

# Year 4 Planning and Scheduling



# Agenda

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ICEE and Step 2 CK / CS – Dr. Ainsworth



Year 4 Timeline and Requirements



External (Away) Electives



Required to pass for graduation



Two Phase examination - ~ 15 to 20% required to take Phase 2



Phase 1 – June 2020



Give yourself time to take **and receive feedback** prior to scheduling Step 2 CS



Take it even if you are “out of sync” to graduate on time

Username:

(Username)

Password



(Password or PIN))

To use your PIN please select PIN from the  
pulldown menu above.

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and [Internet guidelines](#).

**You will receive an email with ICEE enrollment  
information (including link) in February**



Step 2CK early in  
4<sup>th</sup> year

Content Similar to  
Shelf Exams;  
**Neurology Shelf  
Study is Helpful**



Most student will need a month of study  
time before taking Step 2 CK

**Take the ICEE (and make sure you pass)**  
before taking Step 2 CS

# USMLE Step 2 CS

## Standardized patient-based clinical skills examination

### Exam information

- 12 SP encounters (15 min) + 12 notes (10 minutes)
- Integrated Clinical Encounter; Communication/Interpersonal; English proficiency
- Graded Pass/Fail; passing required for graduation and for license
- \$1300     5 national centers, including Houston
- Full information and sample videos at [www.usmle.org](http://www.usmle.org)

### When should I take it?

- Not before finishing all your Year 3 clerkships
- Not after November 30 (UTMB deadline)
  - After **~August 1** to take advantage feedback on your Year 4 ICEE in ~ June
  - By **~September 12**
    - Provides an October score for residency applications
    - Allows time to retake by December 31 for score in time for rank lists

### When should I register and select a date?

- Now; slots fill quickly; waiting lists are maintained by USMLE
- 12-month eligibility window; can reschedule >14 days out without a fee
- Requests for accommodations take substantial time and documentation

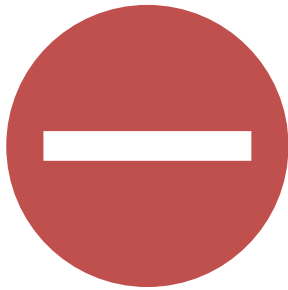
## 2020 Reporting Schedule - Step 2 CS

*Calendar released April 1, 2019*

Testing Period	Reporting Start Date	Reporting End Date
January 1 - January 25	March 4	March 25
January 26 - March 28	April 29	May 27
March 29 - May 23*	June 24	July 22
May 24 - July 18	August 19	September 16
July 19 - September 12	October 14	November 11
September 13 - November 7	December 16	January 13, 2021
November 8 - December 31	February 3, 2021	February 24, 2021

# Scheduling Step 2 CS

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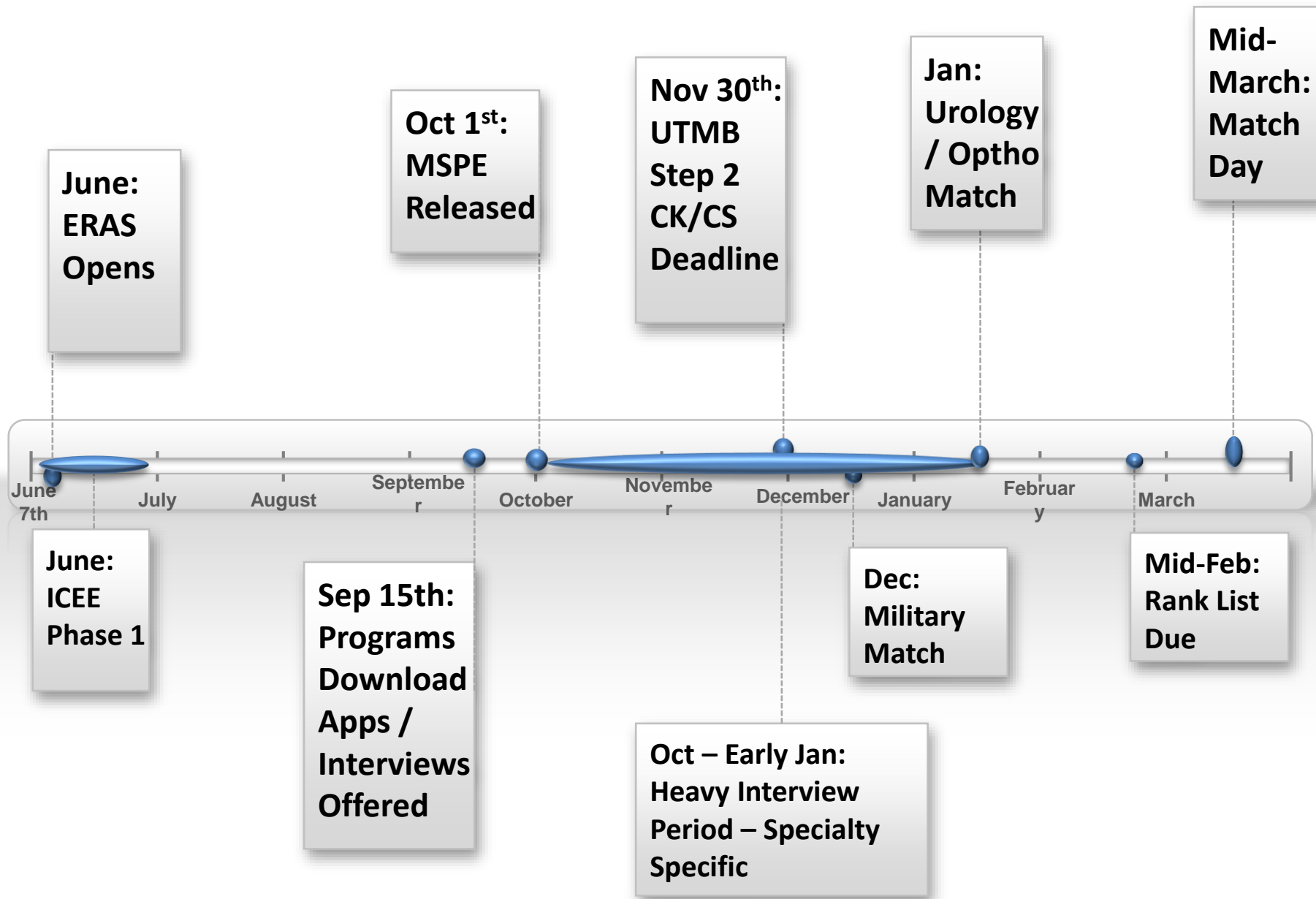


CS can be hard to schedule -  
don't delay



Do NOT underestimate CS





# 4<sup>th</sup> Year Schedule Periods

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
6/29 7/17	7/20 8/07	8/10 8/28	8/31 9/18	9/21 10/09	10/12 10/30	11/02 11/20	11/23 12/11	12/14 1/01	1/04 1/22	1/25 2/12	2/15 3/05	3/08 3/26	3/29 4/16	4/19 5/07	5/10 5/28

- Sixteen **3**-week Periods in 4<sup>th</sup> year
- Period 13 - Match and Boot Camp Period
  - 03/08/21 to 03/26/21
  - Mandatory Presence for Boot Camp
- Graduation: Saturday June 5, 2021

# Why?

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**Improve the structure and rigor of the post-clerkship Career Launch Phase of Curriculum**

Improved quality and duration of time in field of interest

Better prepared for internship



**Increased time and flexibility for career exploration and residency match**



**Neuro transition to core-clerkship year**



**Transition of basic-science phase of curriculum finishing 8 weeks earlier**



Neurology Clerkship – 4 Wks (3+1)



Emergency Medicine **Selective** – 3 Wks



Health Systems Science and Community Longitudinal – 4 Wks



Basic Science and Humanities Selective (BSHS) – 3 Wks



Acting Internship (AI) – 3 Wks



Boot Camp – 3 Wks



2 **CLINICAL** Electives completed **DURING** 4<sup>th</sup> year – 6 Wks



18 Weeks **ADDITIONAL** Electives completed at **ANY TIME** during medical school



ICEE



Step 2 CK and CS – Deadline November 30th

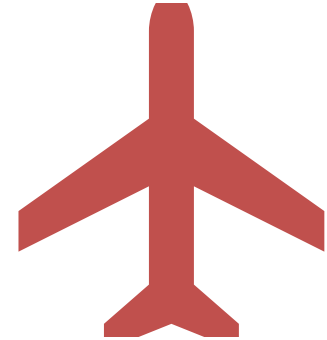


**Designated in  
Elective  
Brochure**

<https://www.utmb.edu/meded/electives.asp>



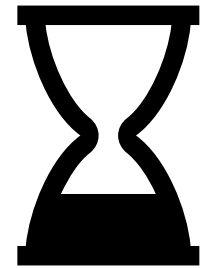
**2<sup>nd</sup> AI**



**Away Electives  
– Clinical**

## Early Periods

- AI – Recommendation Letters
- Step 2 Study Periods
- External (Away) Electives
- ERAS Application Due – September 15th



## Interview Season – Periods 6, 7, 8, 9 and 10

- 10/12 to 01/22; Period 9 is the Holiday Period - Limited

## Post-Match Periods – 14 to 16

- 16 ends May 28<sup>th</sup> – Graduation, Sat. June 5<sup>th</sup>, 2021

# Post-Core Clerkship Phase: Career Launch 20-21

Increased  
Flexibility - 16  
periods in 4th year  
(minus 1 set-aside  
for boot camp)

- 5 clinical rotations (AI, EM, Neuro, 2 clinical electives) in 12 total periods before and now 5 in 15 periods + Boot Camp

Many students will  
come-in with  
existing elective  
credit:

- 4 - require 14 weeks: 4 electives + 2 week
- 8 - require 10 weeks: 3 electives + 1 week
- 12 - require 6 weeks: 2 electives
- 16 - require 2 weeks: 0 electives + 2 weeks



# Health Systems Science (HSS) and Community Health Longitudinal Course

Widely considered the “third pillar” of medical education

Flexible, online content + community service component

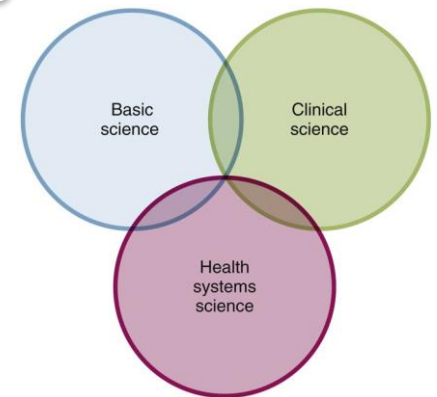
Online Assignments including modules with quizzes

Time-flexible, in-person assignments

Quarterly Deadlines

Topics Include:

- Health Care Structures and Processes
  - Team-Based, Patient-Centered Care
- Community Health
- Value-Based Care
- Health Systems Improvement
- Behavioral Health and Addiction
- Health Care Leadership



# Transition to Residency - Boot Camp

## Period 13 - Match and Boot Camp Period

- 03/08/21 to 03/26/21
- Mandatory Presence for Boot Camp – Graduation Requirement
- Match Week: 03/15 to 03/19 - Match Day

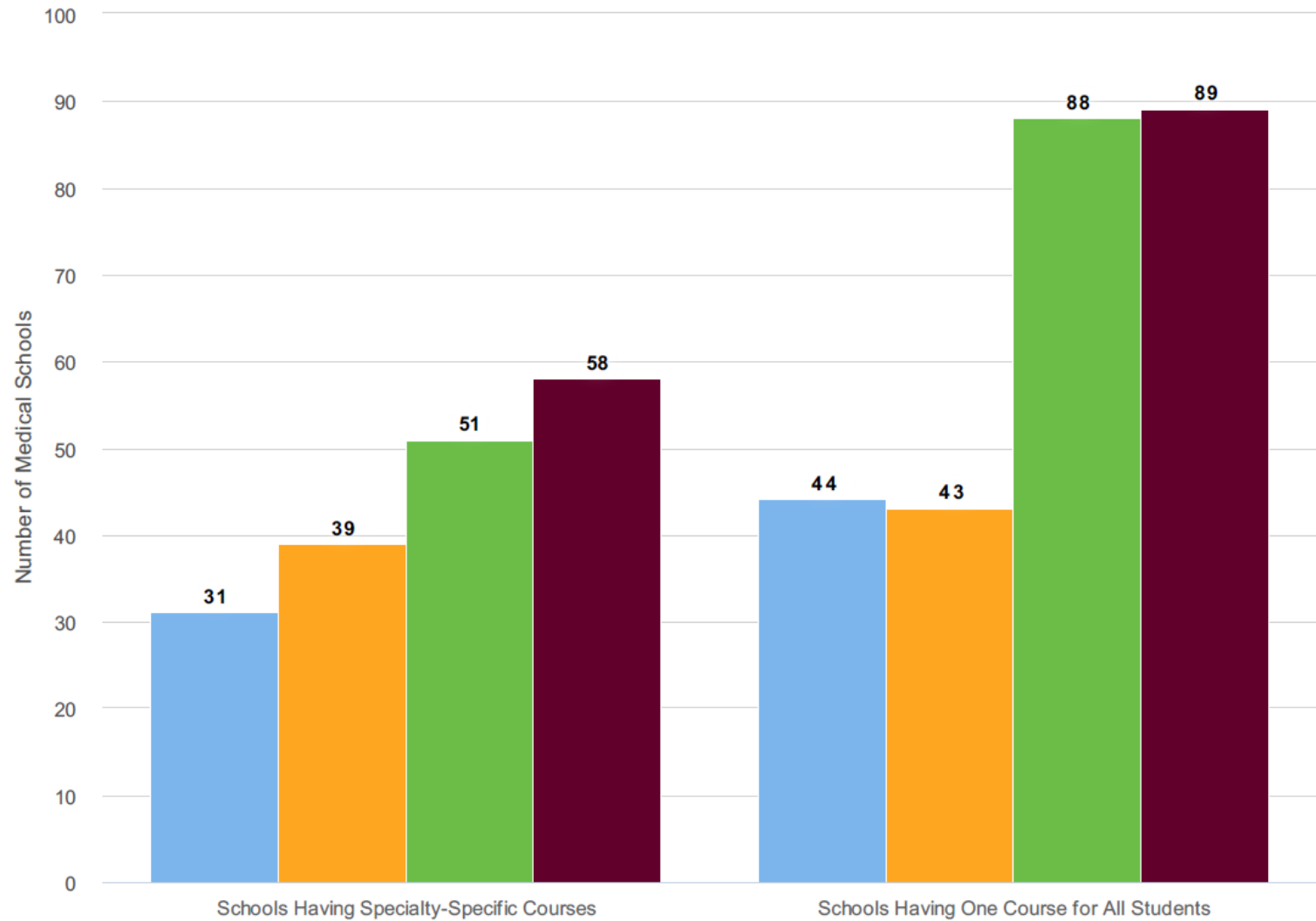
## Expansion of Current Boot Camps

## Shared and Specialty-Specific Activities

## Preparation for Internship

# Medical Schools with a Transition to Residency Course: type

Specialty-Specific Course or One Course for All Students



*Click a legend item below to add or remove a column from the report.*

<div></div> 2014-2015	<div></div> 2015-2016	<div></div> 2016-2017	<div></div> 2017-2018
n = 75	n = 82	n = 98	n = 96
N = 141	N = 142	N = 145	N = 147

# Transition to Residency



“ ”

*This was one of the most valuable experiences I've had in medical school. I feel so much more prepared to go into residency. Sub-Is are important, but this is a separate, and equally important part of learning! Amazing! You have to keep it, and expand it!*

“ ”

*It was fantastic to have a targeted refresher on some of the most high-yield care topics and I especially appreciated all the hands-on, practical skills teaching provided that students don't usually get to learn anywhere else otherwise (ie. how to position patients in the OR, how to drape, how to answer pages, etc.)*



# Neurology Clerkship



**Available  
in  
Galveston  
or Houston  
(MD  
Anderson)**

**Only 1  
spot in  
Houston**



**3-weeks  
Clinical  
1-week  
flexible,  
online  
requirement**

**Shelf Exam,  
offered 4  
times a year**



**Absence  
policy  
strictly  
enforced –  
consider  
interview  
scheduling**



**You rank  
and we  
place you  
via lottery.**

Neuro rank lists  
must be  
completed by  
**Monday, Feb  
3rd**

You will be  
notified of your  
placement  
before **February  
26<sup>th</sup>** –  
Registration



**Can only  
drop if  
adding into  
an open  
period**

# Acting Internship - AI

Your Choice of Field

Can Do at an External Site

- Must Have “AI” or “Subinternship” in the Course Name or Description
- Assistant Dean of Educational Affairs – **Dr. Farr may approve in rare, special circumstances**
- Must be in **ADVANCE** of taking for AI credit
- Must have level of responsibility equivalent to an AI

# Basic Science and Humanities Selective



Must Complete Year 3 Requirements to take BSHS



Must write a paper



Lots of options in brochure



Plus a Student-Created option

Proposal form available on the web

Student Created **MUST** be approved by  
Committee – Don't Delay



<http://ar.utmb.edu/BSHSselectives/BSHSbrochure.asp>



# Application and approval required

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External (Away)  
Rotations

POM 4

Research  
Electives

Student Created:  
POM3 Project  
and BSHS

Houston & Other  
Electives may  
require C-Form

# External (Away) Electives

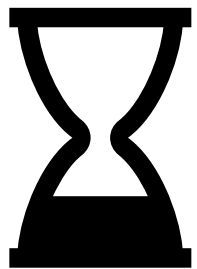
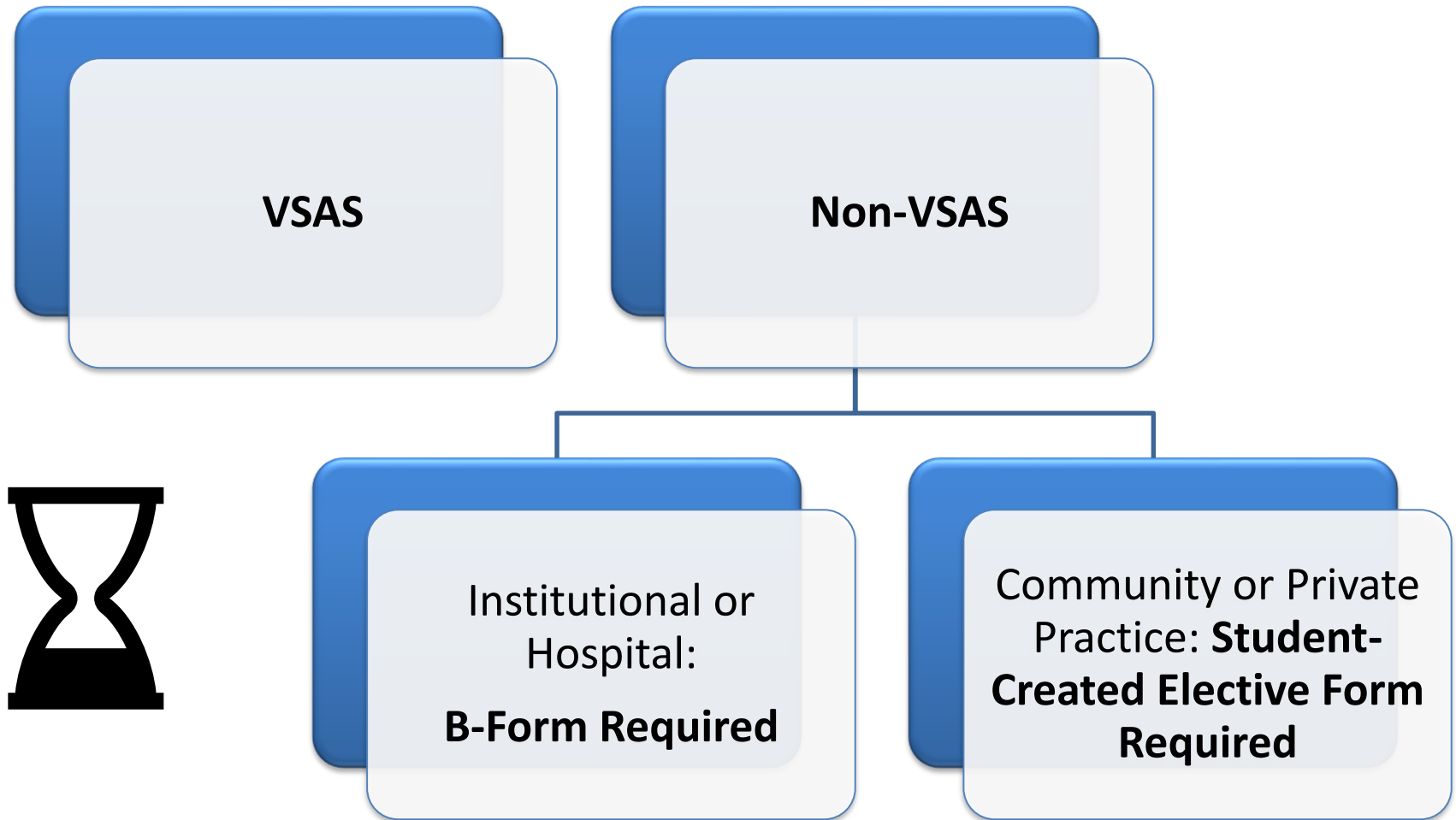
## Why Do

- Highly competitive match
- Need specialty-specific LOR
- Want to make sure a good fit
- Stretch program(s)

## Why NOT Do

- Not necessary for your field
- Expensive
- Scheduling constraints
- Adjustment to new place

# External (Away) Electives



# VSAS



Visiting Student Application Service: <https://students-residents.aamc.org/attending-medical-school/article/visiting-student-learning-opportunities/>



Centralized system for away courses



In Texas, most (but not all) programs participate



Easier and More Timely Process

Can apply online and confirm without delay



Enrollment Services will assist if needed: [enrollment.services@utmb.edu](mailto:enrollment.services@utmb.edu)

# Non-VSAS External Electives



Institutional or Hospital: **B-Form Required**

Need a course description for approval, provide link or attach description to B-Form

If no affiliation agreement in place (legal requirement), **it could take months to set-up**



Community or Private Practice:  
**Student-Created Elective Form Required**

Typically legal requirements are minimal and quicker to set-up



ALL electives **MUST** be Approved by Elective Course Committee



**Plan and Have a Back-up Plan**

# Underrepresented in Medicine

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The AAMC definition: "Underrepresented in medicine means those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population."

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Funding Opportunities:

<http://farms.mydocspace.com/>

# Emergency Medicine Selective



UTMB – Galveston – Main  
Campus



UTMB – League City  
Campus



UTMB – Angleton/Danbury  
Campus



St. Joseph's – Houston



UTHSC-Tyler

## External (Away) Rotations

- Anywhere with established EM residency program
- At an EM department with a supervising ED physician sponsoring the student
- Not an ambulatory acute care or urgent care facility

# EM Away



Best to schedule a UTMB course just in case, can drop it once Away Rotation is Confirmed



If you plan to complete the EM selective at another medical school through **VSAS**

**C form must be signed by Dr. Mileski**



If you plan to complete the EM selective as **Non-VSAS**

**B form** must be completed and sent to Enrollment Services

**C form must be signed by Dr. Mileski**



# POM4

POM3 students eligible

POM3 + POM4 = 4 weeks elective credit *or*

POM3 + POM3 project = 4 weeks elective credit

- <https://www.utmb.edu/meded/electives.asp>

10 sessions, must attend 8

You will receive an email with link to sign-up

# Research Electives

R-Form Required:

<https://ar.utmb.edu/SOM/RForm/RFormLogin.asp>



Approved by the Elective Course Committee

approve research  
plan

institutional  
approval (IRB)

mentor approval  
and oversight

<http://ar.utmb.edu/SOM/Electives/b2list.asp?T=1>

# BLS + ACLS / PALS / ATLS

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More to Come



May Be Integrated into Boot  
Camps

# Adding/Dropping Courses

Ongoing throughout the year

Make Sure Alternative Course has Space

## **BEFORE Dropping**

- Keep track of add/drop deadlines - 30 days
- After deadlines, must use a C form
  - Reach out to Course Coordinator / Director
  - Course Director Signature Required
  - **ALWAYS VERIFY YOUR SCHEDULE**

# Scheduling Logistics

4<sup>th</sup> year electives will  
be open to schedule  
**February 26th at  
5:30 pm**

Online through  
MyStar – Swap Out  
the Default  
“Vacation”

Neurology will  
already be on  
schedule

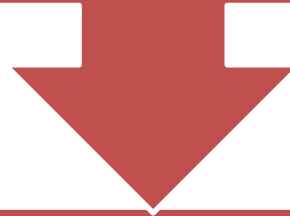
Add EM and AI First

Don't drop a course  
until you have a  
replacement  
scheduled

Don't leave things  
until the last minute -  
3<sup>rd</sup> year and PA  
students will fill slots

# FAQ

What if I do two 4-week clinical electives at an external site for a total of 8 weeks, what happens to the other 2 weeks of credit that is above the requirement for 6 weeks of clinical elective?

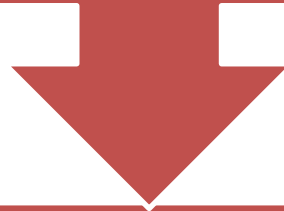


You will be able to transfer those 2 weeks of credit to your general elective requirement of 18 weeks.

# FAQ

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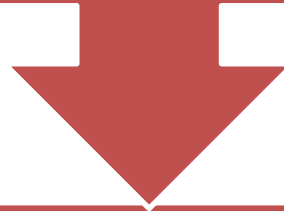
What if I do two Acting Internships?



Anything above the required 3 weeks of Acting Internship will apply to your 6-week Clinical Elective Requirement.

# FAQ

What if I only require 1 or 2 credit weeks of elective to meet my 18-week requirement?



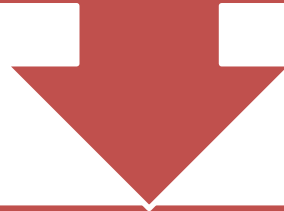
We are encouraging faculty to create additional 1 & 2-week elective credit courses that will come online as soon as possible. In the interim, find a 3-week elective to meet your requirements. It is easier to drop than to add at the last minute.



# FAQ

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What if I need additional malpractice insurance coverage for an away rotation or a more recent drug screen?

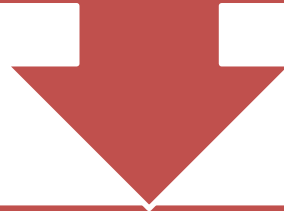


Contact Ms. LeGrand who will help you obtain and provide required documentation,  
[lslegran@utmb.edu](mailto:lslegran@utmb.edu)

# FAQ

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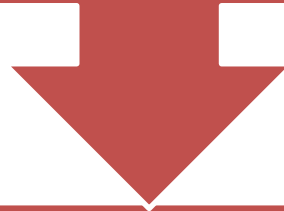
What if I am in a track, how will my requirements change?



Track Directors are working hard on adjusting track requirements and will be in touch with track-specific requirements.

# FAQ

Who do I contact for Year 4 Scheduling Questions?

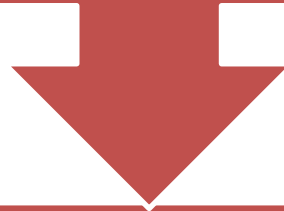


Unless PRIVATE, Post to Discussion Board on Blackboard at SOM Year 3 & 4 Scheduling Questions 2020-2021; if PRIVATE you can reach-out to Ms. LeGrand at, [Islegran@utmb.edu](mailto:Islegran@utmb.edu)

# FAQ

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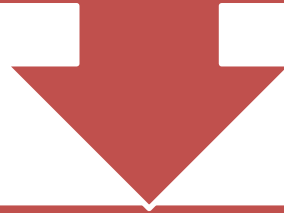
Who do I contact for questions regarding  
VSAS application?



Enrollment Services,  
[enrollment.services@utmb.edu](mailto:enrollment.services@utmb.edu)

# FAQ

Who do I contact for questions regarding  
External Non-VSAS Electives?



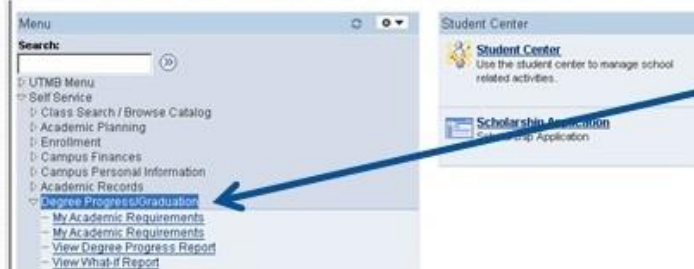
Ms. Lori Ellis, [laellis@utmb.edu](mailto:laellis@utmb.edu)

# Year 4 Requirements

<https://mystar.utmb.edu/>

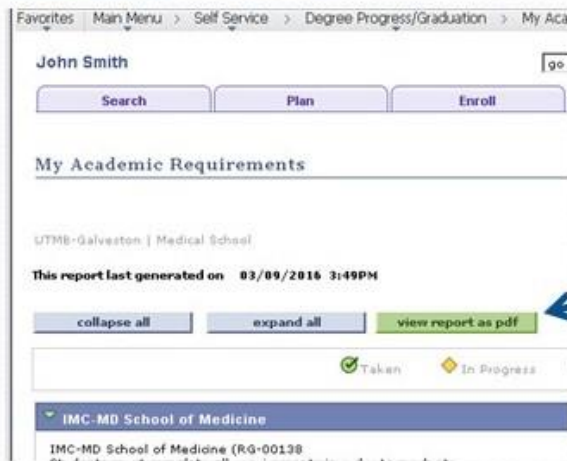
## Degree Audit

### • Login to My Star



Select:

- Self Service
- Degree Progress/Graduation
- My Academic Requirements



Select View Report As PDF

# Things to remember!

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*Don't  
Forget!*

# Mistreatment

- Clerkship or Course Director
- Dr. Ruth Levine or Dr. N. Miles Farr
- Student ombudsman
- Professionalism “reporting”
- “Mistreatment Badge”
- **A Reminder on Evaluations**



<https://www.utmb.edu/professionalism/reporting-disrespectful-behavior/reporting-disrespectful-behavior>

<https://www.utmb.edu/ombudsman/>



# Keep current with documentation!

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BLS



VACCINATIONS



TB SKIN TESTS

# A word about absences



- Plan ahead
- $> 2$  = course failure unless prior arrangements made
- Absences for interviews are just like other absences

# Be Careful of Registration Errors!!



Missing deadlines – no registration, no credit



Participating in a course  
you have not added:

**No credit and no malpractice  
coverage**



Failing to participate in a  
course you have not  
dropped:

**Failure and/or ECN  
Withdrawal**

# Reach-out to Your Academic Advisor

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Set up next year's  
schedule

Determine when to take  
Step 2CK and CS

Letters of  
Recommendation,  
Personal Statement and  
Interview Timing and  
Selection

Talk to Faculty /  
Program Directors in  
Field of Interest

# Important Websites



CURRICULUM AND SCHEDULING:  
[HTTPS://SOM.UTMB.EDU/SOM-  
EDUCATIONAL-AFFAIRS/OFFICE-  
OF-CLINICAL-EDUCATION-  
\(OCE\)/CURRICULUM-SCHEDULING](https://som.utmb.edu/som-educational-affairs/office-of-clinical-education-(oce)/curriculum-scheduling)



ELECTIVES BROCHURE:  
[HTTPS://WWW.UTMB.EDU/  
MEED/ELECTIVES.ASP](https://www.utmb.edu/meed/electives.asp)

# Questions?

