



Saginaw E-Newsletter

JULY 2008

VOLUME 2, NUMBER 8

*"Continuous Effort –
not strength or
intelligence – is the key
to unlocking our
potential."*

-Winston Churchill

*This newsletter
contains:*

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ERAS Information...

ERAS 2009 Timeline for Allopathic Schools

Date	Activity
Mid-June 2008	Schools will begin receiving Dean's Office Workstation kits (DWS) and applicants will have access to their manual online. Schools may begin generating and distributing tokens to applicants as soon as software is installed.
July 1, 2008	MyERAS Web site opens to residency applicants to begin working on their applications.
September 1, 2008	Applicants may begin applying to ACGME accredited programs. ACGME accredited programs may begin contacting the ERAS Post Office to download application files.
November 1, 2008	MSPEs are released to ACGME accredited programs.
December 2008	Military match results are available.
January 2009	Urology match results are available.
March 2009	NRMP Match results are available.
May 31, 2009	ERAS Post Office will close to prepare for the 2009 season.

Senior students are beginning the process of applying for Residency programs. Just a few pointers to assist in making this a smooth and error free process.

1. Please understand that it is not necessary that you have everything in before completing and sending your ERAS application. If you are waiting to figure out who will be writing your letters of recommendation (LOR) that is not necessary. You can go in and enter LOR's and add the names of the letter writers later, so please don't let that hold you up.

2. If you are applying to very competitive programs you need to get your application done as soon as possible. Programs are able to begin viewing your applications on September 1st, so you should at least have your application and personal statement done by then. It may also be helpful to have one or two letters of recommendations in by then also. Be sure you find out the correct LOR requirements from each program that you are applying to. **It is your responsibility to follow up with letter writers, and confirm that LOR's reach my office in time to meet program deadlines.**

3. Do not request your transcripts until after October 1. Hopefully, all of your grades from Year III will be posted by then (check online first). I also need a photograph to scan into ERAS for you. If you would like for me to use your hospital ID photo, just let me know.

ERAS 2009 processing fees. These fees are:

1 – 10 Programs, \$60
11-20 Programs, \$8 each
21-30 Programs, \$15 each
31 or more Programs, \$25 each

We suggest that you make a copy of your ERAS application for your records. This information might be useful to you if you choose to apply to a fellowship program after residency.

NRMP 2009 Timeline

August 15, 2008 – Applicant registration begins at Noon Eastern Time

November 30, 2008 – Applicant registration deadline without paying an additional late fee of \$50

January 15, 2009 – Rank Order List Entry begins

January 31, 2009 – Program Quota Change Deadline

February 25, 2009 – Late Registration deadline. Rank Order Lists closes at 9:00 p.m. Eastern Standard Time

March 19, 2009 – Match Day

Absence from Clerkships...

Just a reminder that if you are absent from your clerkship, you are responsible for notifying the following people:

Clerkship Coordinator/Secretary
Preceptor
Assistant Dean's Office

Failure to contact the appropriate people is unprofessional behavior and could be reflected in your final clerkship letter. There is an excused absence request form that will need to be filled out. You have all received an electronic copy of the form. You can also contact Bridget Hinds or the appropriate clerkship administrative assistant for the form.

If you need to request time off from a clerkship, you will also need to fill out an excused absence form. This form should be submitted to the appropriate clerkship director or preceptor. All time off must be made up.

Excused or unexcused absences of more than 5 days in an 8 week clerkship or 2.5 days in a 4 week clerkship could result in the failure of the clerkship.

Transcripts...

Michigan State University Electronic Transcript Information

In addition to the traditional paper sent via U.S. Mail, official transcripts are now available in an electronic format.

The electronic transcript allows recipients to view the transcript on a secure website instead of waiting to receive paper via U.S. Mail.

The Process

Current and former Students submit a [transcript request](#) and select "electronic" as the delivery format. Students will provide the recipient's name and email address. Recipient mailing address is also required for

verification purposes.

Student notifies the recipient that the transcript will be delivered electronically and that the recipient will receive an email with simple directions to view the transcript.

The email will always come from rotran@msu.edu.

The University cannot control if a student or a recipient's email system marks the transcript emails as spam.

Within 1/2 business day, often less, the Office of the Registrar will process the order.

The recipient will be sent an email with a **secure access code** and a link to a **secure MSU website**.

The web site URL is: <http://www.reg.msu.edu/Transcripts/ETranscript.asp>.

Recipients can also access the Electronic Transcript site from the [Office of the Registrar Home Page](#) by clicking on the "Transcripts" link.

Upon secure access code validation, the transcript will be presented in the Portable Document Format (PDF).

If needed, download the free [Adobe Reader](#).

Core Competency Schedule

08/06/08 No Core Comp Session

08/13/08 No Core Comp Session

08/20/08 Virtuous Physician, Dr. Mary Jo Wagner – conf. room 410

08/27/08 Exam Week – No Core Comp sessions

Away Electives...

Students planning to do away electives must have final approval from the department at Main campus prior to the start of the clerkship. In-system electives are taken either at your home campus or one the other MSU-CHM community campuses and are arranged through your community assistant dean's office. Off campus electives are taken outside of the MSU-CHM system. Off-campus requests must be submitted to the community administrator and be accompanied by a complete an inter campus/off campus request form along with the following items:

1. A copy of the approval letter
2. A description of the elective

This information will then be sent to the appropriate MSU department for final approval. You may not begin an away elective until this process has been completed. All required paperwork must be on file in advance of the clerkship.

Universal Precaution/BBP Training...

You are required to complete the blood borne pathogen training module every year. If you have not already done so, please go to the website listed below to register and complete the training module by June 30, 2008. You will need your pilot id and password to enter the site. Please forward proof of completion of the module to me when you are finished.

<http://vu.msu.edu/preview/orcbs/>



Please join us in wishing a happy and prosperous birthday to the following CHM Students:

Shawna Ruple, MS-III – 10th

MSU/CHM Saginaw
Campus

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We're on the Web!

www.synergymedical.org

MSU/CHM Saginaw
Campus Staff

Dr. Rae Schnuth,
Assistant Dean

schnuth@msu.edu

Bridget Y. Hinds,
Community
Administrator

bhinds@synergymedical.org

August 2008

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 Student Meeting	21	22	23
24	25	26	27	28	29	30