are considering away elective(s) at any point in the future
- VSLO invite expires 28 days after invitation in September, **so please *check your MCW email regularly***
- **Please add a reminder in your phone/calendar to check your MCW email the first week of September** & create VSLO login within 28 days so that you have access to VSLO if you decide to pursue away electives

TRANSCRIPT & ACADEMIC STANDING AUTHORIZATION

- For MCW to release your application to host institutions with your transcript & academic standing, you must authorize this through MCWconnect
  - *From the "Student Self-Service" card, click on Open Student Dashboard*
  - *Click "Important Questions to Answer" & say "yes" to authorization*



We will automatically upload your transcript AFTER you submit your VSLO application(s)

VSLO PREPARATION: 5 REQUIREMENTS

The Office of the Registrar will have a list of students who completed these requirements. If we do not have information on file for you, you will receive an email requesting proof if you plan to use VSLO:

- **1. BLS (Basic Life Support)** Training: Ensure you have your Ecard from American Heart Association (must be current/not expired). Contact Hannah Fuhrman for BLS questions.

- **2. Criminal Background Check:** Ensure you have completed a background check (likely in your CastleBranch account). Some host institutions require it to be within a certain time frame, so if needed, please contact Kursten Librizzi to order updated check. *Example: Stanford requires a background check within the last 2 years at the time of application.*

- **3. HIPAA (Health Insurance Portability & Accountability Act) Training:** Ensure completion in Brightspace Thriving During Clerkship> Assessments>Quizzes>HIPAA Attestation.

- **4. Mask Fit Test:** Ensure completion of test. Contact Occupational Health to make appointment if needed - IOHFroedtert@Froedtert.com | 414-805-7997.

- **5. OSHA (Occupational Safety & Health Administration) & BBP (Bloodborne Pathogen) Training**: Ensure completion in Brightspace Thriving During Clerkship> Assessments> Quizzes> BBP Attestation.

IMMUNIZATION RECORDS

- The Office of the Registrar does ***not*** manage or upload any immunization information
  - Please click here for Occupational Health's Immunization Form for away electives
  - IOHFroedtert@Froedtert.com | 414-805-7997

LETTER OF RECOMMENDATION

- ***Some host institutions may*** request a letter of recommendation
- We do **not** accept letters from students
  - o **Letter writer** (or letter writer's office) must send to acadreg@mcw.edu
  - o Once letter writer sends to acadreg@mcw.edu, we will upload the letter to VSLO for student to assign to applications as needed

DRUG TEST SCREENING

- ***Some host institutions may*** require our office to verify a drug screening
- Contact Occupational Health to schedule drug screening
  - o IOHFroedtert@Froedtert.com
  - o 414-805-7997
- Send copy of drug screening results to acadreg@mcw.edu when completed so we can verify in VSLO

Verification Questions

Description

The following questions must be answered by the student's home institution.

This student has successfully passed a drug test that screens for amphetamines, cannabinoids, cocaine, methamphetamines, opiates, and phencyclidine (note: screening upon matriculation is acceptable; if no drug screening is required by your institution, verify that independent drug screening results have been submitted to a school official and confirmed):

- ○ Yes
- ○ No

SAMPLE

MALPRACTICE & GENERAL LIABILITY INSURANCE

- *Some institutions may* ask students to upload the **"MCW Medical Student Certificate of Professional Liability"** from Risk Management: Certificate of Insurance
  - Coverage is no less than $1,000,000 per occurrence & $3,000,000 annual aggregate

MEDICAL COLLEGE OF WISCONSIN

Office of Risk Management

CERTIFICATE OF SELF-INSURANCE

THE MEDICAL COLLEGE OF WISCONSIN, INC.
PROFESSIONAL LIABILITY INSURANCE PROGRAM

To Whom It May Concern:

This is to certify that all Medical College of Wisconsin **medical students** in **good standing** are insured by The Medical College of Wisconsin Professional Liability Insurance Program ("Program"), as approved by the Wisconsin Commissioner of Insurance.

The Program provides occurrence-type professional liability coverage in the amount of $1,000,000 per occurrence and $3,000,000 in aggregate per policy year for The Medical College of Wisconsin, Inc., including its **medical students** and Allied healthcare personnel, and for each of the College's full-time or full professional effort faculty and staff physicians.

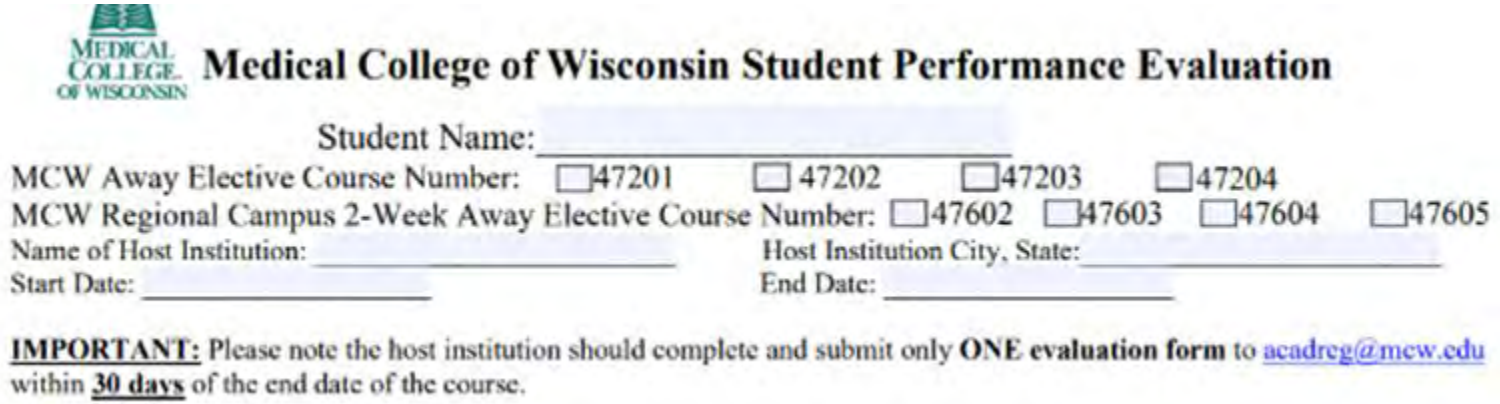
AFFILIATION AGREEMENT CONTACT INFORMATION

- ***Some host institutions may*** require an affiliation agreement
  - o contact acadreg@mcw.edu for assistance

- If your VSLO application or host institution asks, MCW does ***not*** require an agreement for MCW students to rotate at other institutions

AWAY EVALUATION FORM

- MCW's "Student Evaluation for Away Elective" form, *or* the **host institution's preferred** grade evaluation form must be completed within 30 days of the elective end date.
  - Grade evaluation form must be submitted to acadreg@mcw.edu



Medical College of Wisconsin Student Performance Evaluation

Student Name: _____

MCW Away Elective Course Number: ☐47201 ☐47202 ☐47203 ☐47204

MCW Regional Campus 2-Week Away Elective Course Number: ☐47602 ☐47603 ☐47604 ☐47605

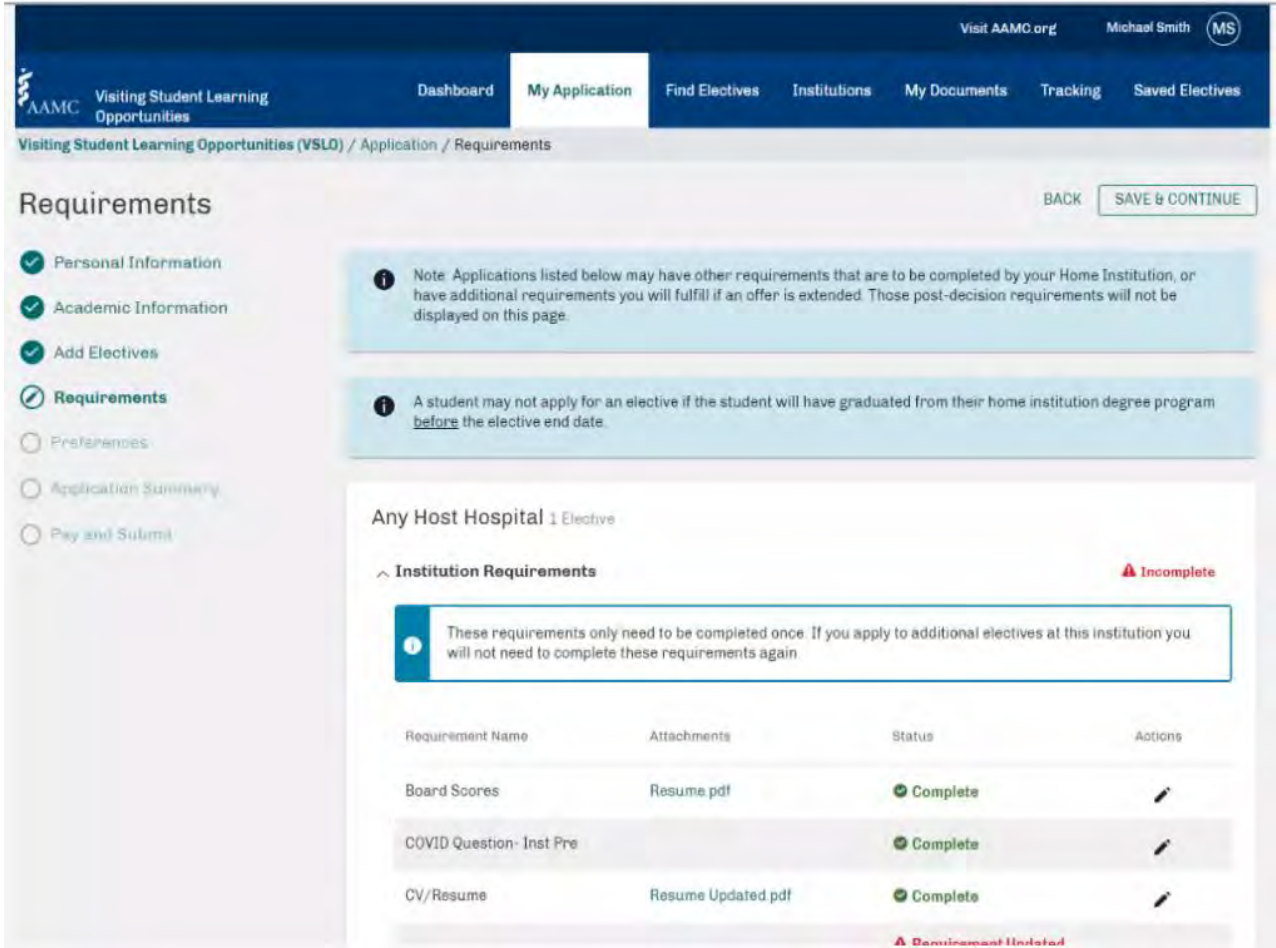
Name of Host Institution: _____ Host Institution City, State: _____

Start Date: _____ End Date: _____

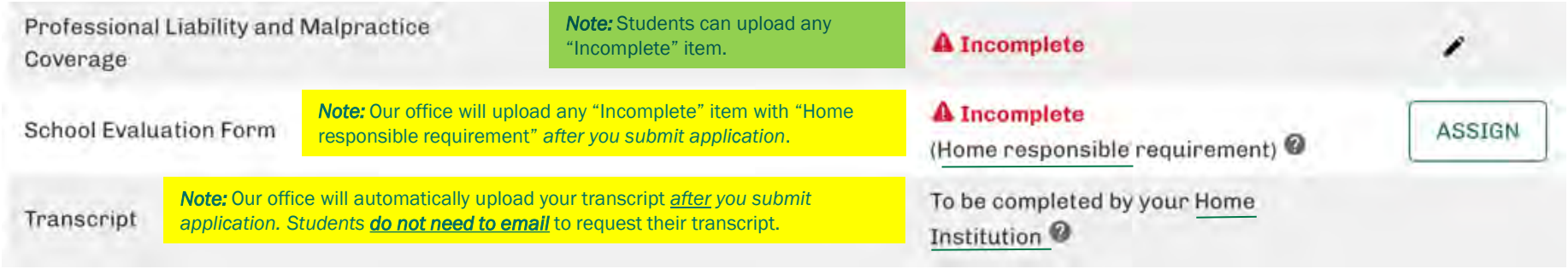
IMPORTANT: Please note the host institution should complete and submit only **ONE evaluation form** to acadreg@mcw.edu within **30 days** of the end date of the course.

VSLO Video Tutorial:

Press play for a *brief* student view of VSLO



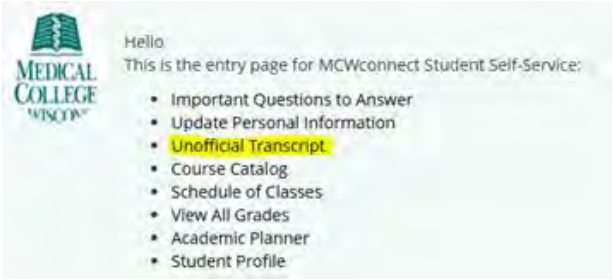
SAMPLE STUDENT VIEW



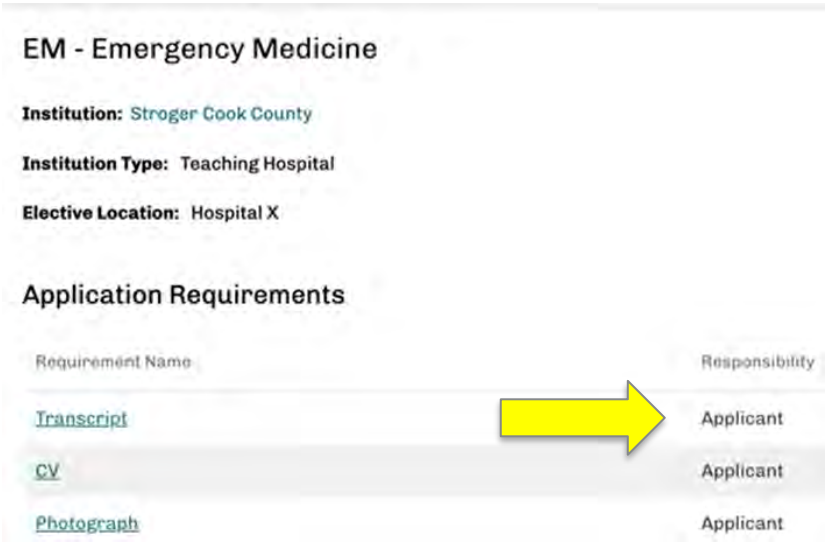
- VSLO application items labeled **"home" responsibility,** as underlined above, will be completed by the Office of the Registrar **AFTER you submit your application.**
  - Submitting your application does **not** immediately send it to the host institution.
  - The Office of the Registrar is automatically notified of incomplete requirements; we fulfill **home** institution requirements **before releasing** application(s) to the host institution.
    - We will contact students if we have any questions or concerns about home requirements.
  - Students do ***not*** need to contact the Office of the Registrar to request that the "home institution" items be completed.

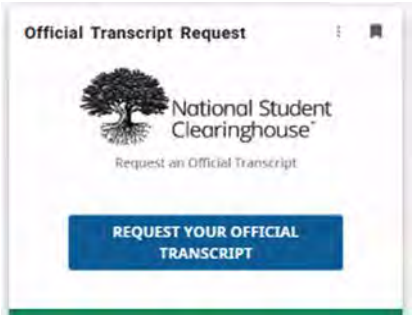
SAMPLE TRANSCRIPT

- ***Some host institutions may*** ask the student to upload their transcript
  - Option 1: submit **unofficial transcript request** for free through MCWconnect
    - *on the Student Self-Service card, click on the Student Dashboard* button



  - Option 2: use the **Official Transcript Request** card & click "Request Your Official Transcript" for a paid digital copy to be emailed to you





SAMPLE HOME SCHOOL

- Any requirement with **“Home School” responsibility** will be uploaded by MCW *after* student submits application

Application Requirements

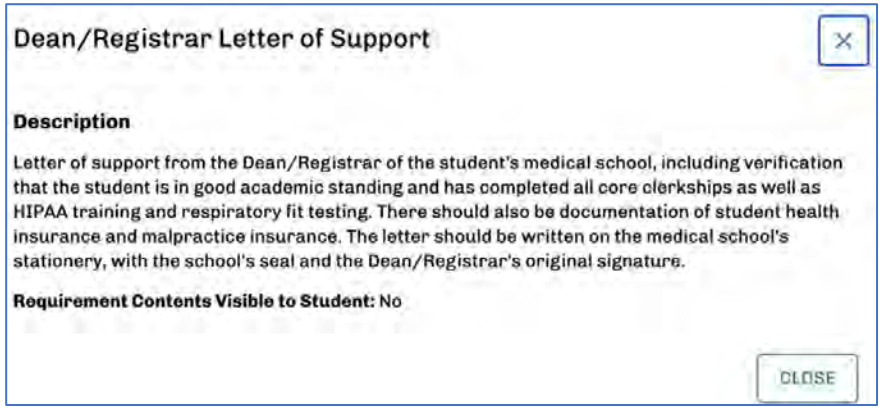
Requirement Name	Responsibility	Notes
COVID-19 Vaccination Question	Applicant	
Transcript	Home School	
CV/Resume	Applicant	
AAMC Standardized Immunization Form	Applicant	Required after offer acceptance
Personal Statement	Applicant	
Flu Vaccination Record	Applicant	Required after offer acceptance
Affiliation Agreement	Home School	
Board Scores	Applicant	
Photograph	Applicant	
Letter of Recommendation	Home School	
UNC School of Medicine Evaluation Form	Home School	
Medical Liability and/or Malpractice Insurance Coverage	Home School	

SAMPLE STUDENT VIEW

- ***Some host institutions may*** label the letter of good standing as the responsibility of the "applicant"
  - email acadreg@mcw.edu to request a letter

- ***Do not*** *request a letter of good standing or "Dean/Registrar Letter of Support" if it's labeled a* ***"home school"*** *responsibility*
  - *our office will automatically upload the letter* ***after*** *you submit application & before we release it to host institution*

Requirement Name	Responsibility	Notes
CV/Resume	Applicant	
AAMC Standardized Immunization Form	Applicant	
Photograph	Applicant	Required after offer acceptance
Letter of Good Standing	Applicant	



Deadlines: How long does it take for MCW to release my application(s) to the host institution?

- Do **NOT** wait until the host institution's application deadline to submit!
  - Just because you click "submit" does ***not*** mean that it's sent immediately to the host institution
- The Office of the Registrar requires an additional 1-2 business days ***AFTER you submit*** your application to verify all your information (OSHA, BLS, Mask Fit, etc.)
- Expect **additional delays** if you have **not completed a host institution's requirement,** such as an updated background check, drug screening, or other specific forms

Non-VSLO Approval

- Students must email Dr. Narayan, Associate Dean for Student Affairs in the School of Medicine, before applying to a non-VSLO away elective to request approval at least 60 days before the elective start date.
  - Once approved by Dr. Narayan and accepted to the non-VSLO away elective, students must email Dr. Narayan their acceptance letter.
- Exception: Military away electives do *not* require approval.

PHASE 3 PREPARATION

Resources:

- Phase 3 Away Elective Guide
- VSLO Informational Slides
- Registration Guide

- If you have any questions *not addressed* in the resources, please contact acadreg@mcw.edu or visit mcw.edu/registrar to review the resources.

  Please note: The Office of the Registrar is dedicated to supporting students; however, our office does not provide guidance on which courses & when may be most beneficial for your chosen specialty or residency program. For tailored advice, we recommend reaching out to curriculum@mcw.edu, your advisor, Dr. Nai-fen Su, careers@mcw.edu, or studentaffairsSOM@mcw.edu.

  - **Examples of questions not to submit to the Office of the Registrar:** How many away electives should I take if my specialty is anesthesiology? Would it be good or bad to take an away elective in November during interview season? Will my residency program think it's bad if I take a vacation in July & I don't do an away rotation?

VSLO RESOURCES

VSLO Website

How to Use VSLO

Navigating VSLO: Full Video Tutorial for Students

VSLO FAQs

Thank you!

We appreciate your time reviewing this information.