

VSAS Home School Planning Handout

**Items marked in red are new/updated for 2009 and will be available in VSAS on 2/3/09*

Overview

Create Users and Roles/Permissions

You will create a user for each staff member requiring VSAS access and control which areas of VSAS they can see or use by assigning them "permissions".

- Which staff at your school and campuses will log in to VSAS? Which of the tasks below will they perform?
- What tasks/permissions might you combine into 'roles' (i.e. that of a student affairs dean, registrar, admin assistant or faculty advisor)?

(Refer to Appendix A for a complete list of VSAS permissions)

Edit School Information

You will list your school's student contact person which will be visible to your students when they log into VSAS.

Set Default Verification Settings

You will verify statements about each of your students who submit an application through the software. VSAS allows you to store default responses to these statements for maximum efficiency, and later you can modify them for each individual student.

- What will be your standard default responses to the VSAS verification statements?
- Will you need to work with other departments to gather this student information?

(Refer to Appendix B for a complete list of verification statements)

Set School Preferences

Each home school can customize the way VSAS works at their school by setting some school-wide preferences.

- What is the default number of authorizations you will grant each student?

Modify Default Email Templates

Each time something happens in VSAS an email notification will be sent to the appropriate student and host school(s). VSAS allows you to modify and store text for each type of notification.

(Refer to Appendix C for a list of home school notifications)

Issue Authorizations

An authorization allows your students to access VSAS and each one allows them to apply for one elective/date combination. This enables your control of their access and number of applications they may submit.

You will issue authorizations to a class roster pulled directly from SRS so it will be important to update those records (and especially the student email addresses) before this VSAS step.

- Will you issue authorizations to your enter M3 roster or wait for a student's request and issue them student by student?
- Who at your school can assist you in updating SRS records and email addresses?

Upload Documents

Home schools may upload a transcript and immunization form for each of their students. Students may optionally upload their photo and/or curriculum vitae.

- Is your office prepared to print, scan and upload transcripts for each student?
- What other office(s) may need to be involved with the transcripts or completion of immunization forms? Can you copy the process currently used for ERAS?
- Will you upload a transcript only when a student has applied through VSAS or after you have issued them authorizations?

Verify Students

VSAS will display the default verification responses you entered during setup and you can modify these responses on a student by student basis.

- Will you need to work with other departments to gather this student data?

(Refer to Appendix B for a complete list of verification statements)

Release Applications

You may release a student's applications to the host schools after verifying them and uploading required documents. VSAS gives you increased control over this process by allowing you to release a student's applications one at a time, or you can choose not to release an application.

- Who will be responsible for this important and timely task?
- You have the ability to "never release" an application. Are there cases when this might be necessary?

Daily Tally Email

Each day VSAS will send an email to designated school users summarizing relevant information: how many applications require verification, how many applications require release, potential scheduling conflicts, etc.

- Which staff member(s) should receive this email?

Reports

VSAS will provide a number of reports for your school to run.

Appendix A – VSAS Permissions

Each item listed below is a permission. A group of permissions can be chosen and saved as a role e.g. registrar, student affairs dean or faculty advisor. Each VSAS school user will be assigned to a role and may only perform those related tasks.

* Roles

- o Create/Edit Role
- o View Role
- o Delete Role
- o Assign Role

* Users

- o View Users
- o Create/Edit Users
- o Activate/Deactivate User

* School Info

- o Edit School Information
- o Edit School Preferences
- o Edit Verification Settings
- o Edit Email Templates

* My Students

- o View VSAS Roster
- o Issue Authorizations
- o View Uploaded Documents
- o Upload Documents
- o Verify Students
- o Release Applications
- o Transfer Student
- o Withdraw/Reinstate Student

* Reports

- o View Reports
- o Receive Home Daily Tally Email

Appendix B – VSAS Verification Statements

For each statement, you can select Yes, No, or Other. If Other is selected, a comment or explanation may be entered. You may also set general default answers for each statement, which may be changed for each individual student.

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
3. This student has a current ACLS.
- Date expires MM/YYYY
4. This student has a current BLS.
- Date expires MM/YYYY
5. This student has completed a Mask Fit Test.
6. This student is taking electives for credit.
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.
 - Aggregate Insurance:
 - Per Instance Insurance:
 - Online Policy URL:
 - Policy Expiration Date:
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.
(This will include the number of weeks spent in each clerkship)
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 MM/YYYY (select from dropdown).
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 MM/YYYY (not required)
16. This student has passed USMLE Step 1.

Appendix C – VSAS Home School Notifications

The following home school notifications will be sent by VSAS when you withdraw, transfer or re-instate a student. Each consists of a default subject line and message body that you can edit.

- **Home School Withdrawal from VSAS**
This notification is sent to each host school to which the withdrawn student applied, and the student receives a copy of each one.
- **Home School Transfer of Student**
This notification is sent to the student who has transferred to a new medical school and all host schools to which the transferred student applied will receive a copy.
- **Home School Reinstatement of Student**
This notification is sent to the previously withdrawn student upon their reinstatement to VSAS.

Appendix D – The VSAS Standard Application

Applicant Data*

Full Name
AAMC ID
Contact Address
Home and Mobile Telephone Number
E-mail address
Emergency Contact – name and telephone

Core Clerkships

(Date the clerkship has been or will be completed, and the number of weeks spent in each clerkship)

- Internal Medicine
- Surgery
- Pediatrics
- Ob/Gyn
- Psychiatry
- Family Medicine
- Neurology
- Other _____

*If an applicant accepts a host school's elective offer, that school will have access to the following details:

Last four digits of social security number

Date of Birth

Gender

Supporting Documents

- Transcript – scanned and uploaded by school
- Photograph – digital copy uploaded by applicant
- Curriculum Vitae (CV) – electronic copy uploaded by applicant
- Immunization Form – scanned and uploaded by school
(home schools will have access to immunization forms uploaded by the host schools)

Appendix E – VSAS Host Schools

These 63 schools will be VSAS host schools during the 2009-2010 academic year. If your students apply to electives at one of the following, you will use VSAS as a home school to support their visiting student applications.

- **Northeast Schools**
 - Albany Medical College
 - Boston University
 - Columbia University
 - Dartmouth Medical School
 - George Washington University
 - Georgetown University
 - Mount Sinai
 - New York Medical College
 - Pennsylvania State University
 - State University of New York at Buffalo
 - State University of New York Upstate
 - Stony Brook University
 - Temple University
 - University of Connecticut
 - University of Massachusetts
 - University of Rochester
 - University of Vermont
 - Weill Cornell
- **Central Schools**
 - Creighton University
 - Loyola University Chicago
 - Ohio State University
 - Southern Illinois University
 - University of Iowa
 - University of Kansas
 - University of Michigan
 - University of Minnesota
 - University of Missouri - Columbia
 - University of Missouri - Kansas City
 - Washington University in St. Louis
 - Wright State University
- **Southern Schools**
 - Brody School of Medicine at East Carolina University
 - Emory University
 - Medical University of South Carolina
 - Mercer University
 - Texas A&M Health Science Center
 - Tulane University
 - University of Alabama
 - University of Arkansas
 - University of Florida
 - University of Kentucky
 - University of Louisville
 - University of Miami Miller
 - University of Mississippi
 - University of North Carolina at Chapel Hill
 - University of Oklahoma
 - University of South Florida
 - University of Tennessee
 - University of Texas HSC, San Antonio
 - University of Texas Southwestern
 - University of Virginia
 - Vanderbilt University
 - Wake Forest University
- **Western Schools**
 - Loma Linda University
 - Oregon Health & Science University
 - University of Arizona
 - University of California, Irvine
 - University of California, San Diego
 - University of California, San Francisco
 - University of Colorado Denver
 - University of Hawaii
 - University of Nevada
 - University of New Mexico
 - University of Washington