General Requirements: 
Fourth Year Elective Rotations at LVHN

To be eligible for a fourth year medical student elective rotation, students must:

- Currently be in their 4th year of an LCME or AOA-accredited medical school in the United States, Puerto Rico, or Canada.

- Apply through the Visiting Student Application Service (VSAS) site [https://services.aamc.org/20/vsas/](https://services.aamc.org/20/vsas/)
  - Additional details regarding requirements specific to certain departments can be found on the LVHN Institution Information page on the VSAS site.
  - Students will receive a VSAS email notification with the department’s decision to approve or deny a request within four weeks of applying for a rotation.
  - There is a $50 processing fee for each accepted rotation. Housing is offered (when available) for a fee of $50 per week. Students will receive further instructions via email after being offered a rotation.

- Provide documentation from their school of good academic standing at the time of the elective. The document can be uploaded into the Supplemental Documents section in VSAS.

- Be fully covered by liability or malpractice insurance through their medical school. Documentation can be done in VSAS (usually by the school).
  - $1,000,000/instance and $3,000,000 aggregate

- Be covered by personal health insurance. A copy of the card (front and back) can be uploaded into the Supplemental Documents section of VSAS.

- Submit the LVHN Student Health Certification Form (immunization form), which can be found on the LVHN Institution Information page on the VSAS site. You may submit labs and other documents relating to immunizations, however, this form MUST also be completed and submitted. In order for a high school graduate (student over the age of 18) to observe in any area of LVHN, two TB skin tests are required within 12 months prior to the rotation start date; one test must be within 3 months of that date. Any test result dated before 12 months of your start date is not applicable. **NOTE:** The second PPD test date may be left blank below if your application is submitted more than three months prior to your requested rotation start date. In that case, leaving the second date blank at the time of applying in VSAS will not prohibit your application from being processed. However, students MUST show proof of a negative PPD test (alternatively, an equivalent QuantiFERON TB Gold Test or chest X-ray can be submitted) within three months of the rotation start date. Copies may be uploaded to the Supplemental Documents section in VSAS, or emailed to medicalstudents@lvhn.org. It is the responsibility of the students to remember to upload the documentation prior to the start of their rotation. Failure to do so may result in a cancelled rotation.
Submit a photograph (suitable for ID badge) and transcript via the VSAS site.

Have personal transportation (we do not provide transportation between sites).

Our current electives catalog can be found on the LVHN Institution Information page on the VSAS site, or by clicking this link:


**LVNH Website for Visiting Medical Students:**
You can find all the information concerning 4th year medical student rotations at LVHN at the following URL:

http://www.lvhn.org/research_and_education/medical_students/physician_assistant_students

**Dorm Housing**
If you desire to utilize our dorm housing space during your rotation, the fee is $50 per week. You can make your payment via the following URL:

http://www.jotformpro.com/form/31603385552957

Questions specific to electives (schedules, location, etc.) can be directed to the department coordinators:

- **Dental Medicine**- Lesley Shambo: Lesley.Shambo@lvhn.org
- **Dermatology**- Michelle Brown: mbrown@adaltd.com
- **Emergency Medicine**- Dawn Yenser: Dawn.Yenser@lvhn.org
- **Family Medicine**- Davida Leayman: Davida_M.Leayman@lvhn.org
- **Internal Medicine**- Victoria Howard: Victoria.Howard@lvhn.org
- **Neurology**- Laura Hotchkiss: laura_l.hotchkiss@lvhn.org
- **Obstetrics & Gynecology**- Julie Gualano: Julie_A.Gualano@lvhn.org
- **Pathology**- Angela Davis: angela.davis@lvhn.org
- **Pediatrics**- Kate Adams: Katherine.Adams@lvhn.org
- **Radiology**- Sue Sipos: Susanne.Sipos@lvhn.org
- **Surgery**- Stacey Unterberg: Stacey.Unterberg@lvhn.org

Prior to their rotation start date, accepted students will receive further information pertaining to their upcoming rotation. If you have any questions, please contact LVHN’s Office of Student Affairs: medicalstudents@lvhn.org or by calling 610-402-2554.

*Updated 6/16- ALD*