

Return to MD 3 To-Do List

1. See the MSTP Guidelines for information on the timing of your return.
2. You must complete all of your PhD program's requirements for graduation before you can return to med school.
3. Attend a Return to M3 meeting with Derek or Agata, your Society Dean, and your thesis mentor in the summer/fall the year before returning to med school.
4. You must have approval from Derek, Cliff, or Agata before scheduling any clinical cores with the SOM Registrar. The Registrar will check with the MSTP office to make sure your return plan has been approved. Make sure your Society Dean knows if there are any changes to your plans to return.
5. Check with Kurtis Hoffman in Curricular Affairs/Foundations of Clinical Medicine (kbh22@case.edu) to make sure you have completed the CPCP requirement.
6. Sign up for the SOM listserv for your MD graduating class, if you're not already on it.
 - Log into your CWRU email account and go to the Google Groups home page.
 - Search for "SOM class". This will bring up a list of all graduating years.
 - Sign up for the Administrative Notes for the graduating class or classes you have in mind.
 - You can also sign up for the class open lists.
7. Look at the Grad Studies calendar for graduation application deadlines and a link to the graduation application. Although all of your PhD requirements must be complete before you go back to med school, it's not necessary to actually graduate before you go back. For example, if you plan to go back in September, it's OK to have a formal January graduation.
8. You do not need to register for graduate credits in the semester of your PhD graduation. However, you must be sure you are registered for medical school credits for that semester, and you do need to submit a waiver of registration form to the School of Graduate Studies.
 - August MSTP grads do not have to register for graduate credit in the summer if they return to medical school in July.
 - January MSTP grads do not have to register for graduate credit in the fall if they return to medical school in September or November.
 - May MSTP grads do not have to register for graduate credit in the spring if they return to medical school in March.
9. When you know your defense date, please send it to Carol Chalkley and to the MSTP office (mstp@case.edu). MSTP also needs your thesis title, and a location and time for the thesis seminar, so that it can be put on the MSTP calendar.

10. Your defense must take place no later than 2 weeks before the M3 start date, and must have been scheduled no later than 5 weeks before.
11. If your plans change, it's important that you let MSTP, the Med School Registrar, and Carol Chalkley know as soon as possible.
12. The SOM Registrar will register you for your med school courses for your final two years in the program. You do not need to register yourself.
13. Make sure your immunizations are up to date. You can check your immunization record online with University Health Service.
14. Update your background check on file with the SOM Registrar's Office. Background checks are initially completed by the med school upon matriculation and are valid for five years only. Anyone with a background check older than five years is responsible for obtaining an updated one and paying any necessary fees. If you completed a more recent background check for research credentialing, a copy of the report can be forwarded to som-registrar@case.edu. Please contact the SOM Registrar's Office for more information and instructions for ordering a new background check, if applicable.
15. Renew your OSHA training through the EHS Office. OSHA training is provided initially to med students during their first year orientation and Case medical students must remain current on all required OSHA trainings. Re-training is required annually for Hazard Communication and Bloodborne Pathogens, but you may be able to complete the re-training online. Go to Training on the EHS website and click on the appropriate links in the right-hand menu. For questions regarding training requirements or to schedule a training session, you can call the EHS office at 216-368-2907.
16. All medical students are required to complete Basic Life Support (BLS) training prior to the start of clinical rotations. You can schedule an appointment for BLS training through the SIM Center by contacting Andrea Bryner at 216-368-0064, or by email at casesimcenter@case.edu.
17. Hospital ID cards will be issued through the hospitals when you begin your rotations. It's better to wait until you start than to try to get the ID ahead of time.
18. HIPAA is hospital site-specific and is provided by rotation coordinators prior to the start of your clerkships. Students should keep track of the completion dates for each training and certificates, if applicable.

Other Notes from Students

- A heads-up for the third MD year: register soon for USMLE Step 2 CS. If you take 4 or more years to do your PhD, your USMLE registration will have expired, because it's only good for 5 years. It will take at least a week to get registered again. The med school wants you to take this by November 1 of the M4 year, and your registration is good for 1 year. Students who have been through this process suggest registering in December or

January of the M3 year, when you'll have your pick of days and times. The day and time can be changed later without penalty.

- If it is at all possible to return in September vs. October, it makes your scheduling much easier. Because the latest curriculum change added the 8-week core three, if you wait to go back until November, you have to work core 3 into your 4th year schedule. This is at a time where you really need to be doing some AIs and getting your residency application together, so it makes your scheduling much easier if you start in Sept. and get core 3 out of the way first.
- When starting a new rotation, you probably will not know exactly when and where to show up until 1-2 weeks before the start date. In addition, schedules can change unexpectedly, so plan on being flexible.
- You will need a reliable car.