

Introduction to 4th year

- Much of the information we discuss today can be found on the UND SMHS website
 - <https://med.und.edu/education-resources/planning-fourth-year.html>
 - This area of the website also contains many valuable resources regarding away electives, specialty selection, CVs, letters of recommendation, personal statements, residency applications, interviews, and the MATCH

Goals of 4th Year

- Prepare for internship
- Decide on a specialty (if not already done)
- Complete step 2 CK and CS
- Select residencies for application (may involve away electives)
- Gain experience in something that will help you in your residency but is outside of your chosen specialty
- Try something you won't get to do again
- Increase experience in an area of weakness

4th Year Important Dates

- December 2019:
 - ERAS opens for CV data to be entered and LOR uploaded
 - VSAS invitations sent
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- September 15th:
 - ERAS application data released to residency programs
 - NRMP opens for registration (may be completed after your ERAS applications submitted, return to ERAS to enter your NRMP ID number)
- September 12th: Preferred latest date for Step 2 CS to be completed (allows for potential retake and results to be returned prior to rank list submission)
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- End of October: Preferred latest time to take step 2 CK (scores will be available for interviews)
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Class Rank (Included in your MSPE)

- Years 1-3 average percentages
 - Years 1 & 2 averages based on MCQ+CASE+CSE.
 - Year 3 averages all 7 clerkships and epi grade.
- Numerical Class Rank is not determined, rather you will be assigned to a section of the class:
 - Top 15% = Outstanding
 - Next 20% = Excellent
 - Next 40% = Very Good
 - Next 20% = Good
 - Bottom 5% = Satisfactory

AOA Determination

- Students are elected during the 4th year
 - Up to 16% of the graduating class by AOA rules (typically 8-12 students)
- UND SMHS Nominating Committee: Councilor of ND AOA chapter, Campus Deans and Dean of Student Affairs
- <https://www.alphaomegaalpha.org/how.html> details selection criteria including: “Scholarship excellence is not the only criterion for Alpha Omega Alpha Honor Medical Society recognition; integrity, capacity for leadership, compassion, and fairness in dealing with one's colleagues are considered to be of equal significance. Students are elected from the top academic quartile of their class. The students elected to the society are men and women who, in the judgment of the local chapter, have shown promise of becoming leaders in their profession.”

Gold Humanism Honor Society

- UND SMHS does not participate in Gold Humanism Honor Society

Policies

<https://med.und.edu/policies/students.html>

- Duty Hours Policy

- Mistreatment reporting

- Preceptor
- Course Director
- Department Chair
- Campus Dean
- Associate Dean for Student Affairs
- UND office Dean of Students
- Anonymously online

<https://med.und.edu/student-affairs-admissions/mistreatment-reporting.html>

- Bloodborne Pathogens

- Follow first aid steps, health system policy and UND SMHS policy
- Complete Pathogen Exposure Checklist

<https://med.und.edu/policies/immediate-action-checklist-forms.html>

- Absence Policy

Personal Healthcare

- Physical Health
 - You may seek personal healthcare at any provider institution in your local area.
 - If you are having difficulty finding a provider for personal healthcare, please contact your campus dean's office.
- Mental Health
 - Counseling services are available at UCC if you are in Grand Forks
 - If you are in ND but not in Grand Forks, you can access telehealth counseling through UCC: call UCC (701.777.2127) and ask to schedule a medical student counseling WebEx meeting.
- Your coursework will not be assessed by anyone providing you mental healthcare.

Campus Meetings

- Today
- Individually with your 4th year campus dean to plan your 4th year schedule
- After the MATCH to visit further with current 4th years
- Individually with the campus dean for CSA review and career counseling early in the 4th year

- Anytime you need further advice or counseling

4th Year Schedule

- Must take 8 courses/11 available periods
 - May take an extra elective if want > 4 electives in a specialty (see next page)
 - Off periods used for
 - Studying for and taking Step 2
 - Interviews
 - Moving
 - Vacation / personal time
 - 4 courses must be on your home campus
 - A single “all-campus” elective with the number 95** may be substituted for one of these

4th year schedule

- Required
 - One acting internship at UND SMHS
 - Do not count on getting time off during your acting internship
 - One UND rural 4 week rotation (either completed during 3rd or 4th year)
 - One rotation with residents as teachers (either completed during 3rd or 4th year, can be an away rotation)
 - IHI Patient Safety/Quality Improvement online curriculum (completed by end of period 7)
 - One page Patient Safety/Quality Improvement assignment (completed by end of period 9)
- Must be in the country during MATCH week (3rd week in March/period 10)

Elective Specialty Scheduling Rules

- No more than 4 electives in a single specialty
- No more than 2 general electives in a specialty
- No more than 2 electives in a single subspecialty
- The specialties and subspecialties are listed here:
<http://www.abms.org/member-boards/specialty-subspecialty-certificates/>
- Required AI counts toward your scheduling limits
- Examples:
 - Cardiology, gastroenterology, internal medicine hospitalist and endocrinology
 - 4 IM electives, not more than 2 in a single subspecialty
 - Pediatrics cardiology away, pediatrics hospitalist, pediatric neurology, pediatric cardiology at UND
 - 4 pediatrics electives, not more than 2 in a single subspecialty
 - General dermatology at UND, general dermatology away, dermatopathology and pediatric dermatology
 - 4 electives in derm, not more than 2 general or 2 in a single subspecialty

New Electives

- If you would like to create a new elective, please contact the campus office to get the process started.
 - Requires faculty appointment for the preceptor
 - Requires committee approval by CSCS and MCC
 - Requires affiliation agreement with the site and UND SMHS
 - **Process will take several months so start early**
- You may not start a new elective rotation for credit until it has been approved by MCC

International Electives

- Peru: contact Dr. Steve Tinguely or Kathleen Kraft in Fargo
- Haiti: contact Dr. Bryan Delage
- Australia: contact Dr. David Schmitz
- If you would like to participate in an international elective other than Peru, Haiti or Australia, please contact Dr. Zelewski in the NE Campus office
 - We are a home school for AAMC GHLO (Global Health Learning Opportunities), look at their website if you are looking for an international opportunity

UND SMHS Research Electives

- Requires approval 4 months prior to your research period in the schedule
- Must involve hypothesis-driven research (not case reports or literature reviews for example)
- Must have UND SMHS and health system IRB approval before starting your research month

Please let your campus dean know you are planning to do a UND SMHS research elective ASAP to start the planning process

Required Acting Internship (AI)

- Must successfully complete one UND SMHS AI during your 4th year.
- Central scheduling requires your preference submission by January 31st.
- No requirement for specialty or specific campus for your AI.
- If you would like to complete > 1 UND SMHS AI, the second one will be scheduled after central AI scheduling is complete.

Away Electives

- Away electives are often taken
 - To get more experience in the specialty
 - To experience a residency we don't have in ND
 - To obtain a letter of recommendation (needs to be in periods 1-3)
 - As an “audition” rotation for a program in which you are especially interested

Away Elective Approval

- Prior to enrollment in an away elective, Dr. Dorscher must provide approval for course enrollment.
- Domestic away electives should take place at LCME accredited medical programs or ACGME accredited residency sites or have been approved on a case by case basis by Dr. Dorscher.
- Information for each domestic course will be collected by the student's 4th year campus office and will include:
 - Location of course (school or other clinical site) and sponsoring institution
 - Course name and department
 - Course length
 - If course is less than 4 weeks in length, the UND course that will be taken to fulfill the remainder of the 4 weeks for credit.
 - Course description and/or objectives
 - Any concerns specific to the site which could cause safety or ethical concerns for the student.
- This information will be submitted to the Office of Student Affairs for approval with a preliminary recommendation for approval from the Campus Dean.

VSLO/VSAS

- VSLO/VSAS
 - Centralized application service through AAMC used by many away electives
 - Applications coordinated through the campus office
- If schools have a formal application period, these often start in February-May. These dates are also listed on the VSAS participating schools list online.
- General information about VSLO (the system that includes VSAS for domestic electives and GHLO for international objectives):
 - <https://students-residents.aamc.org/attending-medical-school/article/visiting-student-learning-opportunities/>
- Student guide to using VSAS:
 - <https://students-residents.aamc.org/attending-medical-school/article/how-use-vslo-application-service/>
- Video tutorials for VSAS/VSLO:
 - <https://students-residents.aamc.org/attending-medical-school/article/vslo-application-student-training/>
- Contact the campus office with specific VSAS questions not answered by these resources

Away Elective Opportunities in the U.S.

- Consult the VSAS website or visiting student website for the program where you would like to rotate to determine if they use VSAS
 - <https://students-residents.aamc.org/attending-medical-school/article/vslo-host-participating-institutions/> is the VSAS online list of participating schools
- Or you can use the EEC from the AAMC
 - <https://services.aamc.org/eec/students/> Extramural Electives Compendium (EEC) is a searchable database containing information about the scheduling of elective opportunities at AAMC-member medical schools in the United States
- Example: Mayo does not use VSAS, Mayo application deadlines: 4/1 for July-September electives, 7/1 for October-December electives

Special Requirements for Away Electives

- MN electives: must complete the MN background check and fingerprinting
 - Required only once during medical school as long as you do not have a LOA
 - Contact Stacie Klegstad in the NE Campus office for assistance with the process
- Mask fitting
 - Done at orientation in Bismarck, Fargo and Minot.
 - GF: contact Stacie to make arrangements
- Vaccination titers
 - Bismarck: CFM, Bismarck-Burleigh Public Health or personal physician
 - Fargo: Personal physicians or public health
 - GF: Student health, personal physician or contact Stacie for other options
 - Minot: CFM or 1st District Health Unit

Residency Program Types

- C Categorical: These are programs that start training with an intern year and include the full training requirement
- P Preliminary: Training is one year in length in transitional or preliminary programs
 - Prelim programs focus on a certain specialty: internal medicine or surgery
 - Transitional programs have a broader curriculum for the intern year with rotations through multiple specialties
- A Advanced: Training in specialty programs that follows a preliminary year or other prerequisite training. Begin the year after the Match.
- R Reserved: Programs that are reserved for individuals with prior post graduate training. These start the same year as the Match and are therefore not available to senior medical students (do not yet have post-graduate training).

Residencies Requiring a Transitional Year

- Anesthesia
 - Dermatology
 - Neurology
 - Ophthalmology
 - Physical Medicine and Rehabilitation
 - Radiation Oncology
 - Radiology
- If you are applying to all integrated (categorical) programs (programs in these specialties that include PGY-I year with the advanced years) you do not need a separate preliminary year.
 - If you are applying to advanced positions that start in year 2 be sure to apply to enough preliminary (prelim or transitional) year programs
 - Some surgical subspecialties (ENT, urology) may offer advanced positions which you will need to pair with a transitional year.

Chair Meetings

- As you determine the specialty to which you are applying, you will need to schedule a chair meeting.
 - If there is not a UND SMHS chair for the specialty, your campus dean will help you find a designee who can mentor you through the application process.
- Emergency Medicine: Dr. Solberg: Bismarck
 - Family Medicine: Dr. Schmitz: GF
 - Internal Medicine: Dr. Bande: Fargo
 - Neurology: Dr. Lou: Fargo/GF
 - Obstetrics/Gynecology: Dr. Lutz: Minot
 - Pathology: Dr. MaryAnn Sens: GF
 - Pediatrics: Dr. Tiongson: Fargo
 - Psychiatry: Dr. McLean: Fargo
 - Radiology: Dr. Roller: Bismarck
 - General Surgery, Surgical Subspecialties and Anesthesia: Dr. Sticca: Fargo

Applications

- Start working on your CV and personal statement now
 - Contact your campus office for people to review these if desired
- Use your resources
 - AAMC Careers in Medicine
 - Planning your 4th year and Beyond UND SMHS website
<https://med.und.edu/education-resources/planning-fourth-year.html>

Choosing Programs for Application

- As you are looking at residency programs
 - Record information about the program, what you like, why you are a good fit
 - This saves time in the future so you don't need to go through the info again
 - List questions you cannot answer from the program website or other sources like FRIEDA online (can ask during interviews or contact the program directly)
- Residency Explorer Tool
<https://www.residencyexplorer.org/Account/Login?ReturnUrl=%2F>
 - Allows you to build your profile and compare yourself to interns at specific programs.
 - Use your AAMC login
- Apply Smart <https://students-residents.aamc.org/applying-residency/filteredresult/apply-smart-data-consider-when-applying-residency/>
 - AAMC data on # of programs needed to reach the maximal point of match success based on specialty and Step I score

CV (resume)

- Contact information
- Education
 - Include your anticipated MD degree
- Research, publications and presentations
- Employment experience
- Activities (organizations, leadership positions, extracurricular activities)
- Volunteer experience
- Professional memberships
- Awards and Honors
- Hobbies

Personal Statement

- Your chance to make an impression
 - One page ideal
 - Catch the reader's attention in the first paragraph
 - Tell them why you are a strong candidate
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- Can write individual personal statements for different specialties or programs and direct which you upload for which application

Letters of Recommendation

- Letter Writers
 - Need to know you well
 - Need to be willing to write a supportive letter
- Should request at least 4
- Include a minimum of 2 in your specialty to which you are applying
- Some specialties require a chair letter (this is the UND academic chair of the department)
- All LOR need to be uploaded by the letter writer or their designee
 - If the letter writer cannot upload independently, check with the campus office for designated staff to upload
- Write a thank you note to all letter writers

Special Application Requirements

- Emergency Medicine
 - Standardized Letter of Evaluation (SLOE):
<https://www.cordem.org/resources/residency-management/sloe/sloe-faq-medical-students/>
- Plastic Surgery
 - Standardized letter of recommendation: found at
<http://acaplasticsurgeons.org/multimedia/files/Letter-of-Recommendation-Form.pdf>
- Orthopedics
 - Standardized letter of recommendation:
https://www.aoassn.org/aoaimis/AOANEW/Residents/Electronic_Standardized_Letter_of_Recommendation/AOANEW/Residents/eSLOR_Home.aspx?hkey=e6cad4dc-6002-4885-b9a8-152854b5a674
- General Surgery
 - Programs may require a program-specific personal statement. Check ERAS or program websites

Interview Offers

- Interviews are offered quickly in many specialties.
- Check your e-mail frequently after 9/15 for interview offers.
 - Have a surrogate check for you if you are unable to check (i.e. in the OR)
 - Respond to interview offers ASAP. If you wait, all slots may be filled.
- Cancelling an interview
 - Be gracious in cancelling and thank them for their time
 - Make sure to cancel if you will not be at a scheduled interview
 - Make sure your cancellation is confirmed if sent via e-mail

Interview Process

- RSVP to attend dinners the night before
 - Great opportunity to meet the residents and get more insight into the program
 - This is part of the interview, be professional
- Travel
 - Coordinate as you can to interview at geographically similar locations in the same trip
 - Carry on at least your interview outfit so that it doesn't get lost in checked luggage
 - Get frequent flier miles or an airline credit card (that you pay off every month) to get benefits of all the travel

Interview Day

- Dress: professional dress (not scrubs) with **comfortable shoes**
- What to bring:
 - CV and personal statement
 - Portfolio and pen to take notes
 - List of characteristics you liked about the program when applying
 - Questions for the program
 - CASH just in case for parking, taxi, snacks, etc.
- Remember everyone you encounter is interviewing you; be courteous and professional to everyone you see

Interview Questions

- Questions and process will vary by specialty
- Samples can be found on Careers in Medicine
- Contact someone in the class above who interviewed in your specialty to see what they were asked
- Be prepared for behavioral based questions
 - Need to give real-life examples including outcomes of the situation
 - Examples
 - Tell me a time you were a part of a team and how you helped that team succeed
 - Tell me about a negative patient interaction and how you resolved the situation

After the Interview

- Keep notes on what you did and did not like about the program (they will all run together quickly)
 - Evaluations can be found in Planning your 4th year and beyond on line and in strolling through the match
- Write a thank you note to your interviewers
- Do not take any “guarantees” of ranking from the program as a promise of a spot in the match

The MATCH

- ERAS: standardized application service for submitting applications for most programs
 - <https://students-residents.aamc.org/applying-residency/applying-residencies-eras/>
- NRMP: National Residency Matching Program: The matching service most residencies use for the match
 - <http://www.nrmp.org/>
- sfmatch: special match used for ophthalmology
 - <https://www.sfmatch.org/>
- Urology match: special match for urology only
 - <http://www.urologymatch.com/>
 - <https://www.auanet.org/education/auauniversity/for-residents/urology-and-specialty-matches>
- Military match: match used by students with obligation for military medical service
 - <http://medicineandthemilitary.com/officer-and-medical-training/residency-and-match-day>

ERAS

- Centralized AAMC application service for residency applications
 - <https://apps.aamc.org/myeras-web/#/landing>
- Start preparing now using the ERAS worksheet to gather information you will need to enter
 - <https://students-residents.aamc.org/applying-residency/applying-residencies-eras/tools-residency-applicants/>
- In ERAS, you will also need to
 - upload your picture
 - release your step scores (may need to do independently for step 2 scores if not available at the time of your application)
 - enter your NRMP ID (can be done after applications submitted)

Special Match Considerations

- Please let your campus dean know ASAP if:
 - You are couples matching
 - Special fee to NRMP required
 - You are not participating in the main match
 - Military match
 - sfmatch
 - Urology match

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Special Match Dates

- December Military Match results available
- January Ophthalmology Match results available
- January Urology Match results available

Reminders: The student must

- Meet with the campus dean to review CSA and for career counseling early in the 4th year
- Complete monitoring questionnaires sent out by the campus or office of student affairs throughout the year
- Have a department chair or designee meeting
- Register with both ERAS and NRMP
- Upload their picture to ERAS
- Release step 2 scores in ERAS
- Enter letter writer information and distribute letter upload instructions for each letter writer
- Be in the country for MATCH week

Have Fun

Please don't hesitate to contact the campus office at any time for questions, concerns or guidance