

REGISTRATION

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CLINICAL
CURRICULUM

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CAREER
ADVISING

Away Rotations 2023 - 2024



Presentation Overview

- I. Away Rotation Basics*
- II. Away Process: Applying For & Receiving Credit
- III. Advising Support
- IV. Q&A

* Away Rotation = Away Elective = Away = Visiting Elective = Visiting Rotation

I. Away Rotation Basics

Away Basics

- ❖ Clinical course at a site not affiliated with UWSOM
 - ❖ Most are 4 weeks long
 - ❖ Usually offered at teaching hospitals that are either AAMC-member institution or have at least one Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA) accredited program.
- ❖ Purpose
 - ❖ Increase competitiveness for residency applications
 - ❖ Residency “audition”
 - ❖ Provides training in and exposure to environments outside UWSOM
 - ❖ Personal (e.g., geography)

Away Basics

- ❖ Not required to graduate
- ❖ May count as an elective toward graduation requirements

EXPLORE & FOCUS PHASE

MED EM

NEURL/
NEUR S

APC

APC-S (Sub-I)

Transition to
Residency

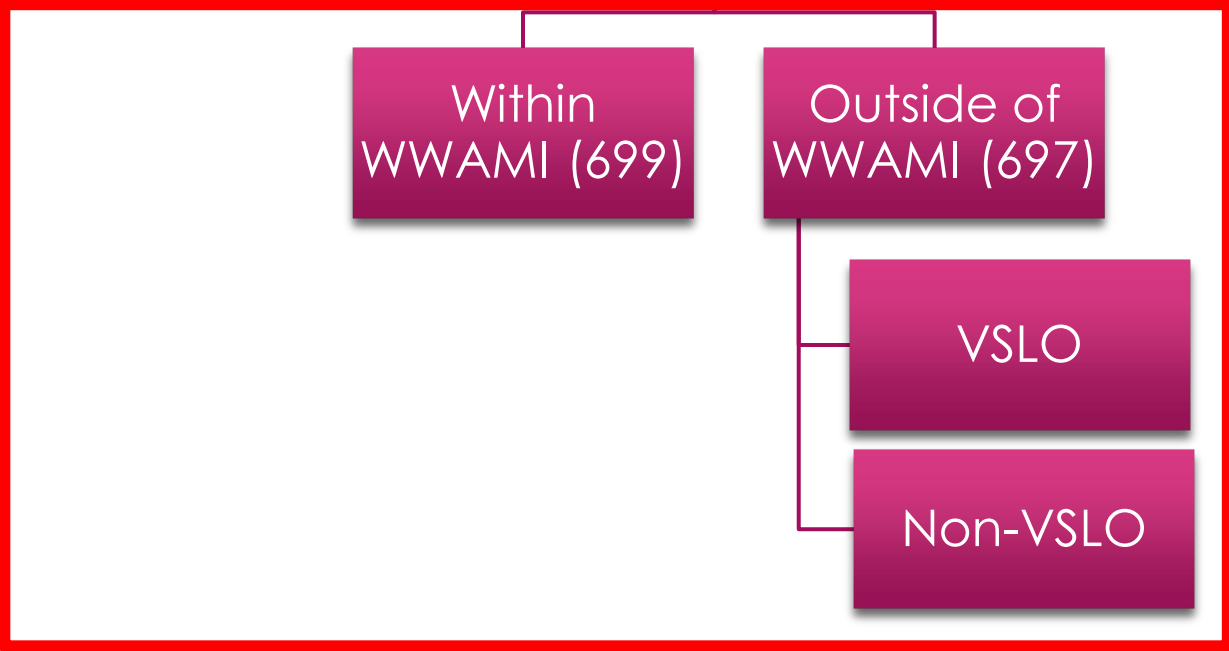
Away rotations
CANNOT
count for
these

Electives

40 credits
(~ 20 weeks)

UWSOM
Electives

Away
Electives



Within
WWAMI (699)

Outside of
WWAMI (697)

VSLO

Non-VSLO

Should You Take an Away?

- ❖ Answer depends on
 - ❖ Your desired specialty: Some specialties recommend Aways
 - ❖ Your level of certainty about that specialty
 - ❖ Personal factors
- ❖ Help in deciding
 - ❖ Review [UWSOM Specialty Guides](#) for specialties that recommend Aways (e.g., highly competitive specialties) **(Tip: Very important!)**
 - ❖ Your career advisor
 - ❖ Your specialty advisor

General Timeline

Winter Quarter	Receive VSLO invitation Prepare application materials
Early March	Most program catalogs open (some may open earlier)
April/May	Peak application time
Summer Quarter – Early Autumn Quarter	Most Aways taken during this time

IMPORTANT!

Aways must take place within a single SOM Clinical Quarter and cannot overlap with breaks or extend into another quarter. Exceptions can be made on a case-by-case basis for 697 aways at another LCME-accredited institution. All Special Assignment Electives must begin on a Monday and end on a Friday.

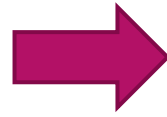



II. Away Process: Applying For & Receiving Credit

II. Away Process: Summary


- ❖ **BIG STEP 1:** Apply to the host institution & be accepted
 - Most host institutions use AAMC Visiting Student Learning Opportunities (VSLO)
 - If not using VSLO: Go to the institution's website, research visiting elective opportunities, and find application instructions.
- ❖ **BIG STEP 2:** Apply to the UW SOM department to be approved to receive clinical elective credit as a Special Assignment Elective.
- ❖ **BIG STEP 3:** Schedule with UW SOM Registration

Away Process Details




Complete away rotation application, complete requirements and apply to host institution.





Receive formal acceptance for away rotation from host institution.





Contact UW SOM Department Administrator to confirm availability to receive credit from the UW department.





When approved by Clinical Curriculum, an availability spot for your rotation will be created in eValue and Curriculum will send you an approval email.





Departmental Administrator will forward signed Special Assignment Elective application to Clinical Curriculum for review.





Submit a Special Assignment Elective application form **DIRECTLY** to the department to sign off.





Forward Clinical Curriculum approval email to somreg@uw.edu.





Complete a Clinical Schedule Change Form to add your away rotation in eValue (and make other schedule changes as necessary).





Registration office will confirm addition of your away rotation to your eValue schedule.





UW Clinical Department will receive completed evaluation and record final grade with Registration Office.




Host institution will complete evaluation form after completion of away rotation.




Complete your away rotation at host institution.



BIG STEP 1: Applying to a Host Institution

VSLO: First Things First

- ❖ Activate your invitation from VSLO
 - ❖ Expires after 28 days (somreg@uw.edu if expired)
- ❖ Find Participating Institutions
- ❖ Find Electives
- ❖ Learn how to use VSLO
 - ❖ How to Use VSLO
 - ❖ VSLO Tutorials
 - ❖ VSLO Essentials

VSLO: Your To-Do List

- ❖ Complete application & profile
- ❖ Upload:
 - Professional photo
 - CV
 - Personal Statement or Letter of Intent
 - Immunization Forms from Health Sciences Immunization Program myshots@uw.edu
 - Compliance requirements UWSOM Compliance
 - Background check, drug screen, OSHA/Universal Precautions, HIPAA
 - USMLE exam score report

VSLO: Your To-Do List

- ❖ Have your official UW transcript sent to us to upload
 - Check your unofficial transcript FIRST, then order at [UW Registrar](#)
 - Request a **third-party PDF** transcript be delivered to
Attn: VSLO
UWSOM Registrar's Office
1959 NE Pacific Street/Box 356340, Seattle, WA 98195
somreg@uw.edu
 - DO NOT request a paper/hard-copy transcript
- ❖ Need an updated transcript uploaded to VSLO? Same process as above.

VSLO: SOM Reg To-Do-List

- ❖ **Verify:** Good academic standing, OSHA training, BLS training, mask fit testing, medical liability & malpractice insurance, HIPAA training, expected graduation date, passing score on USMLE Step 1, required core clerkship dates.
- ❖ **Upload:**
 - ❖ Letters of good standing (if needed)
 - ❖ Letters of recommendation (if needed – release required)
 - ❖ Official UW transcript

My Documents

**Has it been uploaded yet?
Check here**



UPLOAD DOCUMENT

i Documents uploaded here can be used to fulfill host requirements when submitting applications.

Enter document name

SHOW / HIDE

REMOVE SELECTED

<input type="checkbox"/>	Name ↑	Document Type ↑	Date Uploaded ↑	Uploaded By ↑	Actions
<input type="checkbox"/>	Transcript 3.pdf	Transcript (Document)	05/05/2021 02:48 PM	Home Institution	<p>DOWNLOAD</p> <p>REMOVE</p>
<input type="checkbox"/>	Hospital Picture.jpg	Other (Image)	03/30/2021 01:51 PM	Student	<p>DOWNLOAD</p> <p>REMOVE</p>
<input type="checkbox"/>	ID Badge Request Form.pdf	Other (Document)	04/27/2021 01:18 PM	Student	<p>DOWNLOAD</p> <p>REMOVE</p>
<input type="checkbox"/>	ID Badge Request Form.pdf	Other (Document)	03/10/2021 11:52 AM	Student	<p>DOWNLOAD</p> <p>REMOVE</p>
<input type="checkbox"/>	ID Badge Request Form.pdf	Other (Document)	04/07/2021 11:00 AM	Home Institution	<p>DOWNLOAD</p>

Pay and Submit

- ✓ Personal Information
- ✓ Academic Information
- ✓ Add Electives
- ✓ Requirements
- ✓ Preferences
- ✓ Application Summary
- ✎ Pay and Submit**

Also on Your To-Do List

Pay for and submit your elective applications.

Electives

MEERM 504 - 1. SP Emergency Medicine - Sujay Host Both (Billings Cli)

\$15.00

Dates: 01/01/2025 - 01/31/2025

SAVE FOR LATER

Application(s) Total: \$15.00

(Tax, where applicable, will be calculated at checkout)

- By submitting this application, you certify that the information submitted in connection with this application is complete and accurate to the best of your knowledge and not misleading or false; you consent to the use, transfer, and storage of your personal information as described in the [Applicant Agreement](#); and you reaffirm your agreement with the Applicant Agreement. A student may not apply for an elective if the student will have graduated from their home institution degree program before the elective end date.

BACK

PAY & SUBMIT

Saved for Later

PEM350 - Pediatric Emergency Medicine - Any Host Hospital

Dates: 11/29/2021 - 12/10/2021

ADD TO CART

Waiting for Responses

- ❖ Response time depends on host
 - May be notified months or weeks in advance

- ❖ Remember SOM Six-Week Deadline
 - **Late Drop Permission isn't guaranteed**
 - Contact the [Clinical Departments](#) for permission
 - Extenuating circumstances: Dr. Maya Sardesai

Track Your Applications

Awaiting My Action

Under Review

My Application History

Filter List... X

Showing 1 - 5 of 5 records

Sort By: Application Status ▾

Emergency Medicine

Any Host Hospital

05/31/2021 - 06/11/2021

Submitted on: 04/27/2021

Home Review ⓘ



Complete

05/05/2021

Host Review ⓘ



In Progress

Student Decision



HIDE REQUIREMENTS

WITHDRAW

Requirement Name	Responsibility	Attachments	Status	Submitted Date	Last Updated Date	Updated By	Actions
Board Scores	Student	Resume.pdf	✔ Complete	04/27/2021 01:40 PM			OPEN UPDATE
COVID Question- Inst Pre	Student		✔ Complete	04/27/2021 01:40 PM			OPEN
CV/Resume	Student	Resume Updated.pdf	✔ Complete	04/27/2021 01:40 PM			OPEN UPDATE
Letter of Recommendation	Home Institution	LoR for Adams - Dr Smith.pdf	✔ Complete	05/05/2021 02:57 PM			OPEN
Transcript	Home Institution	Transcript 3.pdf	✔ Complete	05/05/2021 02:57 PM			OPEN

Accepting and Declining Offers

- ❖ Accept or decline the offer via VSLO or institution's application system
- ❖ If accepted, fulfill any post-decision requirements for conditional offers and submit for a final host institutional review
- ❖ **Don't forget to withdraw applications in VSLO**
- ❖ Already accepted an offer and want to withdraw?
 - Consult Career Advisors
 - Contact Host Program

Withdrawing from Away Rotations

Track Your Applications

Awaiting My Action

Under Review

My Application History

Filter List...

Showing 1 - 2 of 2 records

Sort By: Start Date

Emergency Medicine

Any Host Hospital

12/05/2021 -
12/30/2021

Submitted on: 04/27/2021

Home Review ⓘ



Complete

06/01/2021

Host Review Decision ⓘ



Conditional Offer Made

11/16/2021

Student Decision ⓘ



Awaiting your decision

Expiration: 11/23/2021

SHOW REQUIREMENTS

ACCEPT OFFER

DECLINE OFFER

Brain Injury Elective

Alex Home/Host School

06/07/2021 -
06/25/2021

Submitted on: 04/28/2021

Home Review ⓘ



Complete

04/28/2021

Host Review ⓘ



Requirement(s) Resubmission
Requested

Student Decision



SHOW REQUIREMENTS

WITHDRAW

Showing 1 - 2 of 2 records

Items per page: 10

Page 1 of 1

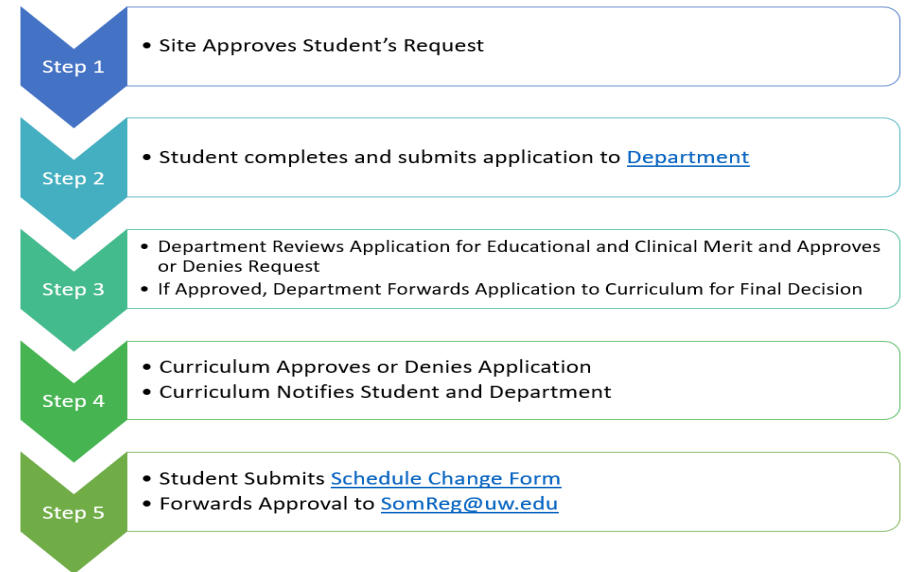


BIG STEP 2:

Applying to receive UW SOM Credit

Receiving UW Credit – 697 (non WWAMI rotations)

- ❖ After being accepted through VSLO or other application process, students can go through the process of receiving UW clinical elective credit
- ❖ Students should work with UW SOM departmental admins corresponding with the elective and submit a Special Assignment Elective application form to department.
- ❖ The department will send the completed application to clinical curriculum
- ❖ Curriculum will send you an approval email to student and department admin with the details of the elective and next steps.



Receiving UW Credit – 699 (within WWAMI)

- ❖ Process and application is the same as 697s
- ❖ Instead of being approved through VSLO – Students work with outside hospitals & clinics to set up one-off electives within the WWAMI region
- ❖ Electives at non-LCME accredited institutions or non-ACGME accredited Residency programs are permissible within the WWAMI region and require additional application information. Instructions are listed on at the top of the application and on our website.
- ❖ Clerkship must follow clerkship dates on UW SOM Clinical Calendar

Please make sure you read the instructions on the application and review our website:
<https://education.uwmedicine.org/curriculum/by-phase/clinical/explore-and-focus/special-assignment-electives/>



BIG STEP 3:

Getting an *Away Course* on Your Schedule
for Credit

Schedule Change Requests

- ▶ Forward Clinical Curriculum's approval of Special Assignment elective to somreg@uw.edu (similar to what you did with permission-only courses)
- ▶ Submit a Schedule Change Request: [Clinical Schedule Change Request Form](#)
- ▶ **YOU MUST DO BOTH OF THE ABOVE !**
- ▶ Registration will complete schedule change in eValue and confirm with you that it's done.
- ▶ Remember to get department approval for courses added or dropped within 6 weeks of a course start date

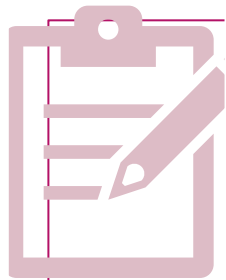
Process Pitfalls

<i>You accepted away elective from host institution</i>	<i>You applied to the UW SOM Department for approval</i>	<i>You forwarded approval email from Clinical Curriculum to somreg@uw.edu</i>	<i>You submitted a Clinical Schedule Change Form to somreg</i>	<i>You receive credit toward an elective for graduation</i>
Yes	No	No	No	No
Yes	Yes	No	No	No
Yes	Yes	Yes	No	No
Yes	Yes	Yes	Yes	Yes!

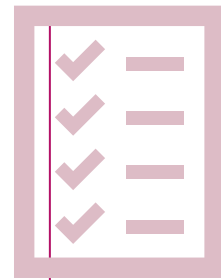
NO RETROACTIVE SCHEDULING:

Retroactive credit may not be awarded for any course or clerkship for which you did not receive approval and register PRIOR TO TAKING THE COURSE.

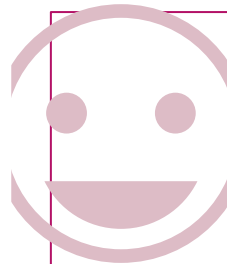
Getting Credit



UW SOM Home Department will provide an evaluation form



Host institution will complete evaluation form and send back to UW home department.



UW Clinical Department record final grade with Registration office.

III. Advising Support

Away Rotation Resources for URiM Students

1. URiM Opportunities for Visiting Students

Maintained and regularly updated by AAMC, this list provides information about opportunities from institutions actively seeking URiM students

2. Funded Away Rotations for Minority Medical Students (FARMS) Database

Directory of programs offering stipends to students underrepresented in medicine participating in visiting electives

Other Away Rotation Resources

While many Away rotations will be hosted on VSLO, there are some programs that do not use VSLO.

Additional locations to search:

- ▶ Program Websites – search an institution’s website for a Visiting Elective Program if available
- ▶ [Extramural Electives Compendium \(EEC\)](#) – offers away rotations at institutions that do not participate in VSLO
- ▶ [Emergency Medicine Away Rotations](#)
- ▶ Talk with your Specialty Career Advisor
- ▶ Contact your network: Mentors, 4th-year students, residents, and faculty may provide suggestions

Advice from Career Advisors

- ❖ Review the [Career Advising Away Rotation Webpage](#) for application advice
- ❖ Review your [Specialty Guide](#) for specialty advice
- ❖ Talk with your Specialty Career Advisor for advice on programs that fit your competitiveness and goals
- ❖ Apply to approximately 7-10 programs depending on specialty
- ❖ Apply to multiple timeframes within one program and across enough programs. Be flexible.
- ❖ Prioritize rotations early in the cycle so Letter/s of Recommendation are submitted with your application
- ❖ Decline offers no less than 4-6 weeks prior to the start of the rotation when possible.
Verify any program deadlines for cancellations.

Advice from Career Advisors

- ❖ Review the Application Components section of the [Career Advising Away Rotations webpage](#)
- ❖ Attend a [CV review session](#) with Career Advising. Use the CV template provided.
- ❖ Personalize your Letter of Intent / [Personal Statement](#)
- ❖ Use the Bio Section to introduce yourself, your background, accomplishments, interests, learning goals
- ❖ Reach out to your Specialty Career Advisor and your Career Advisor with questions. We are here to help you!
- ❖ Reach out to Program Coordinators with questions not addressed on the program website or in VSLO

No Offers?

- ❖ Reach out to your Specialty Career Advisor
- ❖ Meet with a Career Advisor
 - Consider applying for more rotations
 - Reassess program selection and application components
 - Discuss overall career goals
- ❖ Rearrange Schedule
 - Add home rotations for LOR's, experience, and grad requirements
- ❖ Counseling & Wellness



Away Q&A Questions

- ▶ How many away rotations can we take? What will count for graduation?
- ▶ How far in advance do we need to submit application with materials?
- ▶ What if a host institution doesn't have an elective in my specialty?
- ▶ If I don't have any connections on the East Coast, should I do a rotation there?
- ▶ Do you recommend that we reach out to programs for more information if we may want to complete an away rotation with them? (Some websites have a "contact us here for more info" link, worth it/helpful at all?)

Q & A: Additional Questions?



Scheduling & Application Logistics: somreg@uw.edu

Special Assignment Electives: medevalu@uw.edu

Advising:

- Career Advisors: Sarah Thomson, Tonja Brown & Linh Ngo
medadv@uw.edu
- [Specialty Career Advisors](#)