

Setting up Electives

https://cbase.som.sunysb.edu/cbase2/public/course_info/electives_info.cfm

Start here: I want to schedule...

Away Electives	Research Electives	On Campus Electives
<ul style="list-style-type: none"> Browse the many available electives in VSLO. For non-VSLO institutions, browse the institution's website for application instructions, and submit your entire application to Jeanine Fazzini in the Office of Student Affairs; we will submit everything for you. Do not update Mask Fit, Background Check, etc. unless required by the site. <p>Once you choose a site for your away elective, please follow the instructions below:</p> <ul style="list-style-type: none"> Check to see if we have an affiliate agreement at https://cbase.som.sunysb.edu/cbase2/public/course_info/affiliate_info.cfm. If not, request one at affiliate agreement. You cannot go to an away site without having liability insurance. Once accepted to an away site, complete an Elective Approval Form at Elective Approval for Away Electives in the US and submit to Jeanine Fazzini, along with proof of acceptance from the site, 30 days prior to your start date. Once your elective is approved by Dr. Cohen, the elective will be added to CBase. If you do not submit the Elective Approval Form to the Office of Student Affairs for final approval, the elective will <u>not</u> be scheduled in CBase and you will <u>not</u> get credit for the elective. VSLO Tutorials: https://students-residents.aamc.org/attending-medical-school/article/how-use-vslo-application-service/. 	<p>SCP Research Requirement: Submit a Drop/Add form indicating your 8-week block of time and submit to Rhonda Kearns in the Office of Academic and Faculty Affairs. Rhonda.Kearns@stonybrookmedicine.edu</p> <p>All other research electives:</p> <ul style="list-style-type: none"> Research electives are a minimum of 4 weeks and a maximum of 8 weeks. More than 8 weeks will need pre-approval by Dr. Strano-Paul in the Dean's Office. Requests for research completed previously will not be approved. A research supervisor is required for all research electives. Off campus research electives need a SB faculty sponsor. Complete the Research Elective Approval Form https://cbase.som.sunysb.edu/share/docs/public/Research_Electives_on_and_off_campus_Updated_2023.pdf How to write the learning objectives: https://www.aamc.org/system/files/file=2019-07/learning-objectives.pdf Submit proof of Citi training Submit proof of IRB approval Bring completed forms and required documentation to Jeanine Fazzini for Dr. Strano-Paul's approval 30 days prior to the start date. Once approved, the elective will be added to CBase. If you do not submit the Research Elective Approval Form to the Office of Student Affairs for final approval, the elective will <u>not</u> be scheduled in CBase and you will <u>not</u> get credit for the elective. 	<p>You can view a list of available electives at: https://cbase.som.sunysb.edu/cbase2/public/course_info/electives_info.cfm. The elective search feature is at: https://cbase.som.sunysb.edu/cbase2/public/course_roster/elective_search.cfm</p> <p>Electronic Registration:</p> <ul style="list-style-type: none"> Please read the course descriptions carefully for any prerequisites and/or restrictions. If the course director entered Defined Periods of Time, you may register for the elective electronically through your CBase Add/Drop (under Registration) as long as it's >14 days from the start date. You will see a grid showing your available blocks of time in your Drop/Add view. Click "submit changes" after you add each elective. <p>Paper Registration:</p> <ul style="list-style-type: none"> If there are no Defined Periods of Time entered in CBase by the course director, you will need to submit a Drop/Add form to the course director for approval https://cbase.som.sunysb.edu/share/docs/public/Drop-Add_Form_Fillable_New_September%202022.pdf Once the elective has been approved by the course director, the signed Drop/Add form must be submitted to Jeanine Fazzini in the Office of Student Affairs for Dr. Strano-Paul's approval >14 days prior to the start date. Once approved, the elective will be added to CBase. If we do not receive the signed Drop/Add form for approval by Dr. Strano-Paul, the elective will <u>not</u> be scheduled in CBase, and you will <u>not</u> get credit for the elective.

If you have any questions, please stop by the office to speak with Caroline Lazzaruolo and/or Jeanine Fazzini or email:

caroline.lazzaruolo@stonybrookmedicine.edu and/or jeanine.fazzini@stonybrookmedicine.edu.

Phone 631-444-9547 / Fax 631-444-9376

Registering for Electives in CBase Electronically (not paper drop/add)

<p>Go to: CBASE > Registration > Drop/Add</p> <p>In your drop/add view, a grid will appear showing your schedule and where you may have free time in your schedule to register for electives</p>	<p>03/14/2022-05/29/2022</p> <table border="1"> <thead> <tr> <th>M</th> <th>Apr</th> <th>May</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Weeks</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Elective: Pediatrics: Pediatric Gastroenterology</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Advanced Clinical Experience: Emergency Medicine</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Elective: Medicine: Cardiology - Arrhythmia</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Elective: Medicine: Inpatient Palliative Care</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Elective: Medicine: Gastroenterology-Hepatology</td> </tr> </tbody> </table> <p>Courses Information and Roster Electives</p> <p>03/05/22 - 05/29/22 86 days Still Available</p>	M	Apr	May	Months				Weeks				Elective: Pediatrics: Pediatric Gastroenterology				Advanced Clinical Experience: Emergency Medicine				Elective: Medicine: Cardiology - Arrhythmia				Elective: Medicine: Inpatient Palliative Care				Elective: Medicine: Gastroenterology-Hepatology																																																									
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<p>A list of electives during your “available dates” will populate.* Read the course prerequisites. 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Setting Up Electives: https://cbase.sunybs.edu/cbase2/public/course_info/electives_info.cfm

Registering for Electives in CBase via **Paper Drop/Add**

<p>Electives Course Search:</p> <p>The list of electives will populate, and you'll be able to see whether an elective is clinical vs non-clinical and whether the elective is "only paper drop/add."</p>	<p>https://cbase.sunybs.edu/cbase2/public/course_roster/elective_search.cfm</p> <h3>Electives</h3> <p>Please click the filter below to generate the appropriate report you want.</p> <p>Filter Elective Courses</p> <h4>Electives in Academic Year: '2021-22' that contain the block 02/18/2022-04/18/2022</h4> <ul style="list-style-type: none">Elective: Anatomical Sciences: Laboratory Teaching in Gross Anatomy (Only Paper Drop/Add) (Non Clinical Elective) 4 WeeksElective: Anesthesiology: Acute and Chronic Pain Management (Only Paper Drop/Add) (Clinical Elective) 4 WeeksElective: Anesthesiology: Critical Care/Pain Management (Only Paper Drop/Add) (Clinical Elective) 4 WeeksElective: Anesthesiology: Longitudinal Interdisciplinary Elective in Biodesign (Only Paper Drop/Add) (Non Clinical Elective) 4 WeeksElective: Biomedical Engineering: Biodesign Peer Consultant (Only Paper Drop/Add) (Non Clinical Elective) 4 WeeksElective: Dermatology: Clinical Dermatology (Clinical Elective) 4 WeeksElective: Dermatology: Dermatology Research (Only Paper Drop/Add) (Non Clinical Elective) 4 WeeksElective: Emergency Medicine: Clinical and Basic Science Research in Emergency Medicine (Non Clinical Elective) 4 WeeksElective: Emergency Medicine: Emergency Medicine Elective (Only Paper Drop/Add) (Clinical Elective) 2 WeeksElective: Emergency Medicine: Emergency Medicine Ultrasound (Clinical Elective) 2 WeeksElective: Emergency Medicine: Pediatric Emergency Medicine (Clinical Elective) 2 WeeksElective: Family Medicine: SB Home (Only Paper Drop/Add) (Clinical Elective) 2 Weeks
<p>For departments that require use of a paper drop/add form, reach out to the course director/coordinator and express your interest in taking their elective and give them the dates you're available. If they approve, send them a paper drop/add form for signature.</p>	<p>https://cbase.sunybs.edu/share/docs/public/Drop-Add Form Fillable New Updated 2022.pdf</p> <p>Signed drop/add forms need to be returned to Jeanine Fazzini for Dr. Strano-Paul's approval and entry into CBase.</p>

VSLO FAQs

When do students get access to VSLO?

Students will get access to VSLO in January. An email with information on how to create an account will be sent directly from VSLO. Although you may have access to VSLO in January, you may not have the ability to apply to a particular institution because their elective catalogs may not be available. However, you can start building your application with the standard required documents. Most institutions open their electives in April.

How much do we pay for application fees?

The VSLO program charges a fee for each application. Application fees are per elective regardless of requested dates for that elective. We encourage you to investigate any institution-specific fees when deciding to apply for an away rotation.

When are the catalogs for away opportunities published?

Most schools publish their catalogs between February and May. With few exceptions, most institutions start their application process in April or May.

How do I get my transcript uploaded?

Your application to VSLO must be completed first. The Office of Student Affairs (OSA) will upload your transcript prior to releasing your application(s).

How long does it take for my application(s) to be released by SOMRS?

In general, the turnaround time is two 2-4 business days AFTER the day of submission. Please allow that time before contacting us. If your application has not been released within 4 business days, please send an inquiry e-mail to Jeanine.fazzini@stonybrookmedicine.edu

Do VSLO schools require Letters of Good Standing (LOGS)?

Typically, no. Good Standing is verified in VSLO by OSA as part of the standard verification information, which includes malpractice insurance, completion of clerkships, projected graduation date, HIPAA, OSHA, etc. There may be a school that will require a LOGS; we will comply if the school specifically requests it.

What immunizations should I get in preparation for away rotations?

Most institutions will use the AAMC Standardized Immunization Form (SIF); however, this requirement is institution driven. Therefore, some of your away rotations may have their own institutional immunization form to complete.

What if the rotation requires a Letter of Recommendation (LOR)?

These are not standard requirements. If the Host institution requires a LOR, you must then have the letter writer email an attachment of the LOR written on your behalf to jeanine.fazzini@stonybrookmedicine.edu, with your name on the subject line. The letter must come from the letter writer with NO copy (cc) to you. Once received, it will be upload to VSLO. You will then be able to see the document designation in your VSLO portal and be able to assign it to the specific school(s). Please be advised that this document will remain private.

What if the away rotation that I applied for requires a Criminal Background Check (CBC) report?

The standard verification question regarding CBC will be updated by OSA to “yes” in VSLO. If the Host institution requires an actual report, you can get one at www.criminalwatchdog.com. The CBC conducted when you first entered medical school CANNOT be used. Additionally, some schools may have their own CBC requirements.

What if the away rotation that I applied for requires a Drug Screening (DS) report?

The standard verification question regarding DS will be updated by OSA to “no” in VSLO. If the Host institution requires the actual report, you can go to Student Health Services and have the screening done. Additionally, some schools may

have their own DS requirements. If the Host institution requires a DS less than six (6) months old, please comply with their directions.

What if the away rotation that I applied for requires OSHA Certification within one year of scheduled rotation?

The initial verification will be certified by OSA in VSLO. If they require an actual certificate, you can upload to your "Documents" in VSLO. It is the student's responsibility to upload this certificate in VSLO upon request from the Host institution.

What if the away rotation that I applied for requires a copy my HIPAA Certificate?

The initial verification in will be certified by OSA in VSLO. If they require an actual certificate, you can upload to your "Documents" in VSLO. It is the student's responsibility to upload this certificate in VSLO upon request from the Host institution.

What if the away rotation that I applied for requires more liability insurance than what is currently provided to us?

RSOM protects our students at a coverage of \$1M/\$3M per incident and aggregate respectively. If the specific rotation requires a higher coverage (ex. \$2M/\$5M), the student is solely responsible for the cost of the difference.

What if the away rotation that I applied for requires a copy of my BLS card?

The student is responsible for uploading a copy of the BLS card, upon request from the Host institution.

What if the away rotation that I applied for requires a copy of my Mask Fit Certificate?

OSA will certify Mask Fit in VSLO. However, if an actual certificate is requested by the host institution, it is the responsibility of the student to upload it into your "Documents" in VSLO.

Is my picture appropriate for the VSLO application?

You should always use a professional-looking headshot photo on your application. The photo should not have you wearing hats, sleeveless shirts, t-shirts with explicit messages, or anything that may not be considered professional. A suggestion is that you wear a professional top, suit jacket, or white coat on the picture. Have this picture available as an electronic file ready to be uploaded.

What if the institution that I want to do my rotation with does not have an Affiliation Agreement with RSOM?

This is important and should be taken into consideration by students when applying for an away rotation that requires a new Affiliation Agreement. Although we do not want students to be deterred from applying, the student must understand that affiliation agreements take time to be put into place, sometimes 2-3 months. If the student finds out that an Affiliation Agreement is needed, they must communicate with OSA.

May I apply for rotations outside of VSLO?

Yes. If you can't find a program on VSLO, that doesn't mean they don't have an away elective! Search online for the institution you're interested in and look at their visiting student webpage. Look for the course coordinator's contact info and ask for requirements / timelines if you can't find them. NYU, Columbia, and Stanford are common ones that SB students apply to that are not on VSLO. NYU's online information varies by specialty. If you find an opportunity outside of VSLO, the first step is to complete all required paperwork and submit it to jeanine.fazzini@stonybrookmedicine.edu so she can complete the application and submit everything on your behalf.

Things to start taking care of before you apply:

- BLS Card / ACLS Card
- Flu Vaccine Card (valid within one year)
- Proof of titers
- PPD (valid within one year)
- Headshot photo

- Step 1 Score Report, if available; save to your computer immediately after receiving score; get a replacement at <https://apps.nbme.org/nlesweb/#/records/orderHistory>
- CV
- Immunization form <https://www.aamc.org/download/440110/data/immunizationform.pdf>. You fill out the form BEFORE going to health services. A nurse can verify the immunizations without a physician. To see which of your vaccinations/titers student health has on file, go to: <https://stonybrook.medicatconnect.com/home.aspx>.
 - You may need copies of vaccinations if you use an outside physician.
 - Some programs require their own immunization forms.
 - Try to have all programs' forms filled out so you don't need to go to Health Services several times. Google "Program name, visiting student immunization form."
 - If a physical is involved, you'll need an appointment because a physician is required.
 - Consider updating your SB Health Assessment while you are already at health services CBase > Resources > Downloads > Health Assessment Form