Career Counseling

<table>
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<th>SOP #: SA.003.01</th>
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<tr>
<td>Effective Date</td>
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<td>Last Revision/Review</td>
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1. **Purpose**

Define the procedure followed by the career counselor when advising a student.

2. **Related Policy/Authority**

3. **Faculty/Staff Responsibilities**

Office of Student Affairs
Career Counselor

4. **Definitions/Abbreviations**

CiM - Careers in Medicine
ERAS - Electronic Residency Application Service
NRMP - National Resident Matching Program

5. **Procedural Steps**

1. Setting up appointment with Career Counselor
   b. Student may select “Career Counseling Appointment” 15 minutes, 30 minutes, or one hour.

   **Career Advising Procedure**

   The following is a career counseling timeline for advising BCOM students on their objectives/goals as they prepare for residency leading up to OMS-IV. The Career Counselor will work closely with students and advise accordingly to their individual needs.

   **OMS - I**

   1. Create and log in to Careers in Medicine account
   2. Introduce students on how to navigate through each phase from Careers in Medicine
   3. Assist students and guide through 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)
   4. Lunch and Learn “Curriculum Vitae workshop”
   5. Brief overview on the importance of factors affecting the competitiveness of each specialty
a. Research experience
b. Number of publications
c. Number of volunteer experiences
d. Professional memberships

**OMS-II**

1. Fall semester- Understanding the importance of 3rd year core rotations and 4th year audition rotations
   a. Presentation
2. Fall semester- Explore subspecialty through Careers in Medicine for 3rd year. Ranking subspecialties does not guaranteed that being available for the hub you are placed in
   a. IM Block II
   b. Surgery Block II
3. Fall semester- Explore options for 3rd year core elective
   a. Use Careers in Medicine as a search tool. Revise competitiveness of student and how to take advantage of 3rd year core elective
4. Spring semester- Work with students closely on narrowing down their choice of specialty
5. Spring semester- Meet one-on-one with students to discuss their progress and process of researching important information on their desire specialty. Use the NRMP data and Careers in Medicine to gather all information.
   a. Board scores
   b. Number of research
   c. Number of publications
   d. Number of volunteer experiences
6. Spring semester- Review competitiveness of the specialty students are interested in pursuing
7. Spring semester- Plan strategically on specialty for 3rd year core elective.

**OMS-III**

1. Fall semester- Look into previous results from CiM assessments
   a. Assessments may be retaken and compare results
2. Fall/Spring semester- Present to students on “The path to residency”
3. Discuss with student early match if applicable
   a. San Francisco Match
   b. Urology Match
   c. Military Match
4. Fall/Spring semester- Two mandatory one-on-one career counseling appointments with Career Counselor throughout 3rd year
   a. First appointment will be through Fall semester
      I. Discuss goals, specialty, board scores, plan to be followed, couples match is applicable, and competitiveness
   b. Second appointment early Spring semester
      I. Discuss audition rotations and residency programs that the student has looked into
   c. Power Point Presentations will be accomplished throughout 3rd year
      I. How to search for residency programs and compare their profile to residency programs
II. Discuss ERAS application

III. MSPE Noteworthy Characteristics

5. Visit outside hubs a minimum of two times within the academic year (3rd year)

**OMS-IV**

1. This section will be revised after graduating our first class (Class 2020).

### 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

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>Date</th>
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<tbody>
<tr>
<td>Vanessa Richardson, MAEd</td>
<td>8/6/2019</td>
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### 9. Distribution List

Internal/External

### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tr>
<td>8/5/2019</td>
<td>All</td>
<td>Added two mandatory one-on-one meetings and specific topics to be discussed pertaining to residency throughout the OMS 3rd Year; restructuring of events.</td>
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<td>8/6/2019</td>
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