



Residency and MSPE Student Handbook 2007-2008

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Office of Student Affairs

Overview of the Match

The National Resident Matching Program (NRMP)

www.nrmp.org

The NRMP is a method for matching applicants with available positions in residency training programs. This does not include programs that are run through the early match.

Registration begins August 15th and ends December 1st (\$50 fee for late registration). The ranking function opens on January 15th and closes on February 21st. Match Day is Thursday, March 15th.

Fees: \$40 for the first 20 programs. \$30 for each additional program.

Electronic Residency Application Service (ERAS)

www.aamc.org/eras

ERAS is a compliment to the NRMP. It is the service that allows students to apply to residency training programs. All application materials (personal statement, transcripts, MSPE, photos, etc.) are all handled electronically through ERAS. This does not include programs that are run through the Early Match.

Registration for ERAS begins July 1st. When you have been emailed your token, go to the above website, click on the “My ERAS” button and follow the prompts to register. Please do this as soon as you have received your token so we can upload your letters of recommendation and photos.

Fees: \$60 for the first 10 programs applied to in each specialty. Programs 11-20 are \$8 each. 21-30 are \$15 each. Any additional programs are \$25 each.

The Early Matches

The San Francisco Matching Program

www.sfmarch.org

The SF Match offers positions in specialties that do not participate in the NRMP: child neurology, neurosurgery, ophthalmology, otolaryngology and plastic surgery.

Meredith: Am I clear on all these programs

This is a paper application (i.e. not ERAS) and students need to furnish the SAO with the bar code label and another label addressed to the Central Application Service (CAS) prior to the November 1st deadline so we can mail their MSPE and Transcript. You will be responsible for mailing the application, CV and personal statement. You will need to provide address labels for letter writers so that they may send your letters.

The period for submitting rank-order lists is December through mid-January and Match Day is at the end of January.

Fees: \$100 registration fee for each specialty. There is an additional distribution fee of \$60 for the first 10 programs applied to. \$10 per program for the next 10 programs, \$15 per program for the next 10, \$20 per program for the next 10 programs and \$35 per program for any additional programs.

The Urology Match

www.auanet.org/residents/resmatch.cfm

The American Urological Association sponsors this match for residency positions in urology. The application is submitted online. The submission deadline is the first week in January and Match Day is the third week in January.

Unless specified, all other program materials are handled thru ERAS.

Fees: \$75

The AMA's Fellowship and Residency Electronic Interactive Database Access (FREIDA)

www.ama-assn.org/ama/pub/catagory/2997.html

FREIDA is the quickest and easiest way to find contact and detailed information for all residency programs. This may include the number of applicants they typically receive, the number of interviews they will give, typical weekly work schedules, salaries, etc.

Academic Transcripts

All transcripts will be generated, scanned and/or mailed by the appropriate Student Affairs Office (Drew or UCLA).

USMLE Transcripts

For a fee of \$50 ERAS will generate electronic USMLE transcripts and distribute them to all of the programs you apply to thru ERAS. If there is a need for a paper copy, send a signed request to the NBME (PO Box 48014, Newark, NJ 07101-4814). The fee is \$50 for the first five transcripts and \$5 for each additional. You must include your name, social security number, USMLE ID number (if known), date of birth, current address, telephone number and email address.

Letters of Recommendation

Most programs require a minimum of three letters of recommendation and ERAS allows you to send up to four to each program.

The letter writer must send a dated original on letterhead to Ricardo Wilson, along with an "ERAS Cover Sheet" where you are instructed mark whether you have waived your right to see the letter and signed. This document can be found online under the Residency Tools.

The student must create a blank “shell” within their MyERAS account listing the letter writer’s name and department. This will allow the SAO upload the letter into ERAS. If one person is writing two different letters on your behalf, please name the shells in such a manner that makes it clear which letter is for which specialty.

For those programs accepting only paper applications it is the student’s responsibility to provide the letter writer with labels appropriately addressed. The letter writer should still be instructed to mail a copy and “ERAS Cover Sheet” to the SAO for your MSPE file.

Chair’s Letters

Some programs request that one of the letters of recommendations be from the department chair in the respective specialty. When creating the ERAS shell for this letter, the student should note when a particular letter is from a department chair. Do not worry if you do not know the chair. This letter will be a composite letter, written by a chair after they have reviewed your file and perhaps met with you.

For Medicine and Preliminary Medicine Programs you can chose from the following:

Dr. Jan Tillisch/CHS—see Ricardo Wilson for a “Blue Form” to complete and return to his office, 37-12 CHS. (Meredith, do we want to put this online?)

Dr. Mark S. Noah/CSMC, 310-423-4226

Dr. Phyllis A. Guze/VAMC, 310-268-3125

Dr. Soma Wali/OVMC, 818-364-4659, 818-313-0498

Dr. Stringer/Harbour-UCLA, 310-222-4050

For Pediatrics, Orthopaedic Surgery and Ob/Gyn:

Dr. Edward McCabe/Pediatrics, 310-825-5095

Dr. Gerald Finerman/Ortho, 310-825-6019

Dr. Gautam Chaudhuri/Ob/Gyn, 310-206-6575

For Drew/UCLA students:

Dr. Thomas Yoshikawa/Internal Medicine, 323-668-4574

Dr. Nand Datta/Surgery, 323-668-4521

Dr. Ogunyemi/Ob/Gyn, 323-668-4617

Dr. Fredrick James/Pediatrics, 323-668-4647

Dr. Karlon Johnson/Family Medicine, 323-668-4965

Match Day & The Scramble (FOR MEREDITH)

The match between the applicant and the program is a binding commitment for both parties. Failure to honor that commitment is a violation of the contract signed during the registration process.

Advice on Compiling your Rank Order List (FOR MEREDITH)

Advice on Sub-I's and Additional Rotations (FOR MEREDITH)

Meredith, you had also talked about putting in a section explaining PGY-1 and PGY-2. But the AAMC booklet that we will give them does a good job. Maybe bring up in the meeting and direct them to this section. Just trying to keep our section

brief.

Overview of the MSPE Process

What is the Medical Student Performance Evaluation (MSPE)?

The MSPE is a letter of evaluation (*not a letter of recommendation*) intended to place a candidate's performance in relationship to her or his classmates. It consists of sections describing the candidate's unique characteristics, academic history (leaves, expected graduation date, joint or combined programs, etc.), a brief summary of the candidate's work in preclinical curriculum (LOD's, Outstanding USMLE scores, etc.), narrative evaluations from the core clinical clerkships and elective rotations and a summative assessment of the student's comparative performance in medical school.

Step 1: Schedule your appointment with your letter writer

Once the contact information for your letter writer has been emailed to you, you are responsible for scheduling this appointment. Appointments can be scheduled between August 15th and October 1st.

When your appointment has been secured, email the date, time and location to Ricardo Wilson (rawilson@mednet.ucla.edu). All appointments should be arranged by August 15th.

Step 2: Prepare your Background Statement, Personal Statement and CV

If you wish to have any guidance in preparing any of these documents you may schedule an appointment with Meredith Szumski or Ricardo Wilson. Appointments can be made online at <http://www.medstudent.ucla.edu/applications/mspe/appts/>.

Background Statement

This information will help your letter writer introduce the unique characteristics section of your MSPE. Your AMCAS application is a good starting point, as you should focus on significant aspects of your background that you feel are relevant

to your progress as a physician and should be mentioned in the introduction to your MSPE.

Personal Statement

Brief PS advice followed by useful link. (FOR RICARDO TO FINISH)

CV

Brief CV advice followed by useful link. Sample CV will be in the appendix (FOR RICARDO TO FINISH)

Step 4: Follow up with Evaluations and Letters of Recommendations

(FOR RICARDO TO FINISH)

Step 5: Review your letter in the SAO

You are permitted to correct factual errors in the MSPE (incorrect biographical information,

incorrect notation of LODs, etc.), but not to revise any evaluative statements. The narrative elements pertaining to your work in the core clinical clerkships and elective rotations will come directly from your evaluations. *If you have any issues with an evaluation, in regards to fairness or accuracy, they should be addressed formally with the appropriate faculty long before the end of the MSPE process.*

All dean's letters, including those for students participating in the "early matches", will be transmitted via ERAS or mailed to the CAS on November 1st.

Items to be included in the Appendix:

Sample CV

Sample MSPE

List of correct specialty names

Statistics (UCLA & Nationwide)