Guide for Advisors:
how to help your advisee schedule their RWJMS fourth year

Prepared by the
RWJMS Office for Student Affairs
January 2015
OVERVIEW OF THE STANDARD FOURTH YEAR
(11 total blocks>>>42 weeks)

• 5 required rotations (6 if Neurology was not taken in the third year)
  – Subinternship (4 weeks)
  – Critical Care (4 weeks)
  – Emergency Medicine (4 weeks)
  – Ambulatory (3 weeks)
  – Boot Camp (2 weeks)

• USMLE Step 2 study (1 block)
• Electives (18 weeks – including M3 electives)
• Interviews for residency
• Vacation
## Fourth Year Dates for 2015-2016

<table>
<thead>
<tr>
<th>Block #</th>
<th>Dates (4 weeks)</th>
<th>Boot Camp (2 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>07/06/15 – 07/31/15</td>
<td></td>
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<tr>
<td>#2</td>
<td>08/03/15 – 08/28/15</td>
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<tr>
<td>#3</td>
<td>08/31/15 – 09/25/15</td>
<td>Holiday = Labor Day September 7, 2015</td>
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<tr>
<td>#4</td>
<td>09/28/15 – 10/23/15</td>
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<td>#5</td>
<td>10/26/15 – 11/20/15</td>
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<tr>
<td>#7</td>
<td>01/04/16 – 01/29/16</td>
<td>Holiday = MLK B’Day January 19, 2015</td>
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<tr>
<td>#8</td>
<td>02/01/16 – 02/26/16</td>
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<tr>
<td>#9</td>
<td>02/29/16 – 03/25/16</td>
<td>02/29/16 – 03/11/16</td>
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<tr>
<td>#10</td>
<td>03/28/16 - 04/22/16</td>
<td>04/11/16 – 04/22/16</td>
</tr>
<tr>
<td>#11</td>
<td>04/25/16 - 05/06/16</td>
<td>(Only 2-weeks Long)</td>
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</tbody>
</table>

Match Date: March 18, 2016  
Graduation Date: May 15, 2016  
Convocation Date: May 15, 2016 (??)
Calendar for 4\textsuperscript{th}-Year Scheduling

• Scheduling is done with a Lottery, placing each student in a randomly selected order.

• Segment #1 – Scheduling of Required Courses
  ➢ students must schedule Critical Care, EMED, Sub-I, Boot Camp and Ambulatory Outpatient & Neurology, (if necessary)
  ➢ depending on lottery number, student may not have option to do a sub I in blocks 1 or 2, so providing students advice on alternative plans is VERY HELPFUL
  ➢ Students must schedule either Critical Care or EM in the Fall and the other in the Spring

• Segment #2 – Scheduling of Electives (Reverse Lottery # order):
  • Students must have their schedules signed off on by their advisor BEFORE their appointment to schedule required courses with the Registrar’s office.
Scheduling Considerations

• USMLE CK and CS
• Sub-I
• Away Rotations
• Requireds
• Interviews (2.5 days allowed during required rotations – except Emergency Medicine)
• Transcripts – grades from first 2 blocks appear on transcript
• MSPE – grades from first rotation (maybe first 2 rotations) on MSPE
• Independent Project
• Academic Warning
Fourth year and the Residency Application Process

Important dates students are advised to keep in mind

- ERAS (Electronic Residency Application Service) opens Sept 15th - apply early
- MSPEs (Medical Student Performance Evaluation, aka Dean’s Letter)- released nationally on October 1st.
- Students must take step 2 CS and CK at RWJMS by December 31st of M4 yr.
- Letters of Recommendations-students are advised to have all LORS that support their applications by October 1st. Some programs have begun to refuse offering interviews without a complete application.
- Only block 1 grades & comments are guaranteed to be included on transcripts and MSPEs.
When meeting with students...

- Review career goals with your advisee
- Have students provide you key information that will help you assess their fit and competiveness for their chosen field
  - Ask them about their step 1 score, grades in clerkships, research, publications, or previous employment experiences
  - Help them strategize their fourth year schedule to help them become the strongest applicant
  - Help them consider elective experiences that will make them a strong intern
- **Be honest about concerns, and advise students of perceived risks for not matching. Advise on need for a Plan B if you feel the student needs one.**

*It is better to express doubts early in the process rather than have a student go through a long and stressful residency application process and not have a job on Match Day.*
General Advice for Scheduling 4th year

• Think about your field and what you would look for in a candidate for residency, and then consider how to help your advisee(s) to create the optimal fourth year schedule
  – For eg: Surgery-audition electives may not be deemed necessary for general surgery but in subspecialties it is deemed necessary (eg. Ortho, Urology, Plastics, ENT)
  – Electives recommended in anesthesia, cardiology, pulmonary critical care, and radiology
  – Ortho/Urology/Plastics/ENT: away rotations expected, LORs from outside faculty expected
  – Medicine, Psychiatry, OB/GYN, Peds, Family Medicine: away electives not necessary, but may be helpful for specific and highly competitive programs

• Help advisees to prioritize what key considerations are most important to them considering their career choices and needs for the M4 year eg, protecting block 2 for taking step 2 CK vs. protecting block 2 for their wedding or an away rotation or a sub I.
Questions? Concerns about serving as an advisor…
Check out the “Overview of the Fourth Year Requirements” guide found online:


or

Please feel free to contact the Office for Student Affairs
(732) 235-4060/4690

Emails of Student Affairs Deans:
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For all the support and guidance you provide our students, we THANK YOU!

Sincerely,
The Office for Student Affairs