

WVU VISITING MEDICAL STUDENT ELECTIVE ROTATION PROCEDURE

WVU welcomes medical students to apply to take 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.

The Office of 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. All medical students on elective rotation must register through the Office of Student Services. For all U.S. medical students from either an LCME-accredited school or an AOA (osteopathic) accredited school seeking elective rotations, applications must be directed to the Office of Student Services. For students from international medical schools (including Canada), applications must be directed to the Global Health Office which will liaise with the Office of Student Services.

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

For your convenience, our fourth-year rotation catalog for Charleston, Eastern, and Morgantown campuses can be viewed online at: <http://education.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/Students/About-SoM/Campus-School-Info/Policies>

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

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

Beginning with the 2012-2013 academic year, WVU will use VSAS, the Visiting Student Application Service, to receive visiting student applications. To apply to our school for an elective as of that date, please complete and send us a VSAS application for your preferred electives and dates. For more information on VSAS, please visit www.aamc.org/vsas or contact VSAS at vsas@aamc.org or (202) 478-9878.

To apply for an elective for the 2011-2012 academic year, or for more information on our visiting student electives, please contact:

Morgantown: Brenda Michael: 304-293-1438 or bmichael@hsc.wvu.edu

Charleston: Charissa Davis: 304-347-1355 or cdavis@hsc.wvu.edu

Eastern Division: Jane Horst: 304-264-9202 or 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 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 \$25 non-refundable fee for US applicants.

VISITING INTERNATIONAL MEDICAL STUDENTS

International students interested in an elective rotation at WVU must apply to the Global Health Office a minimum of 4 months prior to the start of the proposed elective rotation.

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 \$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 Health Office at internationalelective@hsc.wvu.edu .

Proof of Health Insurance

Proof of coverage must be in English. Coverage must extend for your entire stay at WVU.

- Medical benefits of at least \$50,000 per accident or illness
- Repatriation of remains in the amount of \$7500
- Expenses associated with medical evacuation of the student to his or her home country in the amount of \$10,000
- A deductible not to exceed \$500 per accident or illness.

Any insurance policy secured to fulfill the above requirements, must be underwritten by an insurance corporation having an A.M. Best rating of "A" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or above, a Standard and Poor's Claims-paying Ability rating of "A" or above, a Weiss Research, Inc. rating of "B+" or above, or such other rating service that the Global Health Office may specify.

Insurance coverage backed by the full faith and credit of the government of the student's home country shall be deemed to meet the requirement.

A student who willfully fails to maintain the insurance coverage as set forth or who makes a material misrepresentation to the sponsor regarding the coverage will be considered to be in violation of the elective rotation terms and will be subject to termination as a participant. It is the visiting student's responsibility, not WVU's, to obtain and maintain insurance coverage.

The following is a list of frequently used health insurance companies that meet the minimum requirement for students/ scholars. This list is not meant to endorse any one company over the other.

International Student Organization

800-244-1180

www.isoa.org

Associated Insurance Plans

800-452-5772

<http://www.associatedinsuranceplans.com>