

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Career Counseling</b>	<b>SOP #: SA.003.04</b>
Effective Date	08.01.2018
Last Revision/Review	05.06.2024

### 1. Purpose

To outline and define the process by which the Career Counselor advises a student.

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

Office of Student Affairs  
Director of Career Development  
Career Counselors

### 4. Definitions/Abbreviations

CIM- Careers in Medicine

ERAS- Electronic Residency Application Service

NRMP- National Resident Matching Program

ICR- Introduction to Clinical Rotations

### 5. Procedural Steps

1.1 Setting up an appointment with a Career Counselor.

- a. Acuity- <https://bcom.acuityscheduling.com/schedule.php>
- b. Student may select a "Career Counseling Appointment" of 30 minutes or one hour. Student may request a Zoom appointment.

2.1 **Career Advising Procedure:** The following is a career counseling timeline for advising Burrell students on their objectives/goals as they prepare for residency leading up to OMS-IV. The Career Counselors will work closely with students and advise them according to their individual needs.

- a. **OMS- I**
  - i. Encourage students to create and log in to the Careers in Medicine account and complete the assessments.
  - ii. Facilitate a presentation on the factors affecting the competitiveness of various specialties. Factors may include:
    1. Research experiences
    2. Publications and research
    3. Volunteer Experiences
    4. Professional memberships
    5. Mean number of board exam scores
  - iii. Facilitate a presentation on Careers in Medicine.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

- iv. Assist students and guide them through the process of “Understanding Yourself” in Careers in Medicine.
- v. Facilitate a workshop on Writing a Curriculum Vitae
- vi. Career Counseling appointments are encouraged for all students.
- b. **OMS-II**
  - i. Fall Term- Focus on keeping the CV updated and assist the students with the creation of their personal biography before beginning clinical rotations.
    - 1. Facilitate a presentation on Writing your Curriculum Vitae/Personal Biography
  - ii. Fall Term- "Explore Options" Phase two from Careers in Medicine. Students are encouraged to gather information through Careers in Medicine for specialties of interest.
  - iii. Spring Term- Optional individual meeting with students to discuss their progress and process of researching important information on their desired specialty. Student will use the NRMP data and CIM to gather information and assess competitiveness:
    - 1. Board exam scores
    - 2. Research experiences
    - 3. Publications
    - 4. Volunteer experiences
    - 5. Discussion on board exam requirement (COMLEX) vs. Optional (USMLE)
  - iv. Spring Term- Facilitate a presentation during ICR on The Path to Residency.
  - v. Spring Term- Facilitate a presentation on the ERAS Letter of recommendation portal during ICR.
- c. **OMS-III**
  - i. Provide MyERAS token OMS-III students for access to the letter of recommendation portal.
  - ii. Fall Term- Students are encouraged to re-examine previous results from CIM assessments.
    - 1. Assessments may be retaken and used to compare results.
  - iii. Fall Term- Facilitate a presentation on writing a Personal Statement.
  - iv. Fall Term- Identify students who are participating in an early match:
    - 1. San Francisco Match
    - 2. American Urological Association (AUA) Urology Match
    - 3. Joint Graduate Medical Education Selection Board (JGMESB) Military Match
  - v. Fall/Spring Term- Student is to complete two mandatory one-on-one career counseling appointment throughout the OMS-III year:
    - 1. First mandatory meeting is designed to discuss goals, specialty selection and level of competitiveness, board scores, a brief residency plan, couples match if applicable, and expectations for OMS-IV year The OMS-IV year coordinator may be invited to answer any questions regarding the processes and deadlines for the 4<sup>th</sup> year.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

2. This meeting will occur virtually or in-person within the assigned student regional academic center (RAC) assignments.
  3. Student may request an additional appointment in early Spring term to discuss audition rotations and residency programs that student has researched.
  4. The second mandatory meeting will include discussion on:
    - a. Platforms to use when searching for residency programs and comparing their profile to the residency programs.
    - b. The residency application and timelines.
    - c. Finalize specialty selection, discuss competitiveness, and board scores.
  - vi. Fall/Spring Term- Identify students who are at-risk.
  - vii. Facilitate the following presentations:
    1. Presentation on the Medical Student Performance Evaluation (MSPE) and Noteworthy Characteristics (NC).
    2. Invite a residency program director to facilitate a presentation during OMM Day (November and April).
    3. Presentation on the MyEras Platform.
- d. **OMS-IV**
- i. Introduction to the Match Guidelines PowerPoint Presentation.
  - ii. Introduce students to the NRMP R3 system.
  - iii. Monitor student match registration and SOAP eligibility
  - iv. Offer assistance in reviewing student's MyERAS application.
  - v. Offer assistance in reviewing student's personal statement.
  - vi. Revise and upload each students Medical Student Performance Evaluation (MSPE) to the Match application platforms.
  - vii. Monitor the number of programs and specialties students have applied to.
  - viii. Facilitate a presentation on Interview tips and strategies.
  - ix. Monitor student's interview numbers and advise students throughout the interview cycle.
  - x. Facilitate a presentation on the SOAP/Ranking Guidelines.
  - xi. Meet, prepare, and advise students who are identified at risk of going through SOAP.
  - xii. Advise and provide the appropriate resources for students in SOAP.
  - xiii. Assist students through the SOAP process during match week.
  - xiv. Work with students and provide resources for students who are unmatched after SOAP.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

Career Counseling

### **8. Signature**

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

Approved by

05.06.2024

Department Head of Student Affairs

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
08.05.2019	All	Added two mandatory one-on-one meetings and specific topics to be discussed pertaining to residency throughout the OMS 3 <sup>rd</sup> Year; restructuring of events.		08.06.2019
12.01.2021	All	Added OMS-IV process and recurring events for OMS-I – OMS-II. New webinars, presentations, processes and meetings were added to each of the years.		12.1.2021
05.11.2023	OMS-III	Added to OMS-III a webinar session for the students.		5.19.2023
5.6.2024	All	Revised language to be more concise. Edited events to be listed in sequential order.		5.20.2024