

Career Planning: What's Next? An Overview

Class of 2020 Meeting

January 11, 2019

**Offices of Student Affairs, Registrar, and
Curriculum**



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Agenda

Thinking about the 4th Year

- Introduction
- Match Timeline
- Clinical Calendar
- Graduation Requirements

Curriculum Policies and Overview

- Elective and AI Policy
- Evaluation
- Professionalism

Registrar Information

- AI and Elective requirements
- Scheduling Elective Rotations
- CAS
- Away and International

AI Directors' Panel



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Career Advising Curriculum

M1



Class meetings

- Orientation (July)
- Research and credentialing
 - ◊ agenda includes shadowing & making faculty contacts (Sept)

Meetings with Society Dean (SD)

- Block 1: One-on-one, establishing personal, academic and career advising relationship; Case format CV
- Block 2: Professional Learning Plan (PLP) group meetings
- Block 3: PLP group meetings
- Block 4: One-on-one, staying on track; identifying advising needs; support for competitive research opportunities; identifying specialty mentors

Student Affairs (SA) Workshops

- Career decisions: M4 Panel/intro to AAMC [QM](#) tools (Dec)

Related Offerings

- Specialty career nights (Aug-Feb)
- Legow Day—student research presentations (Sept)
- Summer research orientation (Dec-early Jan)
- M4 matched student panels by specialty (March-April)

Online Resources:

- Student Affairs Residency Roadmap
- AAMC [QM](#) (QM)

M2



Class meetings

- Welcome back/orientation to year 2 (Aug)
- Planning for third year—how lottery works (Sept)
- Transition to the wards with M4 panel (Jan)

Meetings with SD

- Block 5: PLP group meetings
- Block 6: One-on-one, identifying needs for clinical years; support for competitive research opportunities; identifying specialty mentors

SA Workshops

- Career decisions: M4 Panel/intro to AAMC [QM](#) tools (Dec)

Related Offerings

- Specialty career nights (Aug-Feb)
- Legow Day—student research presentations/posters (Sept)
- M4 matched student panels by specialty (March-April)

Online Resources:

- Student Affairs Residency Roadmap
- AAMC [QM](#)

M3



Class meetings

- Electives & AIs, Match Timeline (Jan)
- MSPE/ERAS (Feb)
- ERAS 2.0 (June)

Meetings with SD

- Mid Year 3 check in/planning fourth year; identifying specialty mentors (Oct-Nov)
- Support for research opportunities

SA Workshops

- Couples Match panel (late March)

Related Offerings

- M4 matched student panels by specialty (March-April)

Online Resources:

- Student Affairs Residency Roadmap
- AAMC [QM](#)

M4



Class Meetings

- Graduation exit class meeting (May)

Meetings with SD

- Residency application/identifying specialty mentors/MSPE 1
- Residency application/MSPE 2
- MSPE 3
- Residency Application Progress Surveys (Oct, Nov, Dec, Jan)

SA Workshops

- SWI prep (with specialty faculty) (June)
- Personal statement writing workshops (June-Aug)
- Interviewing workshops (Sept-Oct)

Related Offerings

- Department-based applicant meetings/individual advising

Online Resources:

- Student Affairs Residency Roadmap
- AAMC [QM](#)



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Office of Student Affairs & Academic Societies
societydeans@case.edu



M3

Class meetings

- Electives & Als, Match Timeline (Jan)
- MSPE/ERAS (Feb)
- ERAS 2.0 (June)

Meetings with SD

- Mid Year 3 check in/planning fourth year; identifying specialty mentors (Oct-Nov)
- Support for research opportunities

SA Workshops

- Couples Match panel (late March)

Related Offerings

- M4 matched student panels by specialty (March-April)

Online Resources:

- Student Affairs Residency Roadmap
- AAMC [GiM](#)



M4

Class Meetings

- Graduation exit class meeting (May)

Meetings with SD

- Residency application/identifying specialty mentors/ MSPE 1
- Residency application/MSPE 2
- MSPE 3
- Residency Application Progress Surveys (Oct, Nov, Dec, Jan)

SA Workshops

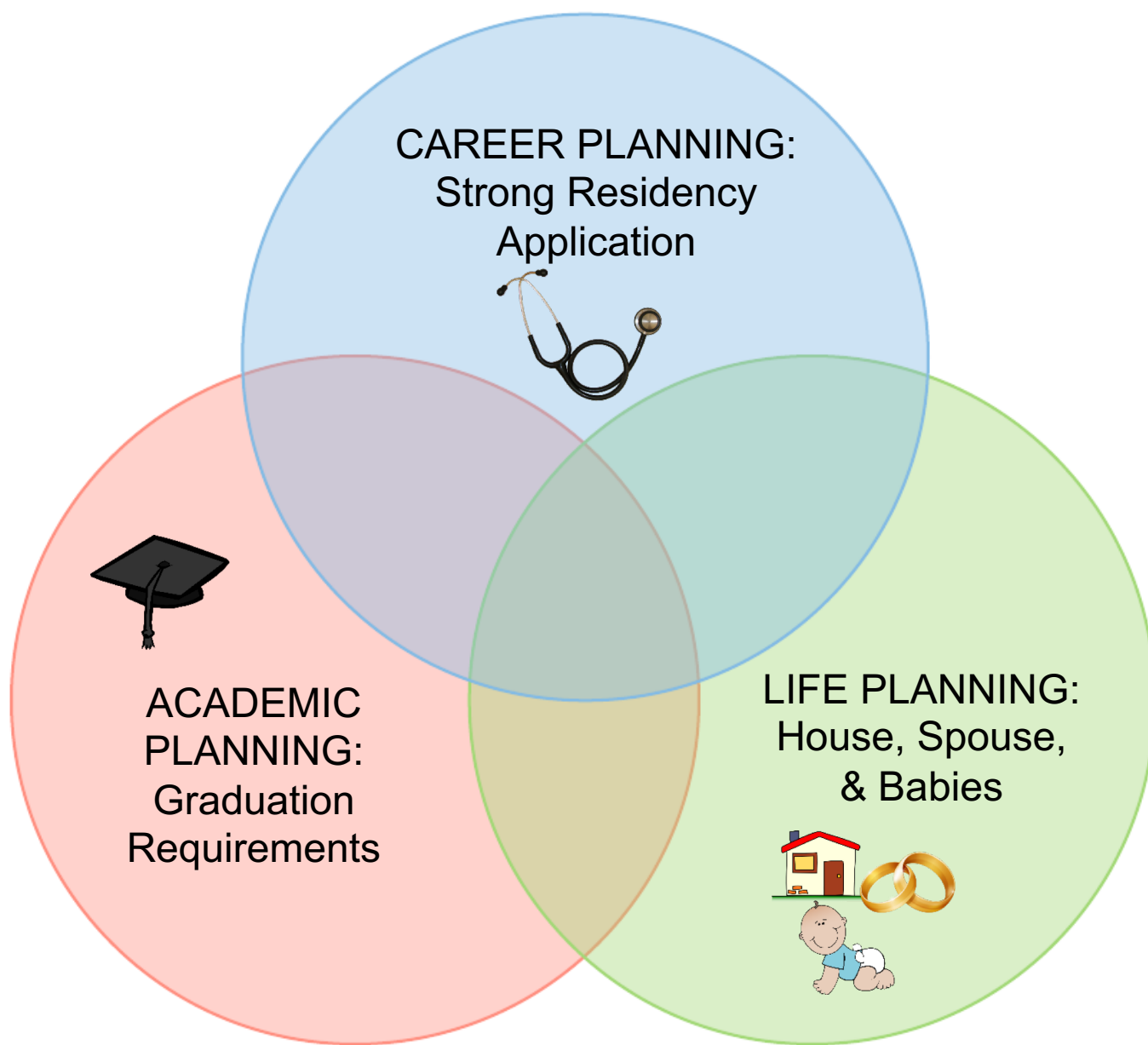
- SVI prep (with specialty faculty) (June)
- Personal statement writing workshops (June-Aug)
- Interviewing workshops (Sept-Oct)

Related Offerings

- Department-based applicant meetings/individual advising

Online Resources:

- Student Affairs Residency Roadmap
- AAMC [GiM](#)



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Class of 2020 Match Timeline	
Year 2	
September 2017	Begin planning what happens after the end of block 6: Class Meeting to make choices about March-July 2016 (Step I, research block, early clinical rotations)
October 2017	Order of core clinical rotations are assigned. Student switches until mid-November
November 16, 2017	Lottery for early clinical core rotations (March-July 2017)
Late December 2017	Research schedule due
January 2018	Submit preferences for sites of clinical core rotations, assignments occur 8 weeks before the start of the core with a 1 week period for student switches
Late January 2018	Year 2 Portfolio due
January-February 2018	Block 8 summative Observed Standardized Clinical Exam (OSCE)
February 27, 2018	Block 6 ends with the NBME Exam
March- July 2018	Options: USMLE Step I, Research block, early clinical core
June 25-29, 2018	Optional Bridge Week: transition to full time clinical work
Year 3	
July 2018-June 2019	Clinical Cores 1-4, research/flexible time, Longitudinal Clerkship
December 31, 2018	Deadline for taking USMLE Step 1
January 2019	Class Meeting about scheduling AI's and Electives
February 1, 2019	Start scheduling for AIs & Electives that begin in July
Dec 2018-Feb 2019	Visiting Student Application Service (VSAS) opens- Registrar gives access by request
Spring/Summer 2019	- Class Meeting to explain the time line for years 3 & 4 - Specialty Choice: Careers in Medicine, CWRU Roadmap to Residency - Individual meeting with your Society Dean to discuss 4th-year scheduling - Update your Curriculum Vitae (CV): preparation for Electronic Residency Application Service (ERAS) application and to give to your letter of recommendation writers - Medical Student Performance Evaluation (MSPE) preparation, starting in March 2017 (3 meetings with your Society Dean to work on your letter) - Personal Statement, interviewing, video interviewing workshops. ERAS Photos
Spring-Fall 2019	Register for Early Match Specialties (Ophthalmology , Urology) and Military Matches
February 2019	ERAS token (special code) distributed via email from registrar; only for LORs
June 2019	Full myERAS application is open
June 2019	Third year ends for most students
Year 4	
September 15, 2019	Submit ERAS Application. Students may start applying to specific programs and programs may contact individual applicants via ERAS for interviews
September 15, 2019	Register with National Residency Matching Program (NRMP) for the Main Residency Match
October 1, 2019	MSPE released to ERAS
October 2019	Residency Interviews Start
November 1, 2019	Deadline for taking USMLE Step 2 CS (schedule early, slots fill quickly)
November 30, 2019	NRMP registration deadline. \$50 late fee afterwards
Mid-December 2019	Military Match
Early January 2020	Urology Match : deadline for submission of rank list, results late-January
January 2020	Ophthalmology Match (SF Match) deadline for submitting rank list, results mid-January
Mid-January 2020	Applicants and programs may start entering their rank order lists in NRMP
Late-January 2020	Residency Interviews End
January 31, 2020	Deadline for taking USMLE Step 2 CK
February 28, 2020	Deadline for submitting MD Thesis
Late February 2020	Final NRMP rank order list due for applicants and programs
March 11, 2020 *	SOAP (Supplemental Offer and Accept Program) Begins- only for unmatched students
March 15, 2020 *	Match Day
April – May 2020	Sign the contract with your residency program
May 17, 2020	Medical School Graduation
Late June 2020	Residency begins

* Projected Soap & Match dates based on current Match scheduling criteria

Case Western Reserve University
School of Medicine
2019 – 2020 Clinical Calendar

	BASIC CORES 1, 2 TBC 1, 2, 3, LAB	BASIC CORES 3, 4	3 rd /4 th Year AI's / ELECTIVES		
07/01/19-07/05/19	Rotation 1	Rotation A	07/01/19-07/05/19	BLOCK 1 A B	
07/08/19-07/12/19			07/08/19-07/12/19		
07/15/19-07/19/19			07/15/19-07/19/19		
07/22/19-07/26/19			07/22/19-07/26/19		
07/29/19-08/02/19			07/29/19-08/02/19	BLOCK 2 A B	
08/05/19-08/09/19			08/05/19-08/09/19		
08/12/19-08/16/19			08/12/19-08/16/19		
08/19/19-08/23/19			08/19/19-08/23/19		
08/26/19-08/30/19		Rotation B	08/26/19-08/30/19	BLOCK 3 A B	
09/02/19-09/06/19			09/02/19-09/06/19		
09/09/19-09/13/19			09/09/19-09/13/19		
09/16/19-09/20/19			09/16/19-09/20/19		
09/23/19-09/27/19	Rotation 2		09/23/19-09/27/19	BLOCK 4 A B	
09/30/19-10/04/19			09/30/19-10/04/19		
10/07/19-10/11/19			10/07/19-10/11/19		
10/14/19-10/18/19			10/14/19-10/18/19		
10/21/19-10/25/19		Rotation C	10/21/19-10/25/19	BLOCK 5 A B	
10/28/19-11/01/19			10/28/19-11/01/19		
11/04/19-11/08/19			11/04/19-11/08/19		
11/11/19-11/15/19			11/11/19-11/15/19		
11/18/19-11/22/19			11/18/19-11/22/19	BLOCK 6 A B	
11/25/19-11/29/19			11/25/19-11/29/19		
12/02/19-12/06/19			12/02/19-12/06/19		
12/09/19-12/13/19			12/09/19-12/13/19		
12/16/19-12/20/19	WINTER BREAK		12/16/19-12/20/19	BLOCK 7 A B	
12/23/19-12/27/19	12/23/19-12/27/19				
12/30/19-01/03/20	12/30/19-01/03/20				
01/06/20-01/10/20	01/06/20-01/10/20				
01/13/20-01/17/20	Rotation 3	Rotation D	01/13/20-01/17/20	BLOCK 8 A B	
01/20/20-01/24/20			01/20/20-01/24/20		
01/27/20-01/31/20			01/27/20-01/31/20		
02/03/20-02/07/20			02/03/20-02/07/20		
02/10/20-02/14/20			02/10/20-02/14/20	BLOCK 9 A B	
02/17/20-02/21/20			02/17/20-02/21/20		
02/24/20-02/28/20			02/24/20-02/28/20		
03/02/20-03/06/20			03/02/20-03/06/20		
03/09/20-03/13/20		Break	03/02/20-03/06/20	BLOCK 10 A B	
03/16/20-03/20/20		Rotation E	03/09/20-03/13/20		03/16/20-03/20/20
03/23/20-03/27/20			03/23/20-03/27/20		
03/30/20-04/03/20			03/30/20-04/03/20		
04/06/20-04/10/20	Rotation 4		04/06/20-04/10/20	BLOCK 11 A B	
04/13/20-04/17/20			04/13/20-04/17/20		
04/20/20-04/24/20			04/20/20-04/24/20		
04/27/20-05/01/20			04/27/20-05/01/20		
05/04/20-05/08/20		Rotation F	05/04/20-05/08/20	BLOCK 12 A B	
05/11/20-05/15/20			05/11/20-05/15/20		
05/18/20-05/22/20			05/18/20-05/22/20		
05/25/20-05/29/20			05/25/20-05/29/20		
06/01/20-06/05/20			06/01/20-06/05/20	BLOCK 13 A B	
06/08/20-06/12/20			06/08/20-06/12/20		
06/15/20-06/19/20			06/15/20-06/19/20		
06/22/20-06/26/20			06/22/20-06/26/20		

OFFICIAL AUDIT CHECKLIST FOR GRADUATION REQUIREMENTS

Official Audit DUE no later than March 15, 2018

Date: _____

Student Name: _____

List 2- and 4-week CLINICAL ELECTIVES	# of weeks	Course Code and Title of Elective	Site	Block # (or specify dates)
Acting Internship #1	4			
Acting Internship #2	4			
Clinical Elective				
Clinical Elective				
Clinical Elective				
Clinical Elective				
Clinical Elective				
Clinical Elective				
Clinical Elective				
Clinical Elective				
Clinical Elective				
SUBTOTAL Clinical		Clinical Weeks = 30 weeks (minimum)		
List 2- and 4-week ADDITIONAL ELECTIVES	# of weeks	Course Code and Title of Elective	Site	Block # (or specify dates)
Additional Elective				
Additional Elective				
Additional Elective				
Additional Elective				
SUBTOTAL Additional		Additional Electives = 8 weeks* *In general, students who start 2- and 4-week electives in July of Year 4 will have 8-weeks of remaining time to complete additional electives by May 4, 2018. Students must participate in meaningful activity at all times.		
VACATION	6	Vacation = 6 weeks (not on transcript)		
TOTAL WEEKS (Final MD Year Only)	44	30 (Clinical) + 8 (Additional) + 6 (Vacation) = 44 weeks		
Additional Requirements for Graduation: USMLE Step 1 (December 31 st of 3 rd year) CWRU Clinical Skills Exam USMLE Step 2 Clinical Skills (completed by November 1, 2017) USMLE Step 2 Clinical Knowledge (completed by January 31, 2018) Research Block (16-weeks) MD Thesis (due February 28, 2018)				

PLEASE ATTACH AN UNOFFICIAL, UPDATED COPY OF YOUR TRANSCRIPT FROM SIS.

Be aware that clinical credit is 1.5 for 2-week rotations and 3.0 for 4-week rotations. Credits may vary for other courses.

4th Year Planning Spreadsheet

Block		Start Date	End Date	Course Code	Elective Name	# of Weeks			Notes
						C	N-C	V	
Block 1	A	07/01/19	07/12/19						
	B	07/15/19	07/26/19						
Block 2	A	07/29/19	08/09/19						
	B	08/12/19	08/23/19						
Block 3	A	08/26/19	09/06/19						
	B	09/09/19	09/20/19						September 15, 2018 - ERAS Application Submission
Block 4	A	09/23/19	10/04/19						October 1, 2018 - MSPE Released
	B	10/07/19	10/18/19						
Block 5	A	10/21/19	11/01/19						
	B	11/04/19	11/15/19						
Block 6	A	11/18/19	11/29/19						
	B	12/02/19	12/13/19						
Block 7	A	12/16/19	12/27/19						
	B	12/30/19	01/10/20						
Block 8	A	01/13/20	01/24/20						
	B	01/27/20	02/07/20						
Block 9	A	02/10/20	02/21/20						
	B	02/24/20	03/06/20						
Block 10	A	03/09/20	03/20/20						March 20, 2020 - Match Day (estimated)
	B	03/23/20	04/03/20						
Block 11	A	04/06/20	04/17/20						
	B	04/20/20	05/01/20						
Block 12	A	05/04/20	05/15/20	You should be finished by this block!					May 17, 2020 - Graduation
	B	05/18/20	05/29/20						
TOTAL						0			44 Weeks total needed to graduate
Clinical Time						0			30 Weeks
Non-Clinical Time						0			8 Weeks
Vacation Time						0			6 Weeks

Acting Internship (AI) Policy

- Called an AI in course catalog
- Intensive, inpatient experiences with primary patient care responsibility
- Complete a minimum of two AI (4-weeks each)
- Complete one AI at a Clinical Core site in Cleveland
- One AI must be in Family Medicine, Internal Medicine, Surgery or Pediatrics



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Evaluation for AI's and Electives

Students must use CAS for all clinical rotations

- At least 1 patient log in CAS is required in order to receive academic credit
- Clinical Electives Grades = Honors, Commendable, Satisfactory, Unsatisfactory, or AE (Achieves or Exceeds Competencies)
- Away rotations – use CAS but we also accept other school forms
- Notify som-registrar@case.edu of grades more than 30 days old



Scheduling - *Professionalism*

- Be polite
- Cancel/Drop electives
 - Confirm with scheduling coordinator then notify SOM Registrar
 - No drops fewer than 30-days without written approval from elective/AI Director
- Absence Policy
 - Advance notice required
 - Normally 3 days for a 4-week rotation, ask department
 - Holidays based on host schedule

Scheduling - *Basics*

1) Pre-arrange rotations by contacting the hospital site.

- Use Academic Calendar
- [Online Course Catalog](#) (Login version)

2) Register in eCurriculum:

- eCurriculum → Clinical (left) → Course Request (top) → Clinical Electives
- At least 30 days before the start of the rotation
- Start Feb 1 for rotations starting July 1
- Use the COMMENTS BOX - “Pre-approved by _____”
Name the person who confirmed the rotation
- SOM Registrar will enroll in SIS, provide confirmation

3) After rotation begins, add elective in CAS and start patient log!



Scheduling – *Away Electives*

Away electives are not listed in course catalog –
Unlisted Electives (UNEL)

- Pre-arranged at affiliated hospital or away location (VSLO/VSAS/other)

Register with the Unlisted Elective Form

- Include supporting documents (faculty sponsor confirmation and course description)
- Submit to Society Deans at least 30-days in advance for approval → SOM Registrar to complete enrollment
- Available in CAS the next day for required patient logs

Affiliation Agreement

- Forward to som-registrar@case.edu

som-registrar@case.edu



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Scheduling- *Away Electives*

Visiting Student Learning Opportunities (VSLO)

- Formerly VSAS – available to students January 2019
- To request an invitation, fill out the “VSLO Invitation” under the FORMS section on our website
- Make sure you are Up-To-Date on requirements

Submit Unlisted Elective Form (same as Away Rotation)

Must use CAS for all clinical rotations, including away rotations

Scheduling – *International*

- International Rotations (Portal)
 - Processed through Education Abroad, not Course Request Site
http://casemed.case.edu/student_affairs/international/
 - Complete Online Application
 - Program Form requires two signatures
(Society Dean/Advisor and Dr. Ronald Blanton)
- Contact Joseph T. Williams at jxw26@case.edu, Director of the Office of Diversity, Inclusion, and Community Engagement



Pediatrics A.I. Info Meeting

PEDIATRIC ACTING INTERNSHIP
INFORMATION MEETING - PIZZA NIGHT

(Please RSVP by 9am 1/14)

WHEN: January 17th at 6:30pm

WHERE: RB&C Amphitheater Room 123

(Located in the red hallway of RBC, between the two sets of elevators, near Einstein's Bagels)

To be discussed:

- mechanism and timing for enrolling in Peds AI at RB&C
- planning 4th year
- applying for residencies in Pediatrics and related fields

Dr. Dell is hosting this meeting for students potentially interested in doing a Pediatric Acting Internship at Rainbow Babies & Children's Hospital again this year. **THIS IS THE 20TH ANNIVERSARY FOR THE PIZZA PARTY!!**



This is only an informational meeting – attendance at the meeting does not commit you to doing a Peds AI, and no signup will occur at the meeting. You may still signup for a Peds AI if you are unable to attend the meeting, but the information discussed will make the process clearer.

Please RSVP by 9am 1/14 via email to: Kelly.Kelley@UHHospitals.org.

Let her know if:

- you plan to attend the meeting (so there is enough pizza for everyone)
- you have a Nut Allergy
- you cannot attend but would like to receive a signup form
- you have any questions ☺

Sign-up forms will be available at the meeting and are attached to this email in order to facilitate getting forms to students who cannot attend the meeting. FORMS WILL NOT BE ACCEPTED PRIOR TO 1/17.

Missed the info meeting?
Contact Kelly Kelley at kelly.kelley@uhhospitals.org



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UH OB/GYN A.I. Info meeting

Wednesday, 1/23/19, 5:30 – 6:30 pm

MacDonald Hospital, 7th floor, Classroom 7110

If you plan to attend, please email Kink Brauer
(corinthia.brauer@uhhospitals.org)

If you cannot attend, but do wish to enroll in an A.I.,
please contact Kink Brauer for further information.

corinthia.brauer@uhhospitals.org



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UH Internal Medicine A.I.

SPECIAL SCHEDULING INSTRUCTIONS FOR JULY / AUGUST 2019.

July and August AI positions will be chosen by **lottery**. The URL to the lottery form is <https://goo.gl/forms/HbnUWuFctrzkxTp1> and the link is also posted on the course description for UH/VA IM AIs.

Information handout available

- SOM Registrar's Office counter
- Class meeting
- Course Catalog



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CCF Internal Medicine A.I.

SPECIAL INSTRUCTIONS FOR JULY / AUGUST / SEPTEMBER 2019:

July and August AI positions are in high demand for students who are applying for Internal Medicine residency. If you prefer to do your rotation during this period of time, it is advised that you submit your request as early as possible. If there are a large number of requests for this time, some students may not get these blocks as their first choice.

6-8 AI positions offered each block (except for block 7)

Find more information in the course catalog. Be sure to follow ALL registration instructions.



UH Emergency Medicine A.I. Info Meeting

UHCMC EMERGENCY MEDICINE RESIDENCY



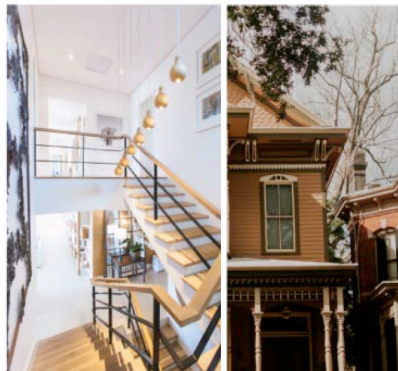
GOING INTO EM?

HOW TO PLAN YOUR MS4 YEAR

- Away Rotations
- VSAS/VSLO
- SLOEs
- Step 2 CK and CS

JAN. 19. 2019

9 am
UH CEM B167



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Welcome AI and Program Directors

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Thank you Class of 2020!

We look forward to working with you!



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