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.

**The M3 year starts in early May for all students. Students are expected to:**

* Attend M3 orientation in person on the first Monday in May.
* Attend SAMI in person with your assigned group on average one Friday afternoon per month, starting in May.
* Be prepared to start a core clerkship in early May. If your PhD requirements will not be fully met by early May, you will need to request a clinical schedule that starts with elective weeks.

**Your MSTP Re-Entry Meeting** (held in the fall of the year preceding your proposed M3 start):

* Email this form and an updated CV to your Society Dean, MSTP advisor, and PhD PI prior to the meeting
* Please provide this information about your research progress:

PI/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List date of submission or acceptance for your first-author paper(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Committee Meeting Date: \_\_\_\_\_\_\_\_\_ Next Committee Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_

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

Defense Date, tentative (Required to occur at least 2 weeks before start of clinical rotations): \_\_\_\_\_\_\_\_\_\_\_\_

* What is the probability of starting M3 in:

1. Early May (ideal start date): [ ] 75-100%; [ ] 50-75%; [ ] 25-50%; [ ] 0-25%
2. Late June / early July (8-week delay, not guaranteed): [ ] 75-100%; [ ] 50-75%; [ ] 25-50%; [ ] 0-25%

* List your medical specialty interests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How many years of MSTP clinical tutorial will you have completed by the start of M3? (1 year of tutorial = 2 weeks clinical credit; we recommend completing 2 years) \_\_\_\_\_\_\_\_\_\_\_
* How do you plan to prepare for return to M3? (formative assessments, study plans, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeline to Re-Entry:**

* 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)
* Meet with Society Dean, MSTP Advisor, and PhD mentor for your Re-Entry Meeting

[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)

* Attend MSTP M3 planning meetings run by MSTP and Student Affairs in Apr/May one year prior to re-entry
* Attend two class meetings on M3 scheduling run by MedEd and Student Affairs, Sept/Oct prior to re-entry
* Obtain a clinical schedule by contacting Carol Chalkley ([cab26@case.edu](mailto:cab26@case.edu)) in mid-October. The Cleveland Clinic Longitudinal Clerkship is available, if by Oct. 15 you are 100% positive you can start a clinical clerkship in early 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 January
* Obtain MSTP office approval before scheduling any clinical core rotations with the SOM Registrar

**Prior to the start of M3, please update your 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 by SOM Registrar.
* 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)