



Dear Medical Student,

As you are entering this upcoming visiting student season, we want to remind you of a couple of best practices to make your experience as smooth as possible. We want you to have a great and successful Away rotation experience!

 Do	 Don't
<ul style="list-style-type: none"> ✓ Follow deadlines and timelines 	<ul style="list-style-type: none"> ☹️ Contact hosts before deadlines and timelines
<ul style="list-style-type: none"> ✓ Apply to multiple blocks to improve chances of getting a rotation 	<ul style="list-style-type: none"> ☹️ Provide extra documentation beyond what was requested
<ul style="list-style-type: none"> ✓ Seek advice from your specialty advisor about strategy: <ul style="list-style-type: none"> a. Number of applications to submit. b. What to do if you get an offer for a rotation but are still waiting to hear back from your first choice. c. If you need to cancel, how to do so without hurting your chance of getting a residency interview. 	<ul style="list-style-type: none"> ☹️ Over-apply to multiple blocks in multiple programs as placeholders, this creates delays ☹️ Assume lack of an away rotation offer predicts your chances of getting an interview or matching ☹️ Cancel a rotation at the last minute (provide notice at least 30 days in advance, if possible)
<ul style="list-style-type: none"> ✓ Provide requested documentation 	
<ul style="list-style-type: none"> ✓ Check emails regularly (daily) 	
<ul style="list-style-type: none"> ✓ Complete immunization forms early 	
<ul style="list-style-type: none"> ✓ Ensure other compliance requirements are up to date (e.g., Mask Fit, ACLS, BLS, etc.) 	
<ul style="list-style-type: none"> ✓ Consult with the Office of Financial Assistance about possible funding options 	
<ul style="list-style-type: none"> ✓ Withdraw applications from rotations you no longer want to pursue 	

Please share any suggestions you may have during or after your away rotation experience with your Registrar, Student Affairs Dean, or OSR representative. Best of luck this visiting student season!

Best regards,

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*** AAMC GSA Committee on Student Records Guidelines Regarding Visiting Medical Students**

Introduction: During the final year of medical school, it is common for medical students to seek elective rotations at other medical institutions, such as schools of medicine and academic medical centers. In fact, survey data of medical students and residency program directors strongly indicate that the visiting student process is a pathway to a successful residency match.

No medical institution is required to host visiting students. Each institution must establish its own policies and procedures with respect to ensuring quality education for students and appropriate care of patients. These guidelines are designed to assist institutions in optimizing the process for the benefit of both students and institutions. The term home institution denotes where the medical student is enrolled. The term host institution denotes where the student is taking an elective as a visiting student.

Applicant/Host Communication

- Students should adhere to the communication guidelines outlined by each host institution while their application is being processed.
- Each institution should publish their application processing timeline on their visiting student application platform.
- Students may request an update on their completed application only after the host institution's published application processing timeline has concluded.
- It is recommended that host institutions post an FAQ on their visiting student website.

Away Elective Notification

- Students with a completed elective application should be notified of an elective offer or denial at least 30 days in advance of the start of the elective, so that they have ample time to manage their schedule. Students may be offered an elective on shorter notice in the event that space becomes available.
- Students should be provided with at least two weeks to accept or decline an elective.
- Host institutions should allow a student to drop an elective up to 30 days before the start date.
- Students should only cancel an elective with less than 30 days' notice due to extenuating circumstances.

Application and Processing Fees

- Fees and refund policies should be well publicized on the host institution visiting student platform.
- Students should not be charged any fees until they have accepted an elective.
- Visiting students continue to pay tuition at their home institution while on a visiting elective. Thus, fees established by host institutions for visiting students, if any, should be minimal. Fees should be refundable only in the event that the elective requested by the student is no longer available.
- Please note: Host institutions that are using VSLO are not permitted to charge an application fee.

AAMC Standardized Immunization Form

- It is recommended that host institutions utilize the AAMC Standardized Immunization Form. Utilizing the AAMC form streamlines the process for students, reduces the workload for home institution immunization offices completing these forms, and provides comparable data for host institutions to review.

Affiliation Agreements

- If an affiliation agreement is required, it is recommended that host institutions utilize the AAMC Uniform Clinical Training Agreement. Utilizing the AAMC form streamlines the process for students, reduces the workload for home and host institutions completing these forms.
- Affiliation agreements should only be initiated after the student has accepted an elective.
- Requiring an affiliation agreement before the application is reviewed presents an unnecessary barrier for students.

- **Duplicate Documentation (VSLO users)**
- Host institutions should not request duplicate documentation (e.g., letters of good standing, documentation of liability coverage, etc.) for information that is already verified or uploaded to VSLO.
- Institutions should not require a “pre-application” outside of VSLO before permitting the student to then submit their application in VSLO.
- Please note: There are no Joint Commission standards that require a “Letter of Good (Academic) Standing” or other document that includes a school insignia or official’s signature be provided to a host institution by a visiting student or their home institution.
- Documentation requested by a Host institution beyond the information provided in the VSLO application would be determined solely between the home and host institutions and not driven by any Joint Commission standards or requirements. For further clarification, please contact the Standards Interpretation Group of the Joint Commission.

- **Liability Coverage**
- Policies regarding host institution medical liability and/or medical malpractice coverage requirements should be clearly articulated on the host institution visiting student application platform.
- Proof of sufficient liability coverage for the host institution should only be required post-acceptance. Students should not be required to purchase additional coverage prior to being accepted for an elective.

- **Host Responsibilities during Visiting Rotation**
- Once a visiting student has started an elective, that individual should have access to those student services at the host institution that are important to the educational purpose of the elective such as the library, personal protective equipment (PPE), student learning management systems, mistreatment reporting, and electronic health record systems.
- Host institutions should inform visiting students of their student exposure policies and procedures and other relevant emergency protocols.
- When a visiting student fails to appear on the first day of the elective or demonstrates an egregious lapse in professionalism, the host institution must notify the student’s home institution.

- **Performance Evaluation**
- Host institutions must complete an evaluation and return it to the home institution no later than 30 days after the completion of the elective. Students and home institutions must receive timely assessment of the students’ performance.
- Host institutions should use the student’s home institution elective evaluation. If this is not feasible, it is recommended that home institutions accept host institution evaluations.
- Home institutions should make a copy of their evaluation form available to the host institution.