



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
EL PASO

Paul L. Foster School of Medicine  
Office of Student Affairs

**AWAY ELECTIVE & VSLO INFORMATION**

**Contact information:**

**Office of Student Affairs**

Cynthia Galvez – 915-215-5635 [cynthia.galvez@ttuhsc.edu](mailto:cynthia.galvez@ttuhsc.edu)

Javier Calzadillas: 915-215-5647 – [javier.calzadillas@ttuhsc.edu](mailto:javier.calzadillas@ttuhsc.edu)

**Below is information regarding completing away elective(s). Some institutions use VSLO and some do not. It is the student’s responsibility to verify all the requirements necessary for the elective.**

**AFFILIATION AGREEMENTS**

Institutions that use VSLO should not require an affiliation agreement but some still require for an affiliation agreement to be in place prior to the student completing an elective. *It is the student’s responsibility to contact the institution of interest and verify if an affiliation agreement is required.* Please contact Javier Calzadillas as soon as possible if an affiliation agreement is required as it may take three months or longer to have an affiliation agreement fully executed. [cynthia.galvez@ttuhsc.edu](mailto:cynthia.galvez@ttuhsc.edu) – 915-215-5635.

**VERIFICATION**

When you apply to an elective through VSLO, we receive a notification that your application needs “verification”. On this page, there are 16 questions we verify for each student (sample below). Verification on VSLO from our office should be sufficient for the institutions you are applying to, but if the institution is asking you for proof of one of the requirements, e.g., Criminal Background Check, Mask Fit Test, etc., contact Cynthia Galvez to assist you with this. All students should have a copy of their BLS and ACLS card.

	Yes	No	Other	Comments
1. This student is in good academic standing at this institution.	√			
2. This student has been instructed in OSHA safety measures and infection control precautions.	√			
Date expires MM/YYYY – <b>05/2020</b>				
3. This student has a current ACLS.	√			<b>Not required by our institution</b>
Date expires MM/YYYY –				
4. This student has a current BLS.	√			
Date expires MM/YYYY ( <b>I input the date of each students BLS exp. date</b> )				
5. This student has completed a Mask Fit Test.	√			
6. This student is taking electives for credit.	√			
	Yes	No	Other	Comments
7. This student will pay tuition at the home school during the period indicated.	√			
8. Medical liability and/or malpractice insurance will be covered by the home school during this elective time.	√			
Per Instance Insurance - <b>\$25,000</b>				
Online Policy URL				
Policy Expiration Date – <b>05/2019</b>				

9.	We require our student to hold personal health insurance.	√																										
10.	This student will have successfully completed these core clerkships by the dates listed below.																											
	<table border="1"> <thead> <tr> <th>Clerkship</th> <th>Completed</th> <th>Weeks</th> </tr> </thead> <tbody> <tr> <td>Internal Medicine</td> <td></td> <td></td> </tr> <tr> <td>Surgery</td> <td></td> <td></td> </tr> <tr> <td>Pediatrics</td> <td></td> <td></td> </tr> <tr> <td>Ob/Gyn</td> <td></td> <td></td> </tr> <tr> <td>Psychiatry</td> <td></td> <td></td> </tr> <tr> <td>Family Medicine</td> <td></td> <td></td> </tr> <tr> <td>Neurology</td> <td></td> <td></td> </tr> </tbody> </table>	Clerkship	Completed	Weeks	Internal Medicine			Surgery			Pediatrics			Ob/Gyn			Psychiatry			Family Medicine			Neurology					
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11.	This student will be in his/her senior year at the time of the elective(s).	√																										
12.	This student is expected to graduate in. <b>May 2020</b>																											

**Yes No Other Comments**

13.	This student has met all immunization requirements or student health requirements as defined by our school.	√			
	Health Requirements URL				
14.	This student has complied with HIPAA training requirements.	√			
15.	This student has completed a criminal background check at our institution.	√			
	Date completed ( <b>I input the date of each students individual criminal background check date</b> )				
16.	This student has passed USMLE Step 1.	√			

### **IMMUNIZATION FORMS**

All institutions have immunization clearance requirements. We will verify you have met all requirements by our school on the verification page but the institution you are applying to may require for you to have their official immunization form filled out by our Occupational Health Department. Please download the form and send it to Maria Ramirez in Occupational Health. She will fill out the form for you and also advise if you are missing any requirements. Once complete, Maria will send you the form and attach your immunization records with it. If you only need your TTUHSC EP-PLFSOM Student Immunization Status and/or copy of your immunization records, please let Maria Ramirez know.

**\*\*\*Please request with plenty of time as this department is very busy-**

**Maria Ramirez – 915-215-4429 – [maria.ramirez@ttuhsc.edu](mailto:maria.ramirez@ttuhsc.edu)**

### **MALPRACTICE INSURANCE and ADDITIONAL MALPRACTICE INSURANCE**

TTUHSC EP, PLFSOM covers students \$75,000/\$25,000. If you need to purchase additional malpractice insurance please contact Ms. Maria Lenti, information below:

#### **Malpractice Insurance Contact**

Maria Lenti  
 Academic Health Professionals  
 99 Park Avenue, 23<sup>rd</sup> floor  
 New York, NY 10016  
 Phone (646) 808-0602  
 Fax (646) 808-0601  
[maria.lenti@academicgroup.com](mailto:maria.lenti@academicgroup.com)

Once purchased, upload the policy onto VSLO and contact our office. We will go into the verification page on VSLO and add the following statement:

“TTUHSC EP, PLFSOM covers \$75,000/\$25,000-Student has purchased additional malpractice coverage. Aggregate is now (\$ amount purchased/\$ amount purchased).”

***Below is advice I have received from previous students regarding malpractice insurance.***

- *“I just got this info in an email, and figured I’d give you all the heads up. The key to away rotations is to have your VSAS application assembled early, and to apply early, so looking at program’s requirements now is a good idea! Also if you plan to rotate at a program outside of Texas, you’ll probably need more malpractice insurance. Email Academic Health Professionals who are really reasonable and flexible, you can buy insurance now even though you do not know the dates or places you’ll be going and it is refundable so you can have your proof to upload into VSAS/have Student Affairs certify in VSAS for you.”*
- *“I just wanted to follow up with you about purchasing Malpractice insurance for away rotations. I have so far been denied to two rotations because my VSAS application did not contain proof of adequate malpractice insurance. I contacted Academic Health Professionals about obtaining insurance and he was very helpful. A student can buy insurance for an anticipated rotation without knowing the actual place they will be rotating, all they need to know is the dates. Further if a student does not get accepted to a rotation the premium is fully refundable. Based on this information, I wish I would have purchased insurance over a month ago so I could have that documentation uploaded into VSAS so that I could be accepted into a rotation. I submitted my documentation today for insurance and am hopeful that I will still be able to get accepted into a rotation, but in the future I think it would be advisable to encourage students applying to away rotations to buy insurance early so they do not encounter similar problems.”*

### **PROOF OF STEP REPORTS**

We can go into VSLO and simply enter your Step 1 score when we verify your application. If the institution requires the official report with your score uploaded, the student will need to provide it. (NOTE: We do not have a copy; only the students receive them.) If you did not save the email with your Step 1 score on it from NBME; then you will have to order and pay for a new report from NBME.

### **LETTER OF GOOD STANDING**

A letter of good standing may be required. Please contact Cynthia Galvez for this letter. Once completed by Dr. Linda S. Ellis, Associate Dean for PLFSOM Student Affairs, it will be e-mailed to the student or if required by VSLO, uploaded by our office.

### **HIPAA CERTIFICATE**

1. Log on to ACME <https://academic.elpaso.ttuhsct.edu/ACME/default.aspx>
2. Once logged on, go to Main Menu on top right corner.
3. Click on Completed Courses.
4. Search for HIPAA Privacy & Security 2020, HIPAA\_2020 training and double click on the course. This will pop up your certificate
5. Follow instructions if you want the certificate printed landscaped, click on the ‘Print This Page’ button. You will always be able to go back and print a certificate or check on completed training records.