Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MSTP Re-Entry Checklist**

This checklist is intended to be a resource for MSTP students who are returning to the MD program after completing the PhD portion of the program. Please review it carefully and contact your Society Dean and MSTP advisor with any questions or concerns.

* Complete all PhD program requirements for graduation before returning to medical school

Read and review the [MSTP Guidelines.](https://case.edu/medicine/mstp/sites/case.edu.mstp/files/2022-06/MSTP_Student%20Guidelines%202022-23.pdf) Please provide this information about your status:

PI/Department:

List date of submission or acceptance for your paper:

First Author paper #1:

Last Committee Meeting Date: Next Committee Meeting Date:

When will you write your thesis (include target completion date)?

Defense Date, tentative (Scheduled 5 weeks before return and must occur at least 2 weeks before start of clinical rotations):

* Obtain MSTP office approval before scheduling any clinical core rotations with the SOM Registrar.
* Attend large class meeting on scheduling M3 run by MedEd and Student Affairs, Sept/Oct prior to re-entry
* Attend MSTP M3 re-entry meeting run by MSTP, Sept/Oct prior to re-entry
* Meet with Society Dean, MSTP Advisor, and PhD mentor in the fall of the year preceding your proposed M3 start

[Review class match timeline](https://case.edu/medicine/students/student-affairs/career-planning)

[Review Academic Calendar](https://case.edu/medicine/curriculum/curriculum-overview/academic-calendars)

Submit this form and an updated CV to Society Dean, MSTP Advisor, and PhD mentor prior to the meeting

* Identify target re-entry date (plan A & plan B) and give probabilities

\_\_ (1) Beginning of May

\_\_ (2) end of June

\_\_ (3) Beginning of August, (requires delaying an 8-week core until M4)

* Obtain a clinical schedule (assigned early October) by contacting Carol Chalkley ([cab26@case.edu](mailto:cab26@case.edu)) in Curricular Affairs. The Cleveland Clinic Longitudinal Clerkship is available, if by Oct. 15 you are 100% positive to return to M3 on the first date (Beginning of May). (The timeline for this may change, check with MSTP Advisor and SD if interested)
* Switch clinical schedule with peers if needed (Google Doc from Carol Chalkley) in October-November
* Core rotation site lottery in January
* Update student requirements:

\_\_ Update Background Check through on-line Corporate Screening

*Available on* [*SOM Registrar website*](https://case.edu/medicine/students/registrar/away-rotations) *(see Criminal Background Report)*

\_\_ Update Immunizations through University Health Services: <https://myhealthconnect.case.edu>

\_\_ Complete BLS (Basic Life Support) Training, to be scheduled for December by SOM Registrar.

\_\_ Complete MSTP Tutorial(s) and CPCP (if applicable)

\_\_ Update OSHA Training (done yearly)

*Available on* [*SOM Registrar website*](https://case.edu/medicine/students/registrar/away-rotations) *(see OSHA, HIPAA, TB Testing)*

\_\_ Subscribe to appropriate student listserv (you will be automatically subscribed to the administrative listserv)

* List your medical specialty interest:
* In which of the following opportunities for preparing for return to the MD curriculum have you engaged, or plan to engage:

Formative knowledge assessment:

Study plan and materials:

Clinical refresher: