

University of Hawai'i
John A. Burns School of Medicine (JABSOM)
Office of Student Affairs, MEB
651 Ilalo Street
Honolulu, HI 96813-5534
Ph. (808) 692-1005

2016-2017 VISITING STUDENT ELECTIVE INFORMATION

ELIGIBILITY:

Visiting 4th year students may apply for a minimum of 4 weeks and a maximum of 12 weeks of electives. Students must also be enrolled in a directly accredited U.S. allopathic (M.D.) or osteopathic (D.O.) degree granting program. All students from LCME-accredited US or Canadian Allopathic programs **must use VSAS to apply.**

In addition, **all** visiting students must:

- be in good academic standing
- have completed all third year core requirements (Internal Medicine, Obstetrics-Gynecology, Pediatrics, Psychiatry, and Surgery) by elective start date
- be covered for malpractice/liability insurance during elective period
- be covered for personal health insurance during elective period
- have documented immunizations/tuberculosis screening (see Health Statement for Visiting Students Form)
- have a current BLS (Basic Life Support) or CPR certification which is American Heart Association approved
- be HIPAA certified (see "How to Apply" below)

PROCESSING:

All application materials are reviewed and processed first through the Office of Student Affairs (OSA). Upon review and approval by OSA, it is then routed to the appropriate department for consideration on a first-come, first-served basis. However, incomplete applications (i.e., missing information/immunization dates) are placed on hold and processed only upon receipt of all required information.

SCHEDULING:

Our departments begin to consider applications on or about May 1 and do not reserve slots prior to receipt of the application from OSA. JABSOM will do its best to accommodate an applicant's 1st choice elective/time period. If this is not possible, then an applicant will be considered for his/her alternate choices. Our departments (not OSA) will notify the student in writing when final approval/acceptance is granted.

DEADLINES:

Application materials must be received in the Office of Student Affairs **at least 6 weeks** prior to requested start date. See Visiting Student Block Dates for specifics. Cancellations must be received in writing **at least 4 weeks prior** to approved start date. **ONCE APPROVAL FOR AN ELECTIVE HAS BEEN GRANTED, REQUESTS FOR CHANGES WILL ONLY BE CONSIDERED IF RECEIVED AT LEAST 6 WKS. PRIOR TO START DATE - NO EXCEPTIONS.**

FEE:

An **\$80.00** application fee is required with each application. Applications without checks will automatically be considered incomplete. We accept the following forms of payment only: 1) Personal check; or 2) Money order (paid on U.S. funds). Please make payable to the **University of Hawaii**. All fees are deposited upon receipt and refunds are possible only if JABSOM is unable to place an applicant. Once accepted for an elective, no refund is possible regardless of the reason.

AVAILABILITY:

Our Departments (not the Office of Student Affairs) handle the availability of electives. Please refer to the elective listing for a description of electives as well as departmental staff contact information.

HOUSING:

Housing is the visiting student's responsibility. UH-JABSOM **does not** have a University-based hospital and the majority of the electives are held off-campus at affiliated hospitals or private physician offices.

TRANSPORTATION (THE BUS):

We recommend that you consider renting a car during your elective period; however, one of Honolulu’s outstanding advantages is an excellent bus system which offers more than 70 routes and 4,000+ bus stops. The fee is \$2.50 one way and \$60.00 for a monthly pass. For inquiries, phone (808) 848-5555 or visit their website at www.thebus.org.

ADDITIONAL INFORMATION:

Please bring your school-issued name tag and white coat when you report for your elective, as many of our departments require it. You may be issued a hospital I.D. as well. In addition, our departments may require further documentation upon or prior to your elective assignment and it will be your responsibility to comply if asked. Parking and meals may not be provided at our hospital sites so please plan accordingly.

In the case of exposure to environmental or infectious disease, including needle-stick injuries, visiting students should seek evaluation by infection control or emergency room staff at their assigned hospital. Visiting students must assume financial responsibility for any necessary tests for therapy. Please call the Office of Student Affairs at (808) 692-1000 for additional assistance.

HOW TO APPLY:

- 1) Review elective listings, information/checklist/block dates.
- 2) Complete **application** and **health statement form** (a separate application and health statement form is required for each elective)
- 3) Attach proof of BLS (basic life support) or CPR certification which must be current during elective period
- 4) Attach UH-JABSOM HIPAA compliance form. Please visit http://www.hawaii.edu/hrc_training and review the information and <http://jabsom.hawaii.edu/JABSOM/departments/AppropEducUsesOfPHI.pdf>. Print and sign the HIPAA Confidentiality Agreement Form.
- 5) Attach recent photo to top right-corner of application (1 per application)
- 6) Attach check in the amount of \$80.00 (per elective) payable to: University of Hawai‘i
- 7) Attach Visiting Student Elective Application Checklist (MUST BE SUBMITTED WITH YOUR APPLICATION)

I have read and understand the 2014-2015 INFORMATION FOR VISITING STUDENTS and the following items are attached:

- Visiting Student Elective Application (Sections I – III completed) with original signatures (we do not accept faxed copies). A separate application is required for each elective period.
- Health Statement for Visiting Students form with original signature (1 per application). PLEASE DO NOT send personal health records in lieu of this form or your application will be placed on hold and not processed. Any additional costs incurred to meet UH-JABSOM’S immunization requirements is the student’s responsibility.
- HIPAA Confidentiality Agreement form which may be found at http://www.hawaii.edu/hrc_training)
- Proof of BLS or CPR certification (must be current during elective period)
- Recent Photo (1 per application)
- Visiting Student Agreement form (required only if you are applying for electives offered under the Department of Surgery)
- Check in the amount of \$80.00 (per elective period) payable to: **University of Hawaii** (refundable only if JABSOM is unable to place you in an elective)

Student's Printed Name

Student's Signature

Date

Mail **completed** application to:

Jessica Warmoth
Office of Student Affairs, MEB
University of Hawai'i John A. Burns School of Medicine
651 Ilalo Street, MEB, 3rd Floor
Honolulu, HI 96813-5534
Ph. (808) 692-1005
warmoth@hawaii.edu

INCOMPLETE OR MISSING INFORMATION WILL DELAY PROCESSING