

VSAS Host School Planning Handout

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 in this email will they perform?
- What tasks/permissions might you combine into 'roles' e.g. that of a registrar or faculty advisor?

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

Edit School Information

VSAS will display your school's current EEC information for review and updating, in addition to other required details. Among them are your school's student contact information, cost of fees, and school urls.

Edit School Preferences

Host schools will offer electives to visiting student applicants and, if they choose not to respond, the offer will expire. Your school will be able to set the number of weeks, from the date of notification, to the expiration of the offer.

- What length of time will you choose for your offer to be valid?
- If the offer expires, will you re-offer it to that applicant or re-assign the slot?

Modify Default Email Templates

Each time something happens in VSAS an email notification will be sent to the appropriate parties. VSAS allows you to modify and store text for each type of notification.

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

Manage Elective Catalogs

VSAS provides an online, searchable database for students to use when searching for electives. You will need to upload your visiting student elective catalog into the software and we will be sending you these file requirements.

- What format is your catalog in now? A database format could be exported to Excel and then uploaded to VSAS. A text version would need to be entered into a spreadsheet first.
- Can your IT department help you prepare this elective catalog file?
- Who will be in charge of updating the catalog in VSAS if there are data changes or cancellations?

Determine Eligibility

An applicant's home school will provide verification statements about them and you will decide whether an applicant is eligible, conditionally eligible or ineligible to attend your school.

- Can you use these verification details and other application data to determine eligibility?
- If not, what additional information will you require from your applicants and how should they get it to you?

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

Schedule Electives

You can schedule or deny an application for any applicant that has not been deemed ineligible to attend your school. You may schedule them to their preferred elective dates, to an entirely new set of dates or deny their application.

- Who is in charge of scheduling or denying electives to applicants?
- Will they require VSAS access or will you print applications for their review?

Notify Applicant

A notification is created when you have determined an applicant ineligible to attend your school, scheduled them to electives or denied their application(s). These notifications are not sent automatically but will stay in "Notify Applicant" until you send them on. These notifications will use the default text created earlier in set-up.

- Who will be in charge of sending and modifying these notifications?

View Notifications

Once sent, all notifications will be listed in "View Notifications". This area is where you will track applicant responses to any offers or conditional offers.

- Who will be in charge of tracking visiting student enrollments?

Daily Tally Email

Each day VSAS will send an email to your school summarizing relevant information: how many applications require eligibility review, are awaiting decisions, scheduled applications awaiting notification, potential scheduling conflicts, offer tracking 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, faculty advisor or admin assistant. 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 Email Templates

- * Elective Catalog

- o Manage Elective Catalogs

- * Visiting Students

- o View Applications
- o Determine Eligibility
- o Schedule Electives
- o Notify Applicants
- o View Notifications
- o Act on Applicant's Behalf

- * Reports

- o View Reports

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 last completed MM/YYYY
3. This student has a current ACLS.
- Date completed MM/YYYY
4. This student has a current BLS.
- Date completed 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:
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.
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 Host School Notifications

The following host school notifications will be sent by VSAS when you schedule/deny an application, or cancel an elective. Each consists of a default subject line and message body that you can edit.

- **Ineligible Student – Did Not Meet Requirements**
This notification is sent to an applicant deemed ineligible because they did not meet your host school's requirements.
- **Ineligible Student – Insufficient Insurance**
This notification is sent to an applicant who is deemed ineligible because they lack sufficient insurance coverage.
- **Ineligible Student – Incomplete Prerequisite**
This notification is sent to an applicant who is deemed ineligible because they have not completed the necessary prerequisites.
- **Ineligible Student – Incomplete Immunizations**
This notification is sent to an applicant who is deemed ineligible because they have not met all your immunization requirements.
- **Ineligible Student – USMLE Step 1**
This notification is sent to an applicant who is deemed ineligible because they have not successfully completed the USMLE Step 1.
- **Ineligible Student – Other Reason**
This notification is sent to an applicant who is deemed ineligible for some other reason.
- **Denied Application – No Slot Available**
This notification is sent to an applicant whose application is denied because there are no more slots available.
- **Denied Application – Offered a Different Elective**
This notification is sent to an applicant whose application is denied because they were offered another elective at your school.
- **Denied Application – Reached Maximum Number of Electives**
This notification is sent to an applicant whose application is denied because they have been assigned to or completed the maximum number of away electives at your school.
- **Denied Application – Does Not Meet Course Requirements**
This notification is sent to an applicant whose application is denied because they do not meet the course's requirements.
- **Denied Application – Other Reason**
This notification is sent to an applicant whose application is denied for some other reason.

- **Student Offer**
This notification is sent to an applicant to whom you are offering an elective.
- **Student Conditional Offer**
This notification is sent to an applicant to whom you are offering an elective conditionally.
- **Cancelled Elective**
This notification is sent to an applicant who has applied to or been scheduled to a cancelled elective.

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)

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

Supporting Documents

- Transcript – scanned and uploaded by school
- Photograph – digital copy uploaded by applicant
- Curriculum Vitae (CV) – electronic copy uploaded by applicant