



SCHOOL of
OSTEOPATHIC
MEDICINE

Policy Title: Career Counseling
Functional Area: ACADEMIC/ADMINISTRATIVE

Status: FINAL
Effective: January 2020
Approved by: SOM Leadership Council
Policy Contact: Director of Residency Advising
Responsible Office: Office of Strategic Initiatives
Last Reviewed/Updated: March 2024

Purpose: The purpose of this policy is to describe the career counseling services available to all students at the University of the Incarnate Word School of Osteopathic Medicine (UIWSOM).

Policy Statement:

1. Individual (one-on-one) residency advising is available to each student at UIWSOM through the Office of Strategic Initiatives. Residency advising at UIWSOM is holistic and person-centered and is designed to facilitate career exploration regarding:

- Specialty choice
- Exploring data relating to residency requirements for particular specialties
- Exploring residency options in the light of obtained board exam scores
- Understanding the residency application and matching process
- Understanding the student's requirements for the residency application (e.g., CV, personal statement) and providing resources and assistance in fulfilling those requirements
- Planning residency application strategies and assisting students in identifying specific residency programs for application purposes
- Assisting students in preparing for interviews

2. Residency advising is delivered in person (via virtual meetings), by phone, via email, and via online services (e.g., Zoom). To facilitate easy access to residency advising, students are able to schedule individual appointments via an online appointment scheduler - <https://bit.ly/uiwsom-res-advising>

3. The Director of Residency Advising publishes informational resources covering specialty-specific information, as well as information on the residency application process and related matters, and makes them freely available to all students at UIWSOM.

4. Webinar workshops on specific topics are organized and delivered to students. Topics include:

- Career planning
- Specialty choice
- Residency data
- CV preparation
- Personal statement development
- Researching and identifying residency programs of interest
- Interviews

5. The Director of Residency Advising oversees the Electronic Residency Application Service (ERAS) application portal and issues ERAS registration tokens to students at the beginning of OMS III.

- The Director of Residency Advising provides information, resources, and assistance to students in OMS III regarding the uploading of letters of recommendation secured from preceptors during their clerkships.

6. Presentations relating to residency advising with mandatory student attendance occur on two occasions during the student's four years at UIWSOM:

- During OMS I:
 - OMS Is are introduced to career counseling and provided with an overview of career-related services available to them during their time at UIWSOM.
 - They are also introduced to the Careers in Medicine (www.aamc.org/cim) platform, to which each UIWSOM student has access throughout all four years.
- During OMS II:
 - OMS IIs are advised on the importance of COMLEX exams in relation to specialty choice and successful residency applications.
- During OMS III:
 - OMS IIIs are provided with an overview of the residency application process:
 - ERAS
 - NRMP
 - SOAP
 - MSPE
 - Letters of Recommendation
 - Personal Statements
 - Interviews
 - Parallel Plans
 - They are provided with an overview of career services and resources available to them during the clinical years.
- During OMS IV:
 - OMS IVs are advised in relation to:
 - Interviewing
 - Ranking
 - SOAP

7. Participation in preparing Medical Student Performance Evaluations (MSPEs), with ongoing consultation with UIWSOM Leadership, to ensure that MSPEs are developed in accordance with AACOM and AAMC recommendations and guidelines and provide information to support students' applications.

8. Graduate Medical Education readiness is addressed by providing students with details regarding expectations of residency programs and program directors, specialty-specific information relating to GME readiness, and ensuring students have a thorough understanding of ACGME standards as they relate to graduate medical education.

Graduate mentors will provide current students with mentorship that includes specialty-specific advising for residency and guidance on successfully transitioning from undergraduate to graduate medical education.