

# Four-Year Career Advisory Plan

RVUCOM Student Affairs

Year		Steps	Action Items			
Advisor / Student Affairs	Year One	Understanding Yourself Building your Portfolio	Fall Semester	<input type="checkbox"/> MSPI - Medical Specialty Preference Inventory (CiM)	<p style="text-align: center;"><b>Summer</b></p> <input type="checkbox"/> Informational Interviews <input type="checkbox"/> Network with RVU 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> Students <input type="checkbox"/> Specialty Exploration <input type="checkbox"/> Professional Associations <input type="checkbox"/> Research/Publications/Presentations <input type="checkbox"/> International Travel/Service Missions <input type="checkbox"/> Conference Attendance/Presentations <input type="checkbox"/> Volunteer Service <input type="checkbox"/> Military Trainings	
				<input type="checkbox"/> PVIPS - Physician Values in Practice Scale (CiM)		
				<input type="checkbox"/> Career Planning with Advisor (Required)		
				<input type="checkbox"/> Explore Clubs, Organizations & Leadership Options		
				<input type="checkbox"/> Research & Apply to Enrichment Tracks		
			Spring Semester	<input type="checkbox"/> Volunteer Service		
				<input type="checkbox"/> Start Portfolio (CV, CiM Assessments, Reflections)		
				<input type="checkbox"/> Career Planning with Advisor (Optional)		
				<input type="checkbox"/> Network with Physicians and Students		
				<input type="checkbox"/> HPSP Medical Students COT Registration		
Year Two	Exploring Options Enhancing your Portfolio	Fall Semester	<input type="checkbox"/> SIS - Specialty Indecision Scale (CiM)	<p style="text-align: center;"><b>Summer</b></p> <input type="checkbox"/> Board Prep <input type="checkbox"/> Take USMLE Step 1 Exam (By July 1) <input type="checkbox"/> Take Complex Level 1 Exam (By July 1)		
			<input type="checkbox"/> Personality Assessments (CiM)			
			<input type="checkbox"/> RPE - Residency Preference Exercise (CiM)			
			<input type="checkbox"/> Apply to Clubs, Organizations & Leadership Roles			
			<input type="checkbox"/> Attend Professional Development Sessions			
		Spring Semester	<input type="checkbox"/> Volunteer Service			
			<input type="checkbox"/> Apply for Summer Research Opportunities			
			<input type="checkbox"/> Update Portfolio			
			<input type="checkbox"/> Plan for Transition to 2 <sup>nd</sup> Year			
			<input type="checkbox"/> Career Assessments Review/Update			
Physician Advisor / Clinical Education	Year Three	Choosing a Specialty	Fall Semester	<input type="checkbox"/> Broad Specialty Exploration (4-6) (CiM)	<p style="text-align: center;"><b>Summer</b></p> <input type="checkbox"/> Complex Level 2 CE <input type="checkbox"/> Complex Level 2 PE <input type="checkbox"/> USMLE Step 2 (Optional) <input type="checkbox"/> Submit Final Noteworthy Characteristics	
				<input type="checkbox"/> Update Portfolio		
				<input type="checkbox"/> Complete Noteworthy Characteristics Worksheet		
				<input type="checkbox"/> Attend Professional Development Sessions		
				<input type="checkbox"/> Prepare Student Bio for Clinical Affairs		
			Spring Semester	<input type="checkbox"/> Career Planning with Advisor (Required)		
				<input type="checkbox"/> Start Board Prep		
				<input type="checkbox"/> Focused Specialty Exploration (2-3) (CiM)		
				<input type="checkbox"/> Update Portfolio		
				<input type="checkbox"/> Apply for Fellowships		
Year Four	Securing a Residency		Fall Semester	<input type="checkbox"/> 3 <sup>rd</sup> Year Clinical Rotations Lottery	<p style="text-align: center;"><b>Post-Graduation</b></p> <input type="checkbox"/> Mentor RVU Students <input type="checkbox"/> Attend Alumni Events	
				<input type="checkbox"/> Continue Board Prep		
				Spring Semester		<input type="checkbox"/> Clinical Education / Physician Advisor
						<input type="checkbox"/> Family Medicine Rotations (2) & Shelf Exams Internal Medicine Rotations (2) & Shelf Exams
						<input type="checkbox"/> Fundamentals of Surgery
			<input type="checkbox"/> Surgical Rotations (2) & Shelf Exams			
			<input type="checkbox"/> Pediatrics/Psychiatry/OBGYN Rotation & Shelf Exams			
			Fall Semester	<input type="checkbox"/> Update Noteworthy Characteristics Worksheet		
				<input type="checkbox"/> Career Planning with Advisor (Required)		
				<input type="checkbox"/> Mock Interviewing		
<input type="checkbox"/> Complex PE Prep Week						
<input type="checkbox"/> Elective Rotations (2)						
Spring Semester	<input type="checkbox"/> Study for Boards					
	<input type="checkbox"/> Update Portfolio					
	<input type="checkbox"/> Participate as Panelist in RVU Events					
	<input type="checkbox"/> Letters of Recommendation					
	<input type="checkbox"/> NRMP Match Application					
Fall Semester	<input type="checkbox"/> ERAS Registration					
	<input type="checkbox"/> Residency Applications					
	<input type="checkbox"/> Update Portfolio (CV, Personal Statement)					
	<input type="checkbox"/> Review Interview Guidelines, Tips, Techniques					
	<input type="checkbox"/> Residency Interviews					
Spring Semester	<input type="checkbox"/> Residency Matches					
	<input type="checkbox"/> RVU Graduation					

# Tips, Guidelines, Deadlines and Links

Year One	Understanding Yourself Building your Portfolio	<ul style="list-style-type: none"> <li>• Ensure that your coursework and academic success is your top priority</li> <li>• Reach out to faculty, phase directors, support advisors and tutors if struggling with content</li> <li>• Utilize University resources</li> <li>• Set up your Careers in Medicine (CiM) website account</li> <li>• Complete all career assessments found on the CiM website by the end of Spring Semester</li> <li>• Discuss your self-assessments results and specialty information gathered with your Career Adviso</li> <li>• Attend professional development activities (workshops, speaker series, panel discussion, networking events, etc.)</li> <li>• Create your Portfolio and include your updated Curriculum Vitae (CV)-- Seek out experiences to fill gaps</li> <li>• Join specialty Clubs, Interest groups and Organizations</li> <li>• Obtain meaningful leadership experience (Peer Mentor, Tutor RVU Ambassador, Club Leader, Student Government, etc.)</li> <li>• Participate in enrichment tracks and electives (must be in good academic standing)</li> <li>• Utilize your breaks and summer to participate in career-building activities (networking, informational interviewing, research, military trainings, volunteer service, international travel medical trips, related work experience, etc.)</li> <li>• Explore summer enrichment programs at <a href="http://ExplorehealthCareeres.org">ExplorehealthCareeres.org</a> and <a href="http://Services.aamc.org/summerprograms/">Services.aamc.org/summerprograms/</a></li> <li>• Utilize the latest publication of "The Successful Match" book to better understand specialty areas</li> <li>• Explore Program Director Survey by specialty of interests</li> </ul>
Year Two	Exploring Options Enhancing Your Portfolio	<ul style="list-style-type: none"> <li>• Continue your focus on coursework, reach out for assistance when needed, utilize University resources</li> <li>• Integrate Board prep materials with coursework utilizing board prep subscriptions and other resources</li> <li>• Attend professional development sessions</li> <li>• Explore 4-6 specialties of interest through Careers in Medicine website and other resources</li> <li>• Narrow your specialty search to 2-3 specialties of interest</li> <li>• Take USMLE Step 1 and COMLEX Level 1 (must pass) by July 1</li> <li>• Update your Portfolio to include relevant information from Year 2</li> <li>• Attend the Fundamentals of Clinical Medicine Training in July to obtain pertinent information for Year 3</li> </ul>
Year Three	Choosing a Specialty	<ul style="list-style-type: none"> <li>• Meet with Clinical Faculty Advisor</li> <li>• Have Letters of Recommendation uploaded during 3<sup>rd</sup> year</li> <li>• Make adjustments to be successful with the clinical rotation process</li> <li>• Register with VSLO <a href="https://service.aamc.org/20/vsas/">https://service.aamc.org/20/vsas/</a></li> <li>• Schedule "audition" rotations at top-choice programs for 4th year</li> <li>• Create an audition rotation/residency program tracking spreadsheet and complete as you finish rotations</li> <li>• Complete clinical enrichment experiences outside of rotations as a way to get "face time" with programs</li> <li>• Take COMLEX Level 2 CE &amp; PE, USMLE Level 2 CE (optional)</li> <li>• Explore Residencies through Osteopathic Opportunities &amp; FREIDA Online</li> <li>• Be aware of applicable early match deadlines <a href="https://www.sfmatch.org/MatchCalendar.aspx">https://www.sfmatch.org/MatchCalendar.aspx</a> or <a href="http://medicineandthemilitary.com/officer-and-medical-training/residency-and-match-day">http://medicineandthemilitary.com/officer-and-medical-training/residency-and-match-day</a></li> <li>• Register with ERAS <a href="https://www.aamc.org/students/medstudents/eras/">https://www.aamc.org/students/medstudents/eras/</a></li> <li>• Begin uploading application documents (CV, personal statements, etc.)</li> </ul>
Year Four	Securing a Residency	<ul style="list-style-type: none"> <li>• Start Applying to Residency Programs (July-Sept)</li> <li>• Interview with residency programs (October- January)</li> <li>• Submit Noteworthy Characteristics for MSPE (Dean's Letter) no later than July 1<sup>st</sup></li> <li>• MSPE's released - October 1<sup>st</sup></li> <li>• Rate programs using the official Rank Order List (ROL) <a href="http://www.natmatch.com/aoairp/applprepare.html">http://www.natmatch.com/aoairp/applprepare.html</a></li> <li>• Register for Match(s) <ul style="list-style-type: none"> <li>○ AOA Match - Early June, <a href="http://www.natmatch.com/aoairp/">http://www.natmatch.com/aoairp/</a></li> <li>○ NRMP – September</li> <li>○ Rank Order List due</li> </ul> </li> <li>• <b>Match Results Announced</b> <ul style="list-style-type: none"> <li>○ Military Match - December</li> <li>○ DO Match – February</li> <li>○ MD Match - March</li> </ul> </li> <li>• Post-Match Information <ul style="list-style-type: none"> <li>○ AOA SCRAMBLE <a href="https://www.natmatch.com/aoairp/aboutoverview.html">https://www.natmatch.com/aoairp/aboutoverview.html</a> (scroll to bottom) and <a href="http://cf.osteopathic.org/aoapostmatch/index.cfm">http://cf.osteopathic.org/aoapostmatch/index.cfm</a>. It's up to you to continually monitor this site.</li> <li>○ SCRAMBLE TOOLKIT <a href="http://com.msu.edu/Students/Career_Guidance/scramble_toolkit.pdf">http://com.msu.edu/Students/Career_Guidance/scramble_toolkit.pdf</a></li> <li>○ ACGME SOAP (Supplemental Offer &amp; Acceptance Program) <a href="http://www.nrmp.org/faq-questions/i-am-soap-eligible-how-doi-apply-to-or-contact-programs-about-unfilled-positions-during-soap/">http://www.nrmp.org/faq-questions/i-am-soap-eligible-how-doi-apply-to-or-contact-programs-about-unfilled-positions-during-soap/</a></li> </ul> </li> <li>• Rotation Completion Deadline - May 1</li> <li>• RVU Graduation May</li> </ul>