

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Career Counseling</b>	<b>SOP #: SA.003.02</b>
Effective Date	08/01/2018
Last Revision/Review	12/8/2021

### 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
  - a. Acuity- <https://bcom.acuityscheduling.com/schedule.php>
  - b. Student may select "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 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. PPP presentation 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
3. PPP presentation on the Introduction on how to navigate through each phase from Careers in Medicine
4. Assist students and guide through process of "Understanding Yourself" in Careers in Medicine

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- a. Interests (MSPI)
- b. Values (PVIPS)
- c. Skills (PSI)
- d. Personality (MBTI, this assessment is not mandatory)
- e. Specialty Indecision Scale (SIS)
5. Lunch and Learn “Curriculum Vitae workshop”
6. Career Counseling appointments are encouraged for all students

### **OMS-II**

1. Fall semester- Understanding the importance of keeping CV updated and assist students in the creation of their personal BIO
  - a. PPP Presentation- Curriculum Vitae/BIO
2. Fall semester- "Explore Options" Phase two from Careers in Medicine. Student may begin gathering information through Careers in Medicine for specialties of interest
3. Spring semester- Optional individual meeting with students to discuss their progress and process of researching important information on their desire specialty. Student uses the NRMP data and Careers in Medicine 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. Spring semester- PPP presentation to students during Introduction to Clinical Rotations (ICR) on “The Path to Residency”
5. ERAS Letter of recommendation Portal PPP Presentation during ICR

### **OMS-III**

1. MyERAS token is provided to all 3<sup>rd</sup> years to have access to the letter of recommendation portal
2. Fall semester- Look into previous results from CiM assessments
  - a. Assessments may be retaken and compare results
3. Identify students who are participating in an early match
  - 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 3<sup>rd</sup> year
  - a. First appointment will be through Fall semester
    - I. Discuss goals, specialty, board scores, plan to be followed, couples match is applicable, what 4<sup>th</sup> year will look like, 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 3<sup>rd</sup> year
    - I. How to search for residency programs and compare their profile to residency programs
    - II. Discuss ERAS application and timelines

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- III. Include 4<sup>th</sup> year coordinator to answer any questions regarding the process and deadlines for 4<sup>th</sup> year
- 5. Fall/Spring semester- Identify students who are at-risk
- 6. Spring semester- PPP presentation regarding the MSPE and Noteworthy Characteristics (NC)
  - a. Work closely with each student in the creation of their 3 NC's
- 7. Fall/Spring- Career Counseling PPP presentation with updates and reminders
- 8. Fall/Spring- A residency program director is invited to come and present to the 3<sup>rd</sup> years during OMM Day (November and April)
- 9. Visit in person all hubs a minimum of two times within the academic year (3<sup>rd</sup> year)
- 10. Introduce students to the complete MyERAS platform through an interactive PPP presentation
  - a. Keep track that student has submitted all documents and that they have submitted an application

### **OMS-IV**

- 1. Introduction to the Match Guidelines PPP Presentation
- 2. Introduce students to the NRMP R3 system
  - a. Keep track students are registered for the match and eligible for SOAP
- 3. Revise each student MyERAS application
- 4. Revise students personal statement
- 5. Revise and upload to MyERAS each of the students MSPE, "Medical Student Performance Evaluation"
- 6. Keep track of the number of programs and specialties applied to
- 7. Introduction to the "Interview Tips and Strategies" Presentation
- 8. Track students interview numbers and advise students through interview cycle
- 9. SOAP/Ranking Guidelines PPP Presentation
- 10. Meet, prepare, and advise students who are at-risk of going through SOAP
- 11. Advise and provide the appropriate resources for students who end up in SOAP
- 12. Assist students through the complete SOAP process during match week
- 13. Work with students and provide the 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**

Signature on File

Executive Director of Student Affairs

12/8/21

Date

## **9. Distribution List**

Internal/External

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### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
8/5/2019	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.		8/6/2019
12/1/2021	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.		