

## WVU VISITING MEDICAL STUDENT ELECTIVE ROTATION PROCEDURE

WVU welcomes medical students to apply for final-year elective rotations at one of our three campuses (Morgantown, Charleston, and Eastern Division). Please note that space for such elective rotations is limited and elective participation is only possible after we have ensured that the educational needs of our own students have been fully met. **All visiting medical student are limited to a total of 2 months of rotations at WVU clinical education sites.**

Student Services serves as the centralized area for all student elective rotations and is responsible for credentialing, scheduling, collecting assessments, and overseeing the elective rotation process. For all U.S. medical students (from either an LCME-accredited school or an AOA (osteopathic) accredited school) and international medical students seeking elective rotations, applications must be submitted in the Visiting Student Learning Opportunities (VSLO) system. Student Services will consider the applications. International medical students are generally defined as non-US citizens who attend medical schools outside of North America. US citizens who attend international medical schools are not eligible for placements, unless they can demonstrate that a clear majority of their life has been spent outside of North America.

**Students may NOT contact hospitals, departments, clerkship directors, program directors, or program coordinators directly; all scheduling must be done through Student Services.**

For your convenience, our fourth-year rotation catalog for Charleston, Eastern, and Morgantown campuses can be viewed online at: <http://medicine.hsc.wvu.edu/ms4catalog/>

All visiting U.S. and international medical students are subject to the same policies and standards that apply to WVU medical students listed at:

<http://medicine.hsc.wvu.edu/md-student-services/policies-forms/>

Violation of any school policy may result in immediate termination from an elective.

## VISITING U.S. MEDICAL STUDENTS FROM AN LCME-ACCREDITED SCHOOL

WVU uses VSLO, the Visiting Student Application Service, to receive visiting student applications. Visiting medical students' request for an elective rotation will only be considered using the Visiting Student Learning Opportunities (VSLO) system. To apply to our school for an elective please complete and send a VSLO application for your preferred electives and dates. For more information on VSLO, please visit <https://students-residents.aamc.org/attending-medical-school/article/about-vslo/>

To apply for an elective or for more information on our visiting student electives, please contact:

Morgantown: Christina Politte: 304-293-1438 or [polittec@hsc.wvu.edu](mailto:polittec@hsc.wvu.edu)

Charleston: Charissa Davis: 304-347-1355 or [cdavis@hsc.wvu.edu](mailto:cdavis@hsc.wvu.edu)

Eastern: Jane Horst: 304-264-9202 or [horstj@wvuhealthcare.com](mailto:horstj@wvuhealthcare.com)

Please note that all students on elective rotation must:

- be in their final year of education. Applicants who already have an MD degree or equivalent are not eligible for this program.
- be in good academic and professional standing, must be approved by their medical school for the elective and must provide a letter to that effect from their Dean.
- provide completed health forms with proof of required immunizations. All titer results must be provided as copies of lab reports. Physician documentation as positive or negative alone will not suffice.
- provide proof of health insurance coverage for the time period of the elective at WVU as described below.
- provide proof of malpractice insurance. Coverage must extend for the entire period of the elective rotation at WVU.
- complete a required background check.
- complete the HIPAA and OSHA training modules as well as respiratory fit testing no later than the first week of the scheduled rotation.

There is \$40 non-refundable fee for US applicants, only collected once student is approved and accepts the rotation.

## VISITING INTERNATIONAL MEDICAL STUDENTS

WVU uses the VSLO collaborative to receive visiting international student applications. International students' requests will only be considered using the VSLO system. Students enrolled in international institutions with which WVU has an affiliation agreement, such as Oman Medical College, may be permitted to apply for electives outside of the VSLO system. International students interested in an elective rotation at WVU must apply to the Global Engagement Office a minimum of 4 months prior to the start of the proposed elective rotation. To apply to our school for an elective please complete and send a VSLO application. For more information on VSLO, please visit

<https://students-residents.aamc.org/attending-medical-school/article/about-vslo/>

Please note that international medical students must:

- be in their final year of education. Applicants who already have an MD or equivalent degree are not eligible for this program.
- be in good academic and professional standing, must be approved by their medical school for the elective and must provide a letter to that effect from their Dean.
- provide completed health forms with proof of required immunizations. All titer results must be provided as copies of lab reports. Physician documentation as positive or negative alone will not suffice.
- provide proof of health insurance coverage for the time period of the elective at WVU as described below.
- provide proof of malpractice insurance. Coverage must extend for the entire period of the elective rotation at WVU.
- complete the HIPAA and OSHA training modules as well as respiratory fit testing no later than the first week of the scheduled rotation.
- students must have demonstrated proficiency in written and spoken English. Evidence of proficiency must be supplied by TOEFL exam, TOEFL waiver, or a letter from the Dean. Decisions regarding sufficient proficiency to participate in the elective rotation rest with WVU.
- provide a photograph and a copy of their passport showing photo, passport expiration date, and passport number.
- provide all necessary information for review by export control officer to ensure compliance with applicable federal regulations.

Please note that all documents must be supplied in English. There is a \$300 non-refundable fee for international applicants. This fee does not apply for students from institutions with which WVU has a formal affiliation, such as Oman Medical College. For more information on electives for international medical students, please contact the Global Engagement Office at [internationalelective@hsc.wvu.edu](mailto:internationalelective@hsc.wvu.edu).

**LCME Standard 5: Educational Resources and Infrastructure**

A medical school has sufficient personnel, financial resources, physical facilities, equipment, and clinical, instructional, informational, technological, and other resources readily available and accessible across all locations to meet its needs and to achieve its goals.

**Applicable Element 5.5: Resources for Clinical Instruction**

*A medical school has, or is assured the use of, appropriate resources for the clinical instruction of its medical students in ambulatory and inpatient settings and has adequate numbers and types of patients (e.g., acuity, case mix, age, gender).*

**LCME Standard 10: Medical Student Selection, Assignment, and Progress**

*A medical school establishes and publishes admission requirements for potential applicants to the medical education program, and uses effective policies and procedures for medical student selection, enrollment, and assignment.*

**Applicable Elements: 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 each of these responsibilities*

**10.9 Student Assignment**

*A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.*

**Updated: June 2020**

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