

Policy on Visiting Medical Students

I. PURPOSE

The acceptance of visiting medical students from other schools into the elective clinical experience at UPSOM serves at least two purposes: 1) to increase the exposure of UPSOM students to individuals from diverse backgrounds and 2) to increase the number of qualified applicants to the school's associated residency programs at UPMC.

II. SCOPE

This policy applies to:

- Deans, Directors, and Department Heads
- Faculty
- Medical Students

III. POLICY

Medical students from LCME and non-LCME accredited medical schools may enroll in fourth year electives at UPSOM, if appropriate criteria are met including, but not limited to, availability of an elective site. Students from other medical schools may enroll in elective clinical experiences when it will not negatively impact the education of UPSOM medical students.

IV. POLICY AUTHOR(S)

- Office of Medical Education
- Office of Student Affairs

V. RELATED POLICIES AND PROCEDURES

- n/a

VI. REFERENCES

LCME Element 10.8: Visiting Students. A medical school does all of the following:

- Verifies the credentials of each visiting medical student
- Ensures that each visiting medical student demonstrates qualifications comparable

- to those of the medical students he or she would join in educational experiences
- Maintains a complete roster of visiting medical students
 - Approves each visiting medical student's assignments
 - Provides a performance assessment for each visiting medical student
 - Establishes health-related protocols for such visiting medical students
 - Identifies the administrative office that fulfills these responsibilities

VII. APPROVALS

Dean, School of Medicine, February 28, 2018.

Educational Policy Council review: September 4, 2024.

VIII. PROCEDURE

Domestic visiting students who participate in the VSLO (Visiting Student Learning Opportunities) program are eligible to complete up to 2 elective rotations in their 4th (or final) year of medical education. Applications are only accepted through the VSLO system, and students from programs not in the VSLO are ineligible to apply.

Inviting Registration Team to use VSLO:

The VSLO system is provided through the AAMC and uses students' AAMC logins to access. New users from the SOM Registrar Team will need to be invited to the system.

Student instructions:

1. Login to the VSLO by going to:
<https://vslo.aamc.org/vslo/index.html#/ins?instId=162> and entering your AAMC login information.
2. Next, click User Management Users in the upper right. Then click the "Invite User" button on the Manage Users tab.
3. This will open a popup where you can add the team member's information.
Enter the following fields:
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Confirm Email
 - e. Assign Roles: All Home VSAS Permissions, Host Admin, Home Admin, My Students
4. Then click "Invite User" and they will be sent an email with an invite to use the system.

Inviting other users to the VSLO:

Other users outside of the Registrar Team can be added to the VSLO as well. Rotation coordinators will need to be added as they will be reviewing applications for their departments.

Depending on the user's job title, they may receive a different role. Coordinators will just be invited to the Coordinator role. Similarly, Faculty will just be added as the Faculty role.

Updating Elective Catalog in VSLO:

Each year, an annual review of the courses listed in the VSLO will need to be completed before applications open for the next year. The elective catalog mirrors the electives in AmpUp that are available to visiting students. In the VSLO, navigate to Elective Catalog □ Catalogs to view all current and previous catalogs.

Reviewing Applications:

The domestic visiting student program follows the periods and timing of our academic year. Applications normally open around the last week of January, and then are released to our departments for their review 8 weeks later in March, after add/drop has been opened for our Pitt Med students.

When a visiting student submits an application, it is first reviewed by the Registrar team to confirm that all documents submitted are correct.

The documents that the student attached can be opened by clicking their title in each row. The following documents will need to be reviewed:

- a. **AAMC Standardized Immunization Form**
 - b. **Covid-19 Vaccination Question**
 - c. **IdentoGo Receipt for Fingerprinting or completed PA Act 73 report**
 - d. **Malpractice/liability Insurance**
 - e. **PA Act 33 Child Abuse History Certificate**
 - f. **PA Act 34 Criminal Record Check**
 - g. **Personal Health Insurance**
2. If any of the previous requirements needed to be resubmitted, the Registrar will can send requests back to the student through the VSLO.
 3. When reviewing applications, only the first one for each department a student has submitted for needs to be reviewed. For example, if a student applied to 3 Family Medicine electives and 2 Internal Medicine electives, then only 1 family medicine and 1 Internal Medicine application will need to be reviewed, as their documents will be the same.
 4. Once all documents in an application are reviewed and found to be fine, click the "View Verification Questions" button on the student's application to open their home school- submitted questions, shown below.

These verification questions will need to be reviewed, and any issues found will need to be noted and the student will need to be contacted to correct them upon acceptance.

1. Student in Good Standing: Must say Yes

2. OSHA Training: Must say Yes and have been done within the past year of their elective start date.
 3. ACLS: Must have ACLS or BLS record from within the past 2 years of elective start date.
 4. BLS: Must have ACLS or BLS record from within the past 2 years of elective start date.
 5. Mask Fit Testing: Must say Yes
 6. Taking Elective for Credit: Must Say Yes
 7. Paying Tuition at home institution: Must Say Yes
 8. Malpractice/Liability Insurance: Must say a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate
 9. Personal Health Insurance: Must Say Yes
 10. Senior Year at time of elective: Must Say Yes
 11. Program Year: Must be in final year of program (e. 4th year of 4 or 6th year of 6)
 12. Expected to Graduate: Must be around graduation time of following year (ex. If in final year for 2023 – 2024, grad date should be around May 2024).
 13. Student has met Immunization Requirements: Must Say Yes
 14. HIPAA: Must Say Yes
 15. Criminal Background Check: Does not have to be completed, as they will do background clearances reports for our requirements
 16. USMLE Step 1: Must have USMLE Step 1 or COMLEX-USA Level 1 completed.
 17. COMLEX-USA Level 1: Must have USMLE Step 1 or COMLEX-USA Level 1 completed.
 18. Core Clerkships: Must Say Yes
5. Once the applications and verification questions have been reviewed, the student can be marked as eligible for department review. Click the “Set Eligibility” button and then click “Eligible” and Confirm to push the application through to the coordinators.

Accepting Visiting Students:

Once a student has been accepted by a department, they will make an offer in the VSLO. The offer will need to be release by the Registrar Team in the VSLO in order for the student to receive. If the student does not submit the requirements in enough time, their rotation may be cancelled.

Registering Visiting Students:

When a student accepts an offer, they are notified by the VSLO to register with our AmpUp system. When the VSLO lists that they have accepted an offer, the Registrar team will then pull a space for the course in AmpUp until they register with AmpUp. Once they register, we can then add the space back and add them into it. This is to prevent the space being taken by a Pitt student in the interim time.

Grading:

All grade evaluations and other course specific info is provided by the Rotation coordinators. The students can be directed straight to them for those questions.

INTERNATIONAL VISITING ELECTIVE APPLICATION PROCEDURE

The University of Pittsburgh School of Medicine (UPSOM) welcomes international medical students to apply for medical school electives. All applicants must follow the stated application process below.

International (non-US citizen) medical students are permitted to participate in up to, but no more than two 4-week international electives (8 weeks total) during their final year of medical school.

APPLICATION PROCEDURE STEPS

1. Interested applicants are directed to our website:

[Visiting International Applicants through the Office of Medical Student Research and International Studies | School of Medicine Office of Student Affairs | University of Pittsburgh](#)

2. Through the website, applicants are directed to our [Checklist for International Visiting Elective Application](#), which indicates all required documents. Alternatively, the University of Pittsburgh School of Medicine (UPSOM) participates in the acceptance of international elective applications through the [Visiting Student Learning Opportunities \(VSLO\)](#), a centralized application program.
3. Completed applications must be submitted through VSLO or to [the Office of Medical Student Research and International Studies](#) (MSRIS).
4. Received applications are reviewed by a team directed by the Associate Dean of Global Health Education.
 - A. Selection Criteria
 - I. Completed application
 - II. Personal letter of intent
 - III. Letter of credentials from home institution
 - IV. Transcript with grades and class standing
 - V. English proficiency
 - VI. Availability of preferred electives
5. If applicants are conditionally approved then the application is forwarded to their preferred elective rotation's department for review. Elective openings are filled on a first come first served basis.
6. If department approves the applicant then MSRIS sends the student an email containing:
 - a. Confirmation of the elective in which block
 - b. A link to register and pay the non-reimbursable registration fee
 - c. Instructions on how to pay prorated tuition fee through [FLYWIRE](#) platform
7. Once elective is confirmed and prorated tuition has been received, no changes are allowed.
8. Once an application is rejected, the decision is final and no further applications will be considered.

9. If the accepted student cancels the elective rotation more than 4 weeks prior to start of the elective s/he will receive full restitution of the paid prorated tuition. When the student withdraws within 4 weeks of the elective start date, the paid prorated tuition minus a \$2,250 penalty will be restituted.
10. A rejection email is sent to all applicants that were not conditionally approved by MSRIS or accepted by the Department.
11. At the end of each elective, the [Office of Medical Student Research and International Studies](#) (MSRIS) must receive a copy of the following two evaluation forms:
 - A. The UPSOM's mentor evaluation/grade of the visiting student.
 - B. An evaluation of the rotation and mentor(s) by the visiting student UPSOM