



SCHOOL of
OSTEOPATHIC
MEDICINE

Policy Title: Career Counseling
Functional Area: ADMINISTRATIVE

Status: FINAL
Effective: 01/15/2020
Approved by: SOM Leadership Council
Policy Contact: Office of Admissions & Student Affairs (OASA)
Responsible Office: Office of Admissions & Student Affairs (OASA)
Last Reviewed/Updated: NEW

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

Policy Statement

- 1) Description
 - a) UIWSOM provides the opportunity for career counseling to all learners with a view to helping them establish and pursue career goal through the provision of accurate career data and objective guidance.
- 2) Primary goal(s)
 - a) Support learners in exploring physician career paths and establishing and pursuing career goals.
 - b) Provide data-driven guidance regarding career goals.
 - c) Support learners through the residency application process.
- 3) Secondary goal(s)
 - a) Help learners understand COMLEX scores as they pertain to career goals
 - b) Encourage appreciation of unique aspects and distinctive features of a career in osteopathic medicine
- 4) Participants
 - a) UIWSOM Learners
 - b) Student Affairs personnel in OASA
 - c) Faculty members who provide learners with career guidance
 - d) Office of Clinical Affairs
 - e) Office of Medical and Interprofessional Education
 - f) UIWSOM Leadership
- 5) Resources
 - a) Career Counselor.
 - b) Career Counseling Office
 - c) Printed materials
 - d) Online resources
 - e) Audio-visual resources
 - f) [Careers in Medicine platform](#)
 - g) [The Big Interview platform](#)
- 6) Guidelines
 - a) Individual (one-on-one) career counseling is available to each learner at UIWSOM through the Office of Admissions and Student Affairs. Career counseling 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 learner’s requirements for the residency application (e.g. CV, personal statement) and providing resources an assistance in fulfilling those requirements
 - Planning residency application strategies and assisting learners in identifying specific residency programs for application purposes
 - Assisting learners in preparing for interviews
- b) Career counseling is delivered in person, by phone, via email, and via online services (e.g. Zoom). To facilitate easy access to career counseling, learners are able to schedule individual appointments (in-person, by phone, or Zoom) via an [online appointment scheduler](#).
- c) Informational leaflets, covering specialty specific information as well as information on the residency application process and related matters, are published by the career counseling office and made freely available to all learners at UIWSOM.
- d) Workshops on specific topics are organized and delivered to learners. Topics include:
- CV preparation
 - Personal statement development
 - Researching and identifying residency programs of interest
 - Residency director panels
 - Resident panels
- e) The career counseling office provides oversight of the Electronic Residency Application Service (ERAS) application portal, issuing ERAS registration tokens to learners at the beginning of OMS III.
- The career counseling office provides information, resources, and assistance to learners in OMS III with regard to the uploading of letters of recommendation secured from preceptors during their clerkships.
- f) Presentations relating to career counseling with mandatory learner attendance occur on two occasions during the learner’s four years at UIWSOM:
- During orientation for OMS Is
 - 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](#) platform, to which each UIWSOM learner has access throughout all four years.
 - During Transition to Clerkship for OMS IIIs
 - 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.
- g) Each year of the UIWSOM Doctor of Osteopathic Medicine Program will have particular features in terms of career counseling:
- OMS I
 - Initial career exploration

- Use of career assessments in Careers in Medicine platform to begin the process of specialty exploration - Physician Values in Practice Scale (PVIPS) and Medical Specialty Preference Inventory (MSPI)
 - Exploration of learner's career goals in broad terms (e.g., inpatient/outpatient, level of work life balance, high patient-contact vs. low patient contact, etc.)
 - Exploring options for learners regarding the summer between OMS I and OMS II
 - CV development
 - OMS II
 - Further specialty exploration
 - Discuss with learners how COMLEX (and USMLE where applicable) interface with specialty selection and residency goals
 - Referring learners to Academic Support to help develop COMLEX study plans in order to best prepare for career goals
 - Helping learners develop an awareness of important aspects of residency applications, i.e., factors such as:
 - Letters of Recommendation
 - Medical Student Performance Evaluation
 - COMLEX 2 CE/UMSLE 2 CK
 - Personal Statement
 - Performance on Clinical Rotations
 - CV development
 - OMS III
 - Helping learners contextualize COMLEX 1 (and USMLE 1 where applicable) scores within career plans
 - Exploring options for residency programs
 - Developing targeted plans for residency application
 - Reviewing CV & Personal Statement
 - Discussing options for OMS IV electives to help maximize residency application
 - Ensuring learners understand the process and timelines of applying to residency and matching
 - OMS IV
 - Guiding learners through ERAS application process
 - Providing assistance and guidance for learners regarding interview
 - Assisting learners with schemas for ranking residency programs
 - Ensuring learners are aware of deadlines for ERAS and NRMP
 - Providing assistance and support during Supplemental Offer & Acceptance Program (SOAP)
- h) Participation in preparation of Medical Student Performance Evaluations (MSPEs) and membership of MSPE Advisory Group, established to ensure MSPEs are developed in accordance with [AACOM](#) and [AAMC](#) recommendations and guidelines.
- i) Graduate Medical Education (GME) readiness is addressed through providing learners with details regarding expectations of residency programs and program directors, specialty-specific information relating to GME readiness, and ensuring learners have a thorough understanding of [ACGME](#) standards as they relate to graduate medical education.

This policy/procedure will be distributed to all learners, faculty, and staff and be effective immediately.

The UIWSOM DO Student Handbook will be updated to reflect this new and/or any newer policy in its next published revision.