



VCU

Oversight of Extramural Electives for Visiting Students Policy

Policy Statement and Purpose

The Liaison Committee on Medical Education (LCME) has established standards regarding the oversight of extramural electives. These standards require institutions to have in place a process for ensuring the adequacy of elective opportunities that students participate in at other medical schools, as well as establishing processes to ensure the safety and supervision of students while completing these away rotations. Additionally, the LCME requires institutions who accept visiting students for participation in these electives to have a defined process for ensuring that visiting students are qualified and approved to join the educational experience, as well as a process for receiving feedback on their performance. The Virginia Commonwealth University School of Medicine has established the following procedures to ensure the safety and quality of educational experiences for both VCU SOM students rotating at away sites, and visiting students completing elective rotations within the VCU SOM.

Stakeholders

The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

VCU SOM: Virginia Commonwealth University School of Medicine.

LCME: Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

VSLO: The Visiting Student Learning Opportunities program is an AAMC application designed to streamline the application process for away electives. VSLO enables medical students to submit a common application for multiple institutions.

VSLO Coordinator: The Visiting Student Learning Opportunities Medical Education Coordinator.

OME: The Office of Medical Education.

Elective: A Curriculum Council approved course that is not part of the required, core curriculum for the VCU SOM. Elective courses approved for student participation are listed in the Elective Catalog.

Away Rotation: Also referred to as an 'Extramural Elective' by the LCME, an away rotation is an educational opportunity completed by a student at an institution other than the VCU SOM. Away rotations must meet the specific criteria outlined in the procedures section in order to be approved for student participation.



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Visiting Students: Students enrolled at one medical school who participate in clinical (typically elective) learning experiences for a grade sponsored by another medical school without transferring their enrollment from one school to the other.

Associate Dean for SA: Associate Dean for Student Affairs.

Responsibilities

VSLO Coordinator: The VSLO Coordinator, operating within the OME, is responsible for facilitating the visiting student experience for students from other institutions who are rotating through electives at the VCU SOM, as well as ensuring VCU students completing away rotations follow the procedures outlined in this document. The VSLO Coordinator also manages the collection of documentation regarding evaluation of student experiences at away rotations, ensuring these are made available for student review.

Associate Dean for SA: The Associate Dean for SA is responsible for reviewing all Requests for Away Rotation Approval Forms to determine if the proposed educational opportunity is appropriate and safe for VCU SOM student participation.

Students: Students are responsible for submitting applications for away rotations through the VSLO system. For rotations not listed within the VSLO system, students are required to submit a Request for Away Rotation Approval Form via the procedures outlined within this document. Students are also responsible for returning completed M4 Away Rotation Evaluation Forms to the VSLO Coordinator upon completion of the rotation.

Procedures

Visiting Students Rotating at VCU SOM Sites

Availability of Rotations for Visiting Students

- The VSLO Coordinator works with faculty at the beginning of each academic year to determine the availability of space for visiting students.
 - The VSLO Coordinator will confirm the following, specific information:
 - The rotation is able to accommodate all students from the home institution prior to considering visiting students.
 - The rotation has adequate clinical supervision for all home and visiting students completing the rotation.
 - The faculty in the rotation understand the requirements for providing an assessment of each visiting student completing the rotation.

Visiting Students Application to Participate

- Visiting students seeking participation in a VCU SOM elective must apply through the VSLO program.



- No applications for participation will be considered from any source other than VSLO, as utilization of the VSLO system ensures applicants are currently enrolled in an Association of American Medical Colleges (AAMC) accredited medical education program.
- Visiting students must submit their application through VSLO, along with a letter of academic standing that indicates the student is currently in 'good standing' at their home institution.

Visiting Students Approval to Participate

- The VSLO Coordinator ensures all applicants are received through the VSLO program, and that each applicant has submitted all of the required application materials.
- The VSLO Coordinator will work with faculty leading the rotation to review the visiting student applicants.
- Upon approval of the visiting student to complete the rotation:
 - The VSLO Coordinator will initiate the approval process through VSLO system.
 - Students have two (2) weeks to accept their spot through the VSLO system.
 - If students do not accept the spot within two (2) weeks, the offer of acceptance will expire.
 - The visiting student will need to reapply for a future date if they wish to be reconsidered for acceptance.
 - Approved students who have accepted the offer to complete the rotation will be prompted to produce a series of required documents to complete their acceptance through the VSLO system:
 - Current academic transcript
 - Current letter indicating 'good academic standing'
 - Drug screen and background check
 - Evaluation form/grading sheet for their home institution
 - Immunization record
 - Upon completion and receipt of all required documents, and prior to the first scheduled day of the rotation, the VSLO Coordinator will distribute a copy of the Visiting Student Handbook to the student and notify them of their Orientation date.
 - Accepted students must complete the Visiting Student Orientation as a prerequisite to beginning the rotation.

Visiting Student Performance Reporting, Evaluations, and Maintenance of Records

- The VSLO Coordinator will maintain a roster of all visiting students for the academic year.
 - The roster will contain, at minimum, the following information:
 - Student name
 - Name and dates of rotation student will be completing
 - Student email
 - Checklist of all required documents to ensure completion
- The VSLO Coordinator will ensure all visiting students have received a performance evaluation for their completed rotation at the VCU SOM.

- Visiting students will utilize the grade sheet from their home institution and follow their institutional guidance on who must complete the form.

VCU Students Completing Away Rotations

Approval of Away Rotations for VCU Student Participation

- An away rotation is considered approved for VCU SOM student participation if the rotation is listed in the VSLO system.
- If a student wishes to apply for an away rotation that is not listed in the VSLO system, the student must complete the Request for Away Rotation Approval Form.
 - The completed form should be submitted to the VSLO Coordinator.
 - The VSLO Coordinator will advance completed forms to the Associate Dean for Student Affairs for review.
 - The Associate Dean for SA will review the form to ensure the educational opportunity is appropriate and safe for VCU SOM students.
 - The Associate Dean for SA will return the completed, signed form indicating the approval or denial of the request to the VSLO Coordinator.
 - The VSLO Coordinator will communicate the outcome of the request with the student.

International Rotations

- VCU SOM Students who wish to complete an international away rotation must first seek approval through the VCU Global Education Office.
 - This office will determine the safety, as well as any potential risks and associated planning that must occur, prior to approving the international location.
 - Once approval has been received by this office, the student is responsible for submitting documentation of the approval to the VSLO Coordinator.
- Once approved by the VCU Global Education Office, the student must also complete the Request for Away Rotation Approval Form.
 - The completed form should be submitted to the VSLO Coordinator.
 - The VSLO Coordinator will advance completed forms to the Associate Dean for Student Affairs for review.
 - The Associate Dean for SA will review the form to ensure the educational opportunity is appropriate and safe for VCU SOM students.
 - The Associate Dean for SA will return the completed, signed form indicating the approval or denial of the request to the VSLO Coordinator.
 - The VSLO Coordinator will communicate the outcome of the request with the student.

VCU SOM Student Performance Reporting, Evaluations, and Maintenance of Records

- The VSLO Coordinator will ensure all students have received a performance evaluation for their completed away rotation.
 - Students are responsible for completing the information in the LMS to launch an evaluation to the away rotation.
 - For institutions that require their institutional grade sheet be used for performance reporting, the VSLO Coordinator will:
 - Receive the completed sheet from the away rotation.
 - Enter the information into the LMS.
 - Save a copy of the completed sheet and documentation within the OME.
- The VSLO Coordinator will ensure all students receive a form to evaluate the completed away rotation.
 - The VSLO Coordinator will distribute the M4 Away Rotation Evaluation Form to the student for their completion.
 - While not mandatory, the VSLO Coordinator will follow up with the student after one (1) week of sending the evaluation if the completed form has not been received back.
 - All completed M4 Away Rotation Evaluation Forms will be maintained in a Google Drive format and the link distributed to students who are considering participating in the away rotation.



Request for Away Rotation Approval Form

Student Name	Click or tap here to enter text.
Date Submitted	Click or tap here to enter text.

Course Name	Click or tap here to enter text.
Course Location	Click or tap here to enter text.
Course Contact	Click or tap here to enter text.
Course Dates	Click or tap here to enter text.
Course Description	Insert a detailed course description here. This should be done in paragraph form. This description should include a summary of the course activities and what students can expect to gain from the course. Include a link to the course catalog page if available.
Course Objectives	Click or tap here to enter text.
Duration	2 Weeks <input type="checkbox"/> 4 Weeks <input type="checkbox"/>
Designation	Clinical <input type="checkbox"/> Non-Clinical <input type="checkbox"/>

Student Signature	
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**Submit completed form to the Office of Medical Education at VCUOME@vcuhealth.org. All forms should be submitted electronically and in Word format.*

***Incomplete forms will not be accepted. Any form missing information will be returned for completion.*

For Internal Use Only:

Request Outcome	Rotation Approved <input type="checkbox"/>	Rotation Denied <input type="checkbox"/>
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Associate Dean for SA Signature	
Date	

M4 Away Rotation Evaluation

Name of Away Rotation Site	
Specialty of Elective	
Name of Elective Course	
Dates of Elective Completed	

Please select an item from the drop-down list for each of the following statements:

Rate the overall quality of your educational experience in the rotation.	Choose an item.
The learning objectives for the rotation were clearly specified and aligned with the rotation experiences.	Choose an item.
Feedback was provided to me in a timely fashion that allowed me to improve my performance during the rotation.	Choose an item.
The faculty/instructors provided effective teaching during the rotation.	Choose an item.
The residents provided effective teaching during the rotation.	Choose an item.
I was appropriately supervised (either directly or indirectly) by residents and/or faculty during clinical encounters.	Choose an item.
I was treated as a respected and valuable member of the patient care team while on the rotation.	Choose an item.
The learning environment of the rotation was positive and supportive.	Choose an item.
I was treated in a manner that was disrespectful, unprofessional, or that otherwise meets the criteria for mistreatment during the rotation.	Choose an item.
The rotation was free from bias with regard to race/ethnicity, gender, sexual orientation, personal beliefs, or other characteristics.	Choose an item.
Would you recommend this rotation to VCU students?	Choose an item.

Please provide a narrative response for each of the following statements:

<p>Please describe the strengths of the rotation.</p> <p>Click or tap here to enter text.</p>
<p>Please describe the opportunities for improvement of the rotation.</p> <p>Click or tap here to enter text.</p>



Appendices

Is there any additional information you would like for VCU students to know about rotating at this location?

Click or tap here to enter text.

Are there any special requirements of this rotation of which VCU students should be aware?

Click or tap here to enter text.

Would you be willing to be contacted via email by VCU students who may be considering completing this away rotation?

Choose an item.



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Related Policies

Review Cycle and Revision History

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

Current Revision Approved: 06.23.2022

Applicable Laws, Regulations & Standards

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 10, Element 8
- LCME Standard 11, Element 3



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