Career Counseling		SOP #: SA.003.03
Effective Date	08.01.2018	
Last Revision/Review	05.09.2023	

1. Purpose

To outline and define the process by which the Director of Career Development advises a student.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Student Affairs
Director of Career Development

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 Career Counselor.

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

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 Director of Career Development will work closely with students and advise them accordingly to their individual needs.

OMS- I

1.1 Create and log in to the Careers in Medicine account.

2.1 PowerPoint presentation on the importance of factors affecting the competitiveness of each specialty derived from the NRMP data:

   a. Research experiences
   b. Number of publications
   c. Number of volunteer experiences
   d. Professional memberships

    e.   Mean number of board scores

3.1 PowerPoint presentation on the introduction on how to navigate through each phase from Careers in Medicine.

4.1 Assist students and guide them through the process of "Understanding Yourself" in Careers in Medicine:

a. Interests (MSPI)
b. Values (PVIPS)
c. Skills (PSI)
d. Personality (MBTI, this assessment is not mandatory)
e. Specialty Indecision Scale (SIS)

5.1 Lunch and Learn "Curriculum Vitae workshop."

6.1 Career Counseling appointments are encouraged for all students.

OMS-II

1.1 Fall Term- Understanding the importance of keeping CV updated and assisting students in the creation of their personal BIO before beginning clinical rotations.

a. PowerPoint Presentation- Curriculum Vitae/BIO.

2.1 Fall Term- "Explore Options" Phase two from Careers in Medicine. Student may begin gathering information through Careers in Medicine for specialties of interest.

3.1 Spring Term- Optional individual meeting with students to discuss their progress and process of researching important information on their desired specialty. Student uses the NRMP data and CIM to gather all information and assess competitiveness:

a. Board scores
b. Number of research
c. Number of publications
d. Number of volunteer experiences
e. Discussion on board exam requirement (COMLEX) vs. Optional (USMLE)

4.1 Spring Term- PowerPoint presentation to students during ICR on "The Path to Residency."

5.1 Spring Term- ERAS Letter of recommendation portal PowerPoint Presentation during ICR.

OMS-III

1.1 MyERAS token is provided to all 3rd years to have access to the letter of recommendation portal.

2.1 Fall Term- Look into previous results from CIM assessments.

a. Assessments may be retaken and compare results.

3.1 Fall Term- PowerPoint Presentation on Personal Statement guidelines.

4.1 Fall Term- Identify students who are participating in an early match:

    a. San Francisco Match
    b. Urology Match
    c. Military Match

5.1 Fall/Spring Term- Two mandatory one-on-one career counseling appointments with Director of Career Development throughout 3rd year:

    a. First appointment will be through Fall term
        l. Discuss goals, specialty, board scores, plan to be followed, couples match if applicable, what 4th year will look like, and competitiveness.
    b. Second appointment early Spring term
        l. Discuss audition rotations and residency programs that the student has searched for.
    c. Presentations will be accomplished throughout 3rd year.
        i. Platforms to use when searching for residency programs and comparing their profile to the residency programs.
        ii. Discuss ERAS application and timelines.
        iii. Include 4th-year coordinator to answer any questions regarding the process and deadlines for the 4th year.

6.1 Fall/Spring Term- Identify students who are at-risk.

7.1 Spring Term- PowerPoint presentation regarding the Medical Student Performance Evaluation (MSPE) and Noteworthy Characteristics (NC).

    a. Work closely with each student in the creation of their 3 NC's

8.1 Fall/Spring Term- Career Counseling PowerPoint presentation with updates and reminders.

9.1 Fall/Spring Term- A residency program director is invited to come and present to the 3rd years during OMM Day (November and April).

10.1 Visit in person all hubs a minimum of two times within the academic year (3rd year).

11.1 Introduce students to the complete MyERAS platform through an interactive PowerPoint presentation.

    a. Keep track that the student has submitted all documents and that they have submitted an application.

OMS-IV

1.1 Introduction to the Match Guidelines PowerPoint Presentation.

2.1 Introduce students to the NRMP R3 system.

    a. Keep track of students that are registered for the match and eligible for SOAP.

3.1 Revise each student's MyERAS application.

4.1 Revise student's personal statement.

5.1 Revise and upload to MyERAS each of the student's MSPE, "Medical Student Performance Evaluation."

6.1 Keep track of the number of programs and specialties students have applied to.

7.1 Introduction to the "Interview Tips and Strategies" PowerPoint Presentation.

8.1 Track student's interview numbers and advise students through the interview cycle.

9.1 SOAP/Ranking Guidelines PowerPoint Presentation.

10.1 Meet, prepare, and advise students who are at risk of going through SOAP.

11.1 Advise and provide the appropriate resources for students who end up in SOAP.

12.1 Assist students through the complete SOAP process during match week.

13.1 Work with students and provide resources for students who are unmatched after SOAP.

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

7. Maintenance
Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

8. Signature

Approved by	05.11.2023
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 3rd Year; restructuring of events.		08.06.2019
12.01.2021	All	Added OMS-IV process and recurring events for OMS-l – OMS-ll. New webinars, presentations, processes and meetings were added to each of the years.		12.1.2021
05.11.2023	OMS-lll	Added to OMS-lll a webinar session for the students.		5.19.2023