



## How to apply for away rotations

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Louisiana State University Health Sciences Center  
School of Medicine at Shreveport

Office of the Registrar

P.O. Box 33932

Shreveport, LA 71130-3932

Phone: 318.675.5205

Fax: 318.675.4758

e-mail: [shvreg@lsuhsc.edu](mailto:shvreg@lsuhsc.edu)

website: [www.lsuhseshreveport.edu/registrar](http://www.lsuhseshreveport.edu/registrar)

## AWAY ELECTIVES

### Definition

Away electives in the fourth year are conducted at off-campus locations and are **not** administered by LSUHSC School of Medicine in Shreveport. Students are limited to taking only **12 weeks** for away electives for credit.

### 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 weeks to make up the difference; (i.e. College X has a great elective that begins July 13, 2015 through August 7, 2015 but LSUHSC – S block dates for block 1 are July 6, 2015 – July 31, 2015. Thus, the student will need to take a vacation week from July 6, 2015 – July 10 and from August 3, 2015 – August 7, 2015.) **You are not allowed to be simultaneously enrolled in a LSUHSC course and an away elective during the same block.**

### Away Elective Application Process

Some 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 are given access in *VSLO (Visiting Student Learning Opportunities)* to begin applying for away electives.
2. After you submit an application through *VSLO*, we must verify your application before it is released to the host institution for their review; This means all supporting documentation must be complete before we will release your application. Immunization forms uploaded, CV, etc. Once you have completed your requirements, then our office will upload your transcript and any other related materials, verify the application then it is released to the host institution.

- **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.

### **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 **4 weeks prior to the start date** of your Away elective (including military aways).
2. The form must be approved by your advisor and the Registrar.

### **Completion of the Away Elective/Evaluation for a grade (very important)**

It is **your** responsibility that the away elective provides our office with an Away Elective evaluation form (located on the Registrar's website) within 4 -6 weeks upon completion of the rotation. Please contact the Registrar's office 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 cost 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 can be signed by both parties. Please contact the 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 a 10-panel drug screening is \$29.

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 (<http://www.lsuhsershreveport.edu/Education/registraroffice/index>) under the 4th year heading. The new one will be available around June 2019 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.