

# YALE UNIVERSITY SCHOOL OF MEDICINE

## ELECTIVE POLICY FOR VISITING MEDICAL STUDENTS

### **Available Electives:**

- Yale School of Medicine offers a minimum of four weeks and maximum of eight weeks of elective rotations to visiting students.
- Yale does not provide core clerkships to visiting students, only electives.
- Elective Directors have the option of not offering their elective to visiting students.

### **Eligibility Requirements:**

- Students must be in good standing in a U.S. LCME accredited medical school or participating COCA accredited AACOM member college listed in VSLO (Visiting Student Learning Opportunities).
- Students must have completed all core clinical clerkships before beginning the clinical elective program.
- Students must meet Yale University Pre-admission health requirements.
- U.S. citizens attending international medical schools are not eligible for visiting clinical electives at Yale.
- International students will be asked to complete an essay and provide additional letters of recommendation to be eligible.

### **Registration:**

- All visiting students from U.S. LCME accredited medical schools or participating COCA accredited AACOM member colleges listed in VSLO that are coming to Yale for an elective rotation will be registered and scheduled by the Registrar in the Office of Student Affairs.
- Applicants from International Schools will be registered and scheduled by the Office of Global Health Education in collaboration with the Registrar in the Office of Student Affairs.
- As a general policy, visiting students will be scheduled for time blocks corresponding to the Yale School of Medicine academic calendar for clinical rotations.
- Yale students will have priority over visiting students for scheduling of elective rotations until the release of the yearly fourth year schedule.

### **Required Documents for Visiting Students:**

1. Completed application form that includes emergency contact information.
2. Letter of support from the Dean/Registrar of the student's medical school, including verification that the student is in good academic standing and has completed all core clerkships as well as HIPAA training and respiratory fit testing. There should also be documentation of student health insurance and malpractice insurance. The letter should be written on the medical school's stationery, with the school's seal and the Dean/Registrar's original signature.
3. Copy of student's current transcript.

4. Yale University Pre-entrance Health Form with record of immunization.
  - If the PPD is negative, proof of a PPD within a year from the date of the planned elective is required.
  - If the PPD is positive, the student must INCLUDE a copy of their chest x-ray report.
  - Yale requires documentation of a quantitative hepatitis B surface antibody titer. A non-quantitative result (i.e. "Positive") is not acceptable.
  - Documentation of measles, rubella, and varicella immunizations is required
  - Meningococcal vaccine is required for students living in on-campus housing.

### **Approval Process:**

- Students from U.S. LCME accredited medical schools or participating COCA accredited AACOM member colleges listed in VSLO: After verification by the Registrar's office that the student's application is complete and the student meets eligibility criteria, the faculty director of each elective requested by the student must approve the student's application before the student can be scheduled by the Registrar's office.
- Students from International Schools: After verification by the Office of Global Health Education that the student's application is complete and the student meets eligibility criteria, the faculty director of each elective must approve the student's application before the student can be scheduled in collaboration with the Registrar's Office.

### **While at Yale:**

All visiting students are expected to adhere to and abide by all clinical policies regarding Yale medical students.

Central orientation for visiting students will be provided on a monthly basis corresponding to the academic block schedule. This requires planning and coordination involving the Office of Global Health Education and the Office of Student Affairs. The orientation includes:

- Arrangement for necessary identification and key access
- Training in the Yale electronic medical record system
- Blood borne pathogen training
- Training in safety/emergency procedures at Yale and the New Haven community.
- Yale HIPAA training
- Provision of beeper if applicable
- Orientation to library services
- Orientation to the University campus

For students from US medical Schools, issues related to their elective experience will be managed by the Office of Student Affairs in collaboration with the Director of Electives.

## Elective Policy for Visiting Medical Students

For students from International Medical Schools, issues related to their elective experience will be managed by the Office of Global Health Education.

### **Medical Issues:**

Students from both US and International medical schools may seek medical care at Yale University Health Services, and the student's insurance company will be billed for services. For acute care of needle stick and blood borne pathogen exposures, the student may be referred to the Yale New Haven hospital Emergency Department and/or the Yale New Haven Hospital Employee Health Center.

### **Departing Yale:**

Visiting students must return beepers and keys at the end of the elective experience. Students will then be eligible for a Certificate of Completion.

### **Evaluations:**

Visiting students will be evaluated using Yale's computer-based evaluation system. If the home school requires the completion of additional evaluation forms, the student will be responsible for providing the form and for requesting completion by the Elective Director.

### **Addendum:**

#### **Exceptions to Scheduling Process:**

The Yale School of Medicine recognizes that having visiting students at Yale for clinical electives is important to the recruitment process for our residency programs. There may also be exceptional circumstances where a residency program requests special flexibility that allows a visiting student to come for an elective rotation “off-block” or for a period of less than four weeks. At the same time, it is recognized that such exceptions might place a burden on both Departments and the central scheduling process, and risk interfering with the educational experience of Yale medical students.

Requests for off-block or other flexibility in scheduling must be approved in advance by the Director of Electives in the Office of Curriculum in consultation with the Associate Dean for Student Affairs. All other eligibility requirements and other procedures in the visiting student policy will apply.

In considering a request for such flexible scheduling, the following general guidelines will be followed:

- Visiting students should not be afforded greater flexibility in scheduling electives than that provided for Yale students.
- Flexible scheduling for a visiting student must not impact negatively on the educational experience of Yale students
- Flexible scheduling will require the Department to assume responsibility for the orientation and departure of the student and for providing the Registrar with the dates that the student will be at Yale.
- The orientation of the student by the responsible Department will include:
  - Arrangement for necessary identification and key access
  - Training in the Yale electronic medical record system
  - Blood borne pathogen training including needle stick follow up procedures
  - Training in safety/emergency procedures at Yale and the New Haven community
  - Yale HIPAA training
  - Provision of beeper if applicable
  - Orientation to library services