

# Introduction to Phase 3

- 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

# Important Disclaimer

- All information listed in this presentation is subject to change based on national recommendations for the class of 2025
  - This particularly applies to:
    - Any calendar dates listed
    - Letter of Recommendation Requirements
    - Application Systems (OB and possibly anesthesia)
    - Interviews: Virtual versus In Person
  - We will send updates as soon as they are available

# Goals of Phase 3

- Prepare for internship
- Decide on a specialty (if not already done)
- Complete step 2 CK
- 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
- Appreciate your free time (Don't forget Service Learning or Community Service activities)

# Phase 3 Important Dates

- Currently Available:
  - ERAS open for demographic data to be entered and LOR uploaded
  - VSLO invitations will be sent after this meeting
- CSPR Exam: CSPR 6/17-18/24 Must be in GF for one half day in person examination
- September 4<sup>th</sup> (anticipated): ERAS open for application submission
- September 15<sup>th</sup>: NRMP opens for registration (may be completed after your ERAS applications submitted, return to ERAS to enter your NRMP ID number)
- Last Wednesday in September:
  - ERAS application data released to residency programs
  - MSPE released to programs
- January 31st: Last day to register with NRMP without late fee
- February 1<sup>st</sup> Rank order opens, March 1st: Rank order lists due
- 3<sup>rd</sup> week in March (Begins 3/17): Match week (Must be in the state this week unless you participated in an early match or have exemption from your campus dean)
- 3<sup>rd</sup> Friday in March (3/21): Match Day

# Residency Start Dates

- Residencies often start orientation during June.
  - Do not make major plans, travel, wedding, etc. for June 2025 until you know your start date.

# Step 2 Exam

- Step 2 CK:
  - Step 2 Prep Course
    - 8-week required prep course (virtual)
      - Either 4/24/24-6/14/24 OR 7/1/24-8/23/24
      - Priority for 4/24 start to Emergency Medicine Applicants and others who are doing multiple away rotations
  - Apply 6 months prior to your testing date (Application Fee \$670) to get your 3 month eligibility period <https://apps.nbme.org/nlesweb/#/login>
  - Testing Dates
    - Test by the end of August to ensure you have scores available for your application release
      - Score hold early June through late July test dates (specific dates to come in 2/23)
    - Schedule your test date on the Prometric site <https://www.prometric.com/test-takers/search/usmle>
  - You can purchase practice Comprehensive Clinical Science Self Assessment Practice Exams on the NBME site.

# Class Rank (Included in your MSPE)

- Years 1-3 average percentages
  - Years 1 & 2 averages based on MCQ+Case+CSE+CAS
  - 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 4<sup>th</sup> year
  - Up to 20% 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: “The characteristics of excellent physicianship will be identified by each school; examples include trustworthiness, character, caring, knowledge, scholarship, proficiency in the doctor-patient relationship, leadership, compassion, empathy, altruism, and servant leadership. Nominees must be in good academic standing and must not have any professionalism concerns.”

# Gold Humanism Honor Society

- UND Chapter re-started 2022
- Selections will be made in the spring with the induction ceremony at the time of your final clinical skills exam (CSPR) in Grand Forks

# Policies

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

- Duty Hours Policy

- Mistreatment reporting

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

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

- Bloodborne Pathogens

- Follow first aid steps, health system policy and UND SMHS policy (includes notifying your Campus Dean's office)
- Complete Pathogen Exposure Immediate Steps:

<https://med.und.edu/policies/bloodborne-pathogen-immediate-steps.html>

- Absence Policy

# Reporting Other Concerns

- UND or Clinical Site Safety, Professionalism or Supervision Concerns:  
May also be reported on the [anonymous reporting form](#) on the UND SMHS Office of Student Affairs website
- Patient Safety Concerns: Reporting methods are site specific.
  - Please discuss with your preceptor, Department Chair of the elective/Al or Campus Dean if you are unsure how to report.
- Curriculum feedback/questions not entered on course evaluation forms can also be entered anonymously at:  
[https://und.qualtrics.com/jfe/form/SV\\_5oHUym7u6impkR8](https://und.qualtrics.com/jfe/form/SV_5oHUym7u6impkR8)

# Personal Healthcare

- Physical Health
  - You may seek personal healthcare at any provider or 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 telehealth meeting.
  - For other mental health resources in your local area, contact your campus dean's office.
- You will not be assessed by anyone providing you healthcare.

# Wellness facilities

- The Dean continues to work on agreements with other NDUS universities for reciprocal privileges at their wellness facilities.
- This is in place for Minot at Minot State
- We will keep you updated on any progress on the remaining sites.

# Scheduled Meetings

- Today
- Individually with your career advising campus dean or career advisor
  - 1<sup>st</sup> and 2<sup>nd</sup> trimester next year
- After the MATCH this year to visit further with current 4<sup>th</sup> years
- Anytime you need further advice or counseling

# Heads Up Meetings

- Heads Up Meetings are optional but available to all students for additional information
  - Will be communicated to you by Dr. Zelewski and held via Zoom
- This year:
  - VSLO and away rotations
  - Personal Statement and CV
- Next year:
  - ERAS and Applications
  - Interviews and interview scheduling
  - Rank List and SOAP



# Phase 3 Schedule

- Must take
  - One 8-week Step 2 Prep course
  - One 4-week UND Acting Internship
  - 6 additional 4-week elective courses
  - Patient Safety and Quality Improvement Longitudinal Course
  - Required Transition to Residency Course 4/21-4/30/25
- May take an extra elective if want > 4 electives in a specialty (see next page)
- 3 Off periods used for
  - Make up time for earlier curriculum delays
  - 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
  - This DOES include your Acting Internship
  - This does not include Step Prep

# Phase 3 schedule

- Required
  - One acting internship at UND SMHS
    - Do not count on getting extended time off during your acting internship
  - One UND rural 4 week rotation (either completed during phase 2 or phase 3)
  - Patient Safety and Quality Improvement Course
    - IHI Patient Safety/Quality Improvement online curriculum: Earn the Basic Certificate in Quality and Safety
    - One page Patient Safety/Quality Improvement assignment
- Must be in the state during MATCH week unless approved by your campus dean (3<sup>rd</sup> week in March/period 11)
  - May not be out of the country
  - Example of out of state exemption: Participated in an early match

# Elective Selection Resources

- Meetings with your career advisor/campus dean
- Meetings with the chair of the specialty to which you are applying
- List of [suggested electives based on anticipated specialty](#)
- [Peer to Peer Course Feedback](#)
  - Out of State (Away) Electives are at the end.

## Phase 3/Year 4 Electives & Acting Internships by Campus

- [Bismarck \(SW\)](#)
- [Fargo \(SE\)](#)
- [Grand Forks \(NE\)](#)
- [Minot \(NW\)](#)

PHASE 3 PEER TO PEER COURSE FEEDBACK

# 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/>
- May not take two identical electives on different UND campuses
- Required AI does count
- Exemption: Emergency Medicine
  - May take 3 general emergency medicine electives but one must be at UND SMHS
- 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 P2P3C and UMEC (curriculum committees)
  - 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 UMEC

# International Electives

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

# UND SMHS Research Electives (4 or 8 weeks)

- 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
- Dr. Sarah Sletten is the course director

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 4<sup>th</sup> year.
- Central scheduling will be completed through a lottery in Leo.
  - Communication for the lottery will come from Alissa Hancock
- 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.
- AIs are listed in each department's elective listings at the top



# AI Objectives

- The AI course objectives are based on the Core EPAs (Entrustable Professional Activities)
  - These are the 13 skills the AAMC feels you should be able to perform on the first day of internship.
  - <https://www.aamc.org/what-we-do/mission-areas/medical-education/cbme/core-epas>

# 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 1-5; finished by end of September)
  - As an “audition” rotation for a program in which you are especially interested

# Away Elective Approval

- Prior to enrollment in an away elective, Dr. Zelewski's office (as the Assistant Dean of Phase 2/3) must provide final 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. Zelewski
- Information for each domestic course will be submitted via a Microsoft Forms entry:
  - Location of course (school or other clinical site) and sponsoring institution
  - Course name and department
  - Course dates and 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 the Assistant Dean for Phase 2/3 for approval with a preliminary recommendation for approval from the Campus to ensure you meet the specialty scheduling requirements.
- This approval is dependent on the location providing appropriate safety considerations for the visiting student as well. This will be assessed by the Phase2/3 Office.

# VSLO

- VSLO (Visiting Student Learning Opportunities)
  - 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 January-May. These dates are also listed on the VSLO participating schools list online.
  - Look for your highest preferred sites early. You don't want to miss the deadlines.
- General information about VSLO:
  - <https://students-residents.aamc.org/visiting-student-learning-opportunities/visiting-student-learning-opportunities-vslo>
- Student guide to using VSLO:
  - <https://students-residents.aamc.org/attending-medical-school/article/how-use-vslo-application-service/>
- Video tutorials for VSLO:
  - <https://students-residents.aamc.org/attending-medical-school/article/vslo-application-student-training/>
- Contact the campus office or Dr. Zelewski with specific VSLO questions not answered by these resources

# Away Elective Opportunities in the U.S.

- Consult the VSLO website or visiting student website for the program where you would like to rotate to determine if they use VSLO
  - <https://students-residents.aamc.org/attending-medical-school/article/vslo-host-participating-institutions/> is the VSLO 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
    - Pick does accept international students if you are using the filters
- Example: Mayo uses VSLO, applications for July-September rotations January-March

# 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 Brenda Risky in the NE Campus office for assistance with the process
- Vaccination titers
  - Bismarck: CFM, Bismarck-Burleigh Public Health or personal physician
  - Fargo: Personal physicians or public health
  - GF: Student health, personal physician or contact Christina for other options
  - Minot: CFM or 1<sup>st</sup> District Health Unit

Schedule or *Away* Elective  
Questions?

# 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: ex: 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

- Anesthesiology
  - Dermatology
  - Diagnostic Radiology
  - Interventional Radiology
  - Nuclear Medicine
  - Neurology
  - Ophthalmology
  - Physical Medicine and Rehabilitation
  - Radiation Oncology
- 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

- You are required to have a phase 2 meeting with the UND department chair of your intended specialty.
- If you are double applying or change your specialty, you will need to meet with the additional chair.
- 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. Morrell, Fargo
- General Surgery, Surgical Subspecialties and Anesthesia: Dr. Dyke: 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 4<sup>th</sup> year and Beyond UND SMHS website  
<https://med.und.edu/education-resources/planning-fourth-year.html>
  - Meeting with your Career Advisor

# 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](#)
  - Program Specific Information about prior Match
  - Use your AAMC login
- [AAMC Careers in Medicine Specialty Profile pages](#)
- Texas STAR: This is an additional database you will be receiving access to later in the year.

# 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
- 
- Can write individual personal statements for different specialties or programs and direct which you upload for which application
  - Programs may require a program-specific personal statement. Check ERAS or program websites

# 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 LOR Requirements

- Emergency Medicine
  - Standardized Letter of Evaluation (eSLOE):  
<https://www.cordem.org/resources/residency-management/sloe/>
    - Also SLOE-Non-EM Residency faculty, SLOE-Subspecialty rotation and OSLOE: off-service
- 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/standardized-electronic-letter-of-recommendation-eslor/>
- OB/GYN
  - One Standardized letter in the 2023-24 cycle: written by your AI preceptor
- Chair Letters



# ERAS

- Centralized AAMC application service for residency applications
  - <https://students-residents.aamc.org/applying-residencies-eras/applying-residencies-eras>
- 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/>
  - <https://students-residents.aamc.org/media/9711/download>
- Follow the ERAS Residency Applicant Checklist to ensure you don't miss any steps
  - <https://students-residents.aamc.org/media/9721/download>
- 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)

# Additional Applications

- Acuity Insights
- 2023-2024 used by some General Surgery, Internal Medicine, Interventional Radiology, OB/GYN
  - Urology piloted
- Online Trio of additional applications:
  - Situational Judgement Test (Video)
  - Value-alignment assessment

# Non-ERAS Applications

- [Central Application \(Central App\)](#)
  - Plastic Surgery is transitioning to Central Application
  - Neurology and Anesthesiology, some programs piloted this year
- OB will be using a Non-ERAS system in 2024-25 Season, more information to come

# Interview Offers

- Interviews are offered quickly in many specialties.
- Check your e-mail/ERAS frequently after submission 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
  - Cancel no less than 2 weeks prior to the interview
  - 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 (or virtual gatherings)
  - Great opportunity to meet the residents and get more insight into the program
  - This is part of the interview, be professional
- Travel (if in person interviews)
  - 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

# Interview Questions

- Questions and process will vary by specialty
- Samples can be found on [Careers in Medicine](#) and [Planning your 4<sup>th</sup> year and beyond](#)
- 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 4<sup>th</sup> year and beyond on line and in strolling through the match
- Follow any program specific restrictions on communication. If not discouraged, write the program director and coordinator a thank you note.
- 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
  - <https://www.auanet.org/meetings-and-education/for-residents/urology-and-specialty-matches>
- **Military match:** match used by students with obligation for military medical service
  - <https://www.medicineandthemilitary.com/education-and-training/attending-medical-school>
  - <https://www.medicineandthemilitary.com/education-and-training/completing-a-residency>



# 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
    - Sfmach (ophthalmology)
    - Urology match

# Phase 3 Important Dates

- Please remember that all dates are subject to change
  - Monitor your e-mail for announcements regarding changes and guidelines

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- 3<sup>rd</sup> Friday in March (3/21): Match Day

# Special Match Dates

- December Military Match results available
  - February 6th Ophthalmology Match results available\*
  - February 1st Urology Match results available\*
- 
- \*2023-2024 application cycle dates, check for your cycle's specific dates when released

# Reminders: The student must

- Meet with their career advisor (Phase 2 campus dean or Fargo career advisor) each trimester including twice in year 4.
- 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 application system (ERAS or other) and Match (NRMP or other)
- 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 state for MATCH week

# Have Fun

Please don't hesitate to contact your campus office or Dr. Zelewski at any time for questions, concerns or guidance