

**UNIVERSITY OF KENTUCKY
COLLEGE OF MEDICINE
VISITING ROTATION APPROVAL**

NAME

CLASS OF

VISITING ROTATION INFORMATION:

Preferred Rotation Period **Dates** **to**
(MUST BE 4 WEEKS)

Course Title

Institution Name

Is this a sub-internship or acting internship rotation? **Yes** **No**
(If "Yes", a course description **MUST** be attached. If confirmed by the registrar, this will be counted as a secondary acting internship.)

Faculty Supervisor or Contact Person at host institution, if known:

Name

Phone

Email

NOTICE TO STUDENTS:

Please attach a copy of the course/clerkship description. The appropriate departmental faculty member at the University of Kentucky College of Medicine needs to approve the visiting rotation by signing below (see list of faculty on checklist). **This allows you to receive credit for the rotation.**

You will be provided with an evaluation form (Clinical Assessment Form) via email while you are doing the visiting rotation. It is your responsibility to give it to the appropriate person at the extramural site, and to be sure that it is returned with a final letter grade to the UKCOM Registrar.

DEPARTMENTAL REPRESENTATIVE APPROVAL SIGNATURE:

I agree that this student may receive academic credit at the University of Kentucky College of Medicine for successful completion of this rotation.

Signature

Printed Name

Date

Please return this form to Beth Hartmann, 138 Leader Avenue, Fax 859-323-2076, email bahart2@email.uky.edu.

Visiting Rotation Checklist

1. Identify institutions that offer visiting rotations that you would like to apply for. The AAMC's [Visiting Student Application System \(VSAS\)](#) is being used by the majority of programs and contains most or all of the information you will need to apply to those programs. (See #2a below.) Residency programs can be researched by specialty and location in the [AMA's Frieda Online](#). Look online for visiting student policies and processes for those institutions in which you are interested. Only make direct contact if you are unable to find the needed information online or if you have specific questions. Applications for visiting rotations may be done in two ways, depending on the requirements of the host program:
 - a. Many medical school and residency programs require that students apply through the AAMC's [Visiting Student Application System \(VSAS\)](#). That system is accessed online at <https://services.aamc.org/20/vsas/>. All students in the class will be given access and authorizations to apply for rotations through VSAS. *You will need to inform the registrar if and when you would like your photo and/or transcript uploaded to VSAS.*
 - b. For programs that are not using VSAS, review the online application information to familiarize yourself with the documentation that will be required. Pay special attention to requirements for immunizations, titers, background checks, drug screens, or other requirements that may require follow-up and expense on your part. Print a course/course description to attached to your approval form (see #4).
2. A visiting rotation course must be approved by the designated departmental representative from UK **before any certification of your eligibility can be provided**. This approval document allows you to receive academic credit for the rotation. For visiting rotations that do not require COM certification (such as military rotations,) the signed approval form must be turned in to the registrar prior to the start of the visiting rotation. Your Visiting Rotation Approval Form with attached course description must be signed by the appropriate faculty member listed (Emailed approval from the faculty member is also acceptable):

DEPARTMENT	REPRESENTATIVE	LOCATION
Anatomy	TBD	
Anesthesiology	Arundathi Reddy, M.B.B.S.	N-204, UKMC
Behavioral Science	H. Jean Wiese, Ph.D.	107 COM Office Bldg.
Biochemistry	Louis Hersh, Ph.D.	MS-607B, UKMC
Diagnostic Radiology	Arthur Lieber, M.D.	A-125 Kentucky Clinic
Emergency Medicine	Sameer Desai, M.D.	M-53, UKMC
Family & Community Med	William Elder, PhD	K-309, Kentucky Clinic
Micro & Immunology	Alan Kaplan, Ph.D.	MS-411, UKMC
Medicine	Chris Feddock, M.D.	K-511, Kentucky Clinic
Neurology	Amy B. Hessler, D.O..	L-442 Kentucky Clinic
OB/GYN	Wendy Hansen, M.D.	C-367, UKMC
Ophthalmology	Julia Stevens, M.D.	E-302, Kentucky Clinic
Pathology	Michael Cibull, M.D.	MS-125, UKMC
Pediatrics	Irene Hong-McAtee, M.D.	J-541 Kentucky Clinic
Pharmacology	Nada Porter, PhD	MS-315, UKMC
Physiology	Brian Jackson, Ph.D.	MS-581, UKMC
Preventive Medicine	Scott Prince, M.D.	2400 Greatstone Pt.
Psychiatry	Jim Norton, Ph.D.	138 Leader Ave, Room 137
Radiation Medicine	Mahesh Kudrimoti, M.D.	N-013, UKMC
Rehabilitation Medicine	Sara Salles, D.O.	Cardinal Hill
Surgery	Raleigh Jones, M.D. (meeting required)	C-236, UKMC
Neurosurgery	Karen Swartz, M.D.	MS-108, UKMC
Orthopaedics	Raymond Wright, M.D.	K-400 Kentucky Clinic

6. An affiliation agreement must be in place between the College of Medicine and any visiting rotation site which is not part of an AMA-accredited medical school or residency program. Even some accredited medical schools are adding a requirement for an affiliation agreement. If you are asked to provide one, please notify the registrar immediately. If you are planning a visiting rotation that is not at an accredited site, including any international visiting rotation, contact the registrar in ample time to allow for arrangements that will include multiple levels of institutional approval. This process may take more than six months.
7. Notify the registrar as soon as you have been accepted for an visiting rotation that you plan to do. She will update your registration to reflect the specific rotation and institution. **If you decide to drop a visiting rotation for which you have been accepted, notify the institution immediately and no later than one month prior to the beginning of the rotation.** Keep a record of your cancellation in case it is needed later.
8. The registrar will email you an evaluation/grade form and instructions while you are at your visiting rotation. **It is your responsibility to be sure that a completed evaluation with a final letter grade is returned to the registrar so that academic credit can be awarded.**