

CLASS OF 2023

Guide to the Fourth Year

SECTION I: MEDICAL EDUCATION & ACADEMIC AFFAIRS



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Section I: Office of Medical Education

A Note from the Office of Medical Education

Dear Class of 2023,

Congratulations! You have successfully completed half of your third-year clerkships. It is now time to start planning for your fourth and final year of medical school.

The fourth year is very different from third year. You will have the opportunity to finalize your choice of specialty and do some electives that are of particular interest to you. This ability to build your own schedule combined with the residency application process can seem quite overwhelming at times. Rest assured that everyone in the Office of Medical Education is here to help you through these stressful times.

Over the next few months, you begin to build your plan of study for next year. The materials in this document will provide all the important resources, deadlines, and procedures that you will need to complete your schedule. Please keep in mind that there is no "Right Way" to do this. You will find that you have a very different schedule than your classmates, even those going into the same specialty as you.

The increasing competitiveness of the MATCH will make it important for you to be thoughtful and plan strategically. I encourage you to utilize all the available resources including faculty, mentors, the Office of Medical Education, the Office of Student Affairs, and the Careers in Medicine tool to guide you through this process. As always, we are here to meet with you to address individual issues as they arise. Do not hesitate to contact us.

Lastly, try to enjoy your fourth year of medical school. While it will be stressful at time, it is a great year to just enjoy what you are doing and prepare for residency.

Sincerely,



Bobby Miller, MD, FAAP
Vice Dean of Medical Education

Timeline to Graduation

Dates to Know During the Third Year

- **November 2021**
 - Receive VSLO/VSAS invitation. Setup profile and begin exploring.
- **January/February 2022**
 - Begin scheduling for USMLE Step 2
 - Begin holding career advising sessions with Amy Smith, Assoc. Dean of Student Affairs
 - Meet with Laura Christopher, Asst. Dir. of Academic & Career Support Services for intro to MSPE
 - Begin registering for Fourth Year
- **March 2022**
 - Prepare CV and Personal Statement
- **May/June 2022**
 - Receive tokens for ERAS and begin working on ERAS application
 - Register for Early Match Specialties and Military Match

Dates to Know During the Fourth Year

- **May – June – July 2022**
 - First day of Fourth Year: **May 2**
 - Begin working on MSPE with Dr. Bobby Miller and Amy Smith
- **August 2022**
 - USMLE Step 2 Sit by Date: **August 1**
 - Register with NRMP for the Main Residency MATCH
 - Begin applying to specific programs via ERAS
- **October 2022**
 - MSPE released on ERAS: **October 1**
 - Deadline for scheduling Fall Semester courses: **October 14**
 - *Changes beyond this date may result in a “W” on your official transcript*
- **November 2022**
 - NRMP Early Registration Deadline: November 30, 2022 (*After additional \$50 fee applied*)
- **December 2022**
 - Deadline for scheduling Spring Semester course: **December 16**
 - *Changes beyond this date may result in a “W” on your official transcript*
- **January 2023**
 - Deadline to pay Diploma Fee to the Bursar and submit May Graduation Application to the Office of Medical Education.
- **March 2023**
 - NRMP Rank Order list certification deadline: **March 3**
 - MATCH Week: **TBA**
- **April 2023**
 - Optional Graduation Questionnaire released
 - Investiture: **April 28**
 - Official Graduation Date: **April 29**
 - *Use this date on all documentation (i.e., Residency and Medical Licensing forms)*

Graduation Requirements Checklist

Below is a list of ALL REQUIREMENTS that MUST be met to be eligible for graduation

- Successful passage of fourth year course requirements:
 - **2 weeks** required Emergency Medicine (**EMS 744**)
 - **4 weeks** Sub-Internship
 - **2 weeks** ICU
 - **36** Elective weeks
- 100% completion of the Patient Encounter and Procedure Log
- Passage of USMLE Step 2 Clinical Knowledge Exam
 - Exam “Sit By” date is August 1, 2022, to ensure delivery of score
- Diploma Fee paid to the Main Campus Bursars Office
- Completion of the following certifications:
 - Basic Life Support (**BLS**) and Advanced Cardiovascular Life Support (**ACLS**)
 - *Must be documented by submission of cards to the Office of Medical Education.*
 - Occupational Safety and Health Administration (**OSHA**)
 - Institutional Review Board (**IRB**) Collaborative Institutional Training Initiative (**CITI**)
- Senior Loan Exit Interview with Financial Aid
 - *Contact Cindy Canterbury if you have any questions*

Scheduling USMLE Step 2

You must pass the USMLE Step 2 exam in order to graduate. The “Sit By” deadline is **August 1, 2022**. You cannot schedule Step 2 during your Third Year, but you may schedule for a date as soon as your Third-Year ends. There is NO advantage to scheduling a LATE test date. Before applying for the USMLE Step 2 exam, you should become familiar with the policies and procedures in the USMLE Bulletin of Information published for the year you will be taking the exam. This bulleting provides information on the following topics:

- Overview
- Eligibility
- Examination Content
- Preparing for the Test
- Applying for & Scheduling a Test Date
- Testing
- Scoring & Score Reporting
- Indeterminate Scores & Irregular Behavior
- Communicating with the USMLE

Apply for a Scheduling Permit

Once you have reviewed the bulletin, you may apply by logging into the NBME website for Licensing Examination Services. The permit eligibility period is 12 months. Per the USMLE bulletin, there is no fee to reschedule within your eligibility period if you cancel and reschedule more than 14 calendar days before (*but not including*) your scheduled test date. Scheduling an exam early will not cause you to incur additional costs should it become necessary to reschedule (*so long as you cancel in a timely manner*). The scheduling permit includes instructions to contact Prometric to schedule a test date.

Scheduling Required & Elective Courses

There are three course groups to schedule in the Fourth Year. Each group has its own unique process for scheduling. Course groups are:

- **Required**
- **Elective**
- **Aways (Externships)**

Required Courses

*Must be taken at MUSOM to satisfy the graduation requirements. Offerings include:

- **2 weeks Emergency Medicine**
 - **EMS 744** – Beth Toppins, MD
- **4 weeks Sub-Internship**
 - Family Medicine (**FCH 827**)
 - Stephen Petrany, MD
 - Internal Medicine (**MED 827**)
 - Samson Teka, MD
 - Neurology (**NEU 827**)
 - Paul Ferguson, MD
 - Obstetrics & Gynecology (**OBG 827**)
 - David Jude, MD
 - Orthopedics (**ORT 827**)
 - Felix Cheung, MD
 - Pediatrics (**PED 827**)
 - Jennifer Gerlach, MD
 - Psychiatry (**PSI 827**)
 - Kelly Melvin, MD
 - Surgery (**SUR 827**)
 - David Denning, MD
- **2 weeks ICU**
 - MICU (**MED 833**)
 - Imran Khawaja, MD
 - NICU (**PED 805**)
 - Cynthia Massey, MD
 - PICU (**PED 807**)
 - Jennifer Gerlach, MD
 - SICU (**SUR 833**)
 - David Denning, MD

Required Scheduling Notes

- Every reasonable effort is made to allow students to design their Fourth-Year schedules so that they are in the best position possible to have success in the National Residency Matching Program (**NRMP**).
- Scheduling preferences include getting the necessary courses scheduled in a sequence that facilitates preparation for externships and acquisition of Letters of Recommendation.
- To ensure that Coordinators are able to determine which students should be given preferential consideration for requested dates, the student must declare the residency they intend to pursue. Department Coordinators will be provided a list (*compiled from career advising sessions with Amy Smith*) that indicates the residency program each student has declared. The list will serve as a reference to determine which students should be given priority consideration.
- There is a limit of 7 students per each 2-week block for Emergency Medicine. Students who have declared Emergency Medicine as their intended residency program will be given priority scheduling.
- The Block Planner (**Appendix A**) is a template that defines the dates for Fourth Year blocks and indicates the specific dates for courses that have exclusive offerings or sessions and are not available for scheduling throughout the Fourth Year.

Elective Courses

For a current list of elective offerings, please refer to the Course Catalog or visit, <http://icesom.marshall.edu/students/ms-4-student-resources/>.

To be eligible for graduation, you must successfully complete a MINIMUM of 36 Elective weeks in accordance with the following restrictions:

- Must be a minimum duration of 2 weeks with the exception of:
 - Essentials of Cardiology (**CVS 800**)
 - Course Director Approval
- Non-Patient Contact (**NPC**) hours must not exceed 8 weeks with the exception of:
 - With Course Director Permission, up to 12 weeks of Basic Science Research (**BMS 813**) may be scheduled however, no additional NPC courses will count towards the 36-week requirement
 - Clinical Research must be a minimum of 4 weeks and a maximum of 6 weeks
- Out of State electives are limited to 16 weeks and are subject to change based on specialty guidance.

Non-Patient Contact Electives

- Please refer to the course catalog for these courses.

Specific Elective Course Numbers

- All In State Non MUSOM courses = **DEP + 858** (i.e., OME858)
- All Out of State courses = **DEP + 868** (i.e., OME 868)
- All Rural courses = **DEP + 888** (i.e., OME 888)

Accuracy of Schedule

It is imperative that your schedule be correct in MedHub. If your schedule in MedHub is inaccurate, your registration will be inaccurate and will be reported incorrectly on your official transcript. The Registrar will review your schedule however, it is your responsibility to review your schedule regularly for accuracy.

- Ensure that cancellations and withdraws are made in a timely manner. As a professional courtesy, follow up with an email to the Course Coordinator.
- Be sure to contact the Course Coordinator at least 1 week prior to the start date for reporting information.

Evaluations

At the end of each course, your preceptor(s) must evaluate you. MedHub will automatically send a digital evaluation to the Course Director/identified faculty. If necessary, you may use the Faculty Evaluation Form provided in *Appendix B*.

When using the Faculty Evaluation Form, you must ensure the following is filled out: Name, Course Number, Course Description, Dates, Preceptor, and Location. (*Missing information may result in a missing or incorrect grade*). *Your photo is not required; however, preceptors find it beneficial.

NO EVALUATION = NO GRADE. Late arrival of an evaluation may result in the assigning of NG (No Grade) or I (Incomplete).

Scheduling Away Rotations

Why Students Apply for Away Rotations

There are three primary reasons why students participate in away rotations:

- To get a Letter of Recommendation
- To “Audition” for Residency. *It is sometimes necessary to rotate at a program before they will offer an interview. However, there is no guarantee you will be offered an interview.*
- For fun.

There are a few disadvantages to take into consideration:

- Cost (*transportation and housing*)
- Must quickly learn location layout and new electronic health records systems. Any missteps may hinder your chances of getting an interview.

How to Apply for an Away Rotation

Applying for an away rotation is generally accomplished in one of two ways:

1. The Visiting Student Learning Opportunities (VSLO) portal supported by the AAMC
2. A homegrown application process designed and hosted by the school you are applying too.

**If you are seeking an away rotation at an LCME accredited school, you can find the visiting student application process they utilize on the AAMC website for [On-Line Extramural Electives Compendium](#).*

**If you are seeking an elective at a non-LCME accredited school, you will need prior authorization from the Office of Medical Education.*

Using VSLO

To access VSLO, you must first be issued an invitation.

- To setup your VSLO profile, you will be required to enter the following information:
 - General and Emergency Contact information
 - Dates of completion for Third Year clerkships. **For Psychiatry and Neurology, you will use the same dates*
 - Photograph **If you wish to use your class photo, please contact [Robbie Nance](#)*
- Review application requirements of the Host Institution
 - Fees
 - Date they begin accepting and processing applications
 - Required supplemental documentation
- Upload documents **Institutional requirements vary – below is a list of frequently requested items and what office can assist you with it.*
 - Unofficial Transcript – Office of Medical Education
 - Letter of Good Standing – Office of Medical Education
 - Copies of BLS & ACLS cards – Office of Medical Education
 - Verification of Certifications, HIPAA, OSHA, IRB – Office of Medical Education
 - Certificate of Malpractice Insurance Coverage – Office of Medical Education
 - Mask Fit test results – Occupational Health
 - Immunizations – Occupational Health

- Every institution requires immunization checks. They may use the AAMC Standardized Form or their own.
- Identify what form is accepted, access, and print or access and save a digital copy.
- Secure a copy of your immunization record and transfer the required information to the approved form.
- Contact Georgetta Ellis (ellisg@marshall.edu) to review and sign-off on the form
 - **If Georgetta is unavailable, contact the Office of Student Affairs*

Beware of Terminology! “Applied” in VSLO means that you have submitted electives and paid – it does not mean that your application has been sent to the Host. There are two additional steps that occur before that happens.

- Release of Application
 - The Office of Medical Education must verify, and release all submitted applications. If your application is incomplete, it will not be released until all required documents have been uploaded. As soon as your application is complete and released, it will be viewable by the Host Institution
- Track Offers
 - You can track each submitted application by clicking on the Application tab in VSLO. The status of each submitted application will be displayed. Other actions that can be completed on the application tab include:
 - Accepting or Decline offers received. **Be mindful that some institutions set timelines to receive responses.*
 - Modify a submitted application by changing preferred dates or reordering applications
 - Drop an accepted offer or Withdraw a pending application
- Read Emails
 - Make sure the email address in your profile is correct, you will receive email notifications for:
 - Offers
 - Electives applied to but are not available
 - Scheduling conflicts between offered/already scheduled electives. *Conflicts must be resolved 30 days before the start of the first elective*
 - Offers made with an expiration date
 - Cancelled electives you applied to or were scheduled for

Time for Interviews

There are 52 calendar weeks available during the Fourth Year. You are required to schedule 44 weeks. It is expected that you will utilize the extra weeks for USMLE exam prep and interviews. Use the chart in Appendix C to help you determine when your peak interview season will be so that you may avoid scheduling electives during that period. **Interviews are NOT Excused Absences!* If you will need to miss more than one or two days of a rotation, you must reschedule it.

Frequently Asked Questions

Q: What if I don't get an interview at a program that I've applied to for an away?

A: Once you've accepted, you should attend. A school has offered you a position that could have otherwise gone to another student. Dropping an elective when you find out that an interview is not going to be offered is considered unprofessional and is strongly discouraged.

Q: How long should I wait for a request to be processed?

A: If you have a request that has not been processed within 10 business days contact the coordinator.

Q: What if I am scheduled for a required course during the appointment for a USMLE Board exam?

A: The attendance policy permits you to be excused one day for the USMLE Step 2 CK.

Q: When can I apply for externships?

A: You may apply as soon as the program opens their catalog. Opening dates vary.

Q: How much does it cost to use VSLO?

A: The first institution is \$35.00. Each subsequent institution is \$15.00. (*It does not matter how many elective requests you submit to each institution*). *Institutions may charge fees in addition to the VSLO fees. If so, payment is usually not required until approval is confirmed.

Links to Helpful Resources

From the National Residency Matching Program (NRMP) website:

- Results of the 2016 NRMP Program Director Survey
 - Presents results of selected items from the 2014 NRMP Program Director Survey. Data reported for the 23 specialties includes: factors used for granting interviews and ranking applicants; use of the USMLE exam scores; percentage of interview slots filled prior to October 1st release date of the MSPE. Information may be found at <http://www.nrmp.org/wp-content/uploads/2016/09/NRMP-2016-Program-Director-Survey.pdf>.
- Charting Outcomes in The Match, 2016 7th Edition
 - Characteristics of Applicants Who Matched to their Preferred Specialty in the 2014 NRMP Main Residency Match. Information may be found at <http://www.nrmp.org/wp-content/uploads/2016/09/Charting-Outcomes-US-Allopathic-Seniors-2016.pdf>.

Appendix

A: Block Planner

2022-2023 Block Planner for:					
4 wk. Block	2 wk. Block	START	END	COURSE NAME	NOTES
1	1	MAY 2	MAY 13		
	2	MAY 16	MAY 27		
2	3	MAY 30	JUN 10		
	4	JUN 13	JUN 24		
3	5	JUN 27	JUL 8		
	6	JUL 11	JUL 22		
4	7	JUL 25	AUG 5		
	8	AUG 8	AUG 19		
5	9	AUG 22	SEP 2		
	10	SEP 5	SEP 16		
6	11	SEP 19	SEP 30		
	12	OCT 3	OCT 14		
7	13	OCT 17	OCT 28		
	14	OCT 31	NOV 11		
8	15	NOV 14	NOV 25		
	16	NOV 28	DEC 9		
9	17	DEC 12	DEC 23		
10	18	DEC 26	JAN 6		
11	19	JAN 9	JAN 20		
	20	JAN 23	FEB 3		
12	21	FEB 6	FEB 17		
	22	FEB 20	MAR 3		
13	23	MAR 6	MAR 17		
	24	MAR 20	MAR 31		
14	25	APR 3	APR 14		
	26	APR 17	APR 28		

MARSHALL UNIVERSITY MEDICAL CENTER FACULTY EVALUATION OF STUDENT PERFORMANCE

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">MUSOM COURSE #:</td> <td style="width: 50%;">PRECEPTOR/ATTENDING NAME:</td> </tr> <tr> <td>COURSE DESCRIPTION:</td> <td>LOCATION:</td> </tr> <tr> <td>DATES:</td> <td></td> </tr> <tr> <td>NUMBER OF DAYS MISSED:</td> <td></td> </tr> <tr> <td>REASON (S):</td> <td></td> </tr> </table>	MUSOM COURSE #:	PRECEPTOR/ATTENDING NAME:	COURSE DESCRIPTION:	LOCATION:	DATES:		NUMBER OF DAYS MISSED:		REASON (S):		<p>PLEASE RETURN THIS FORM TO: Registrar 1600 Medical Center Drive, Ste. 3420 Huntington, WV 25701 PHONE: (304) 691-8592 FAX: (304) 691-1740 Email: MUSOMRegistrar@marshall.edu</p>
MUSOM COURSE #:	PRECEPTOR/ATTENDING NAME:										
COURSE DESCRIPTION:	LOCATION:										
DATES:											
NUMBER OF DAYS MISSED:											
REASON (S):											

I ATTEST THAT I HAVE HAD NO PROVIDER RELATIONSHIP WITH THIS STUDENT.
 DOES THIS STUDENT PASS PROFESSIONALISM? YES NO IF NO, STOP HERE, AND DO NOT COMPLETE EVALUATION

PLEASE COMMENT ON THE STUDENT'S PERFORMANCE NOTING STRENGTHS AND WEAKNESSES: _____

Are there any aspects of this student's performance that suggest a need for special attention? YES NO MAYBE
 Degree of confidence in your estimate of the student: VERY CONFIDENT FAIRLY CONFIDENT NOT AT ALL CONFIDENT

PROFESSIONALISM	Does not accept responsibility; inappropriate or immature behavior	Generally denies responsibility; frequently uses inappropriate or immature behavior;	Usually exhibits good judgment in personal and professional situations	Often exhibits good judgment and maturity.	Exceptional professional conduct; demonstrates maturity; excellent judgment
SELF-DIRECTED LEARNING ATTITUDE	Does not exhibit motivation, shows little evidence of independent work	Frequently does not explore independent learning opportunities	Conscientious worker who is receptive to teaching and feedback	Often shows interest in independent learning opportunities and feedback	Exceptionally hard worker who maximizes learning opportunities
INTERACTIONS WITH PATIENTS	Relationships are often distant, strained or dysfunctional	Relationships are cool or awkward	Usually forms constructive, professional relationships	Conveys exceptional warmth and understanding	Skilfully uses rapport for therapeutic gain
BASIC CLINICAL KNOWLEDGE	Major deficiencies in many areas	Generally adequate with minor deficiencies in important areas	Generally appropriate to student level	Generally above average depth in important areas	Outstanding
CLINICAL REASONING SKILLS	Usually illogical or impractical	Frequently illogical or impractical	Usually logical and practical	Almost always logical & practical	Frequent astute insights
HISTORY TAKING SKILLS	Often misses major important findings	Frequently misses relevant data or obtains inaccurate information	Usually elicits most relevant data; almost always accurate	Almost always elicits all relevant clinical data; always accurate	Elicits data efficiently and in great depth, when appropriate
PHYSICAL EXAMINATION SKILLS	Often misses major important findings	Frequently misses or makes inaccurate findings	Usually identifies findings accurately	Almost always identifies important findings with accuracy	Often discovers subtle physical findings
DIAGNOSTIC DECISION-MAKING SKILLS	Often does not identify major patient problems; Differential diagnosis skills are poor	Frequently identifies major patient problems; Differential diagnosis skills are adequate	Usually identifies major patient problems; Differential diagnosis skills are appropriate to level	Often reveals exceptional insight; Differential diagnosis skills are above average	Often reveals exceptional insight; Differential diagnosis skills are excellent

OVERALL EVALUATION - Please circle: Pass Fail

Faculty Signature

Date

C: Interview Chart

	October	November	December	January
Anesthesia	-----	-----+++++	+++++	+++++
Derm	-----	-----	+++++ +	+++++ +
ER	-----	-----+++++	+++++	+++++
Family	-----++	+++++	+++++	+++++-----
Gen Surg	-----	+++++	+++++	+++++-----
Internal	-----+++	+++++	+++++	+++++-----
Neuro Surg	-----	+++++	+++++	+++++-----
ObGyn	-----+++	+++++	+++++	+++++-----
Ortho	-----	-----	+++++	+++++
Peds	-----++	+++++	+++++	+++++-----
Rads	-----	+++++	+++++	+++++