

VSAS and Away Rotations Useful Information

VSAS SYSTEM AND COM REQUIREMENTS

Authorizations

Students have been issued 25 VSAS authorizations, (note that this number exceeds what most medical schools offer their students). Each rotation/block selected uses one (1) authorization. Please use your authorizations wisely, institutions will offer alternative dates if the ones you selected are not available, (so there is no need to select four different dates for one elective).

Please note that Orlando Health electives that must be applied to through VSAS do count towards your authorizations.

You will not automatically be issued additional authorizations once the 25 are used. The request for additional authorizations is subject to review, and will not exceed a total of 35. All requests for additional authorizations should be submitted Alisha Corsi.

Home Institution Verifications

The following information is automatically verified for you in VSAS: BLS, Mask Fit, OSHA, Good Standing, (COM does not upload any of these documents to VSAS).

If any institution requires additional information, you can request a Letter of Good Standing, (using the Enrollment Documentation Form on GPS), to verify OSHA and HIPAA. Your Mask Fit information can be found on PACTS for you to upload to VSAS. If you do not have a copy of your current BLS card, please contact Margaret Orr.

Affiliations

Some institutions may require an affiliation agreement with UCF to be on file before your application can be approved. If this is requested, please have the institution's representative contact me, I will facilitate the process with our legal department. *Please be aware that the affiliation process may take up to a month or more to complete, (so advance notice is warranted).*

Medical Liability

A copy of the COM Certificate of Protection can be requested through the COM Registrar's office. The college's current policy allows for \$1 million per occurrence, with unlimited aggregate. If an institution requests more than \$1 million, you will be responsible for purchasing the additional coverage. If any institution contacts you with concerns regarding our liability, please contact Alisha Corsi.

Evaluations

Please remind your supervisor to submit your evaluation upon completion of your elective. Evaluation forms can be found on the 4th Year GPS site <https://med.ucf.edu/administrative-offices/student-affairs/registrar/registrar-resources/>

The institution can mail or email all completed evaluations to Alisha Corsi. COM will accept the host institutions evaluation form.

Petition Forms

You must submit a Petition for Special Clinical Study Credit for Extramural Clerkship form to be registered for your away rotation, (forms are located on the 4th Year GPS site). Complete the form and submit it to Alisha Corsi, (who will forward it to the Associate or Assistant Dean for Students for approval). Failure to complete the form and get approval, may result in a “not for credit” elective month.

Application Strategy

Please contact your Advising Academy Leader for any assistance with planning or strategy for applying to away electives.

VSAS REQUIRED DOCUMENTS

Transcripts

Transcripts can only be uploaded to VSAS by the COM Registrar’s Office. If you would like an updated transcript uploaded to VSAS, (as new grades are posted), please email Alisha Corsi.

Immunization Forms

You will be responsible for uploading your immunization forms/records to VSAS. Please note that these forms cannot be uploaded until you submit an application. Keep in mind that the forms may vary per institution. Copies of your immunizations are available on PACTS for you to upload to VSAS or provide to host institutions.

Please contact Karen Peterson if you have questions about immunizations.

CV’s and Photos

You will be responsible for uploading your CV and Photo to VSAS. Please contact Annette Ortiz-Rivera or Soraya Smith if you would like a copy of your COM composite photo.

SUPPLEMENTAL DOCUMENTS

Background Checks

COM does not perform background checks on an annual basis, (your last background check was 2012). This date is automatically verified in VSAS. Some institutions may require that a more recent check be performed. If so, you will be responsible for obtaining a background check and uploading the document to VSAS. COM is unable to provide your initial background check to you or any third party.

You can contact organizations like Criminal Watch Dog or Intelius. There are also other organizations that can provide you with one, more information can be found at https://www.aamc.org/students/applying/amcas/how_to_apply/134178/background_check_sbs_descr.html. Once you have obtained the background check, please send Alisha Corsi confirmation to update your VSAS verification info.

Drug Screen

Your drug screen results will be available on PACTS for you to upload to VSAS or provide to host institutions.

Letters of Recommendation (LOR)

If you are waiving your right to view the LOR, please have the writer submit the letter Alisha Corsi, to upload to VSAS on your behalf. If you have/will view the letter, you can upload it to your supplemental documents.

USMLE Transcripts

Some institutions may require you to submit USMLE transcript/scores. You will be responsible for uploading this information to VSAS. If do not have the USMLE transcript report that was sent to you, please contact the NBME to request another copy. The USMLE charges a fee for all transcript requests.

Various Institution Documents

Many institutions will require documents to be completed and signed by the Dean or official at your home institution. Please submit all non-immunization forms that need a signature to Alisha Corsi (Soraya Smith and Dr. Verduin do not handle these requests).