2012-13
Medical Student Handbook
STATEMENT OF HUMAN RIGHTS
The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Division of Diversity, Access & Equity is responsible for all relevant programs.

Division of Diversity, Access & Equity
5115 Oak Street
(816) 235-1323
Fax: (816) 235-6537
ode@umkc.edu
http://www.umkc.edu/chancellor/ode/

STATEMENT ON DISCRIMINATION, INTIMIDATION, AND SEXUAL HARASSMENT
The faculty, administration, staff, and students of the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to create a culture of respect everywhere on campus and at all times through our actions and speech.

As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination.

Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, disability, rank, or any other characteristic will not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the department chair, the office of the Dean, and/or the Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5115 Oak Street; the office may be contacted at 816-235-1323. All formal complaints will be investigated and appropriate action taken.
# UMKC School of Medicine Student Handbook

## Table of Contents

### Introduction/Welcome

**University Resources**
- Office of Student Affairs ................................................................. 4
- Office of Diversity and Community Partnership ........................................ 5
- Organizational Chart for School Leadership .................................................. 6
- Organizational Chart for School Councils ..................................................... 7
- Health Sciences Library .............................................................................. 8
- Youngblood Medical Skills Laboratory ......................................................... 9
- Violence Prevention and Response .............................................................. 9
- LGBTQIA Programs and Services .............................................................. 10
- Student Financial Counseling .................................................................. 10
- Financial Planning for School of Medicine Students .................................. 10
- Wellness Program .................................................................................... 15
- What You Should Know About Wellness ................................................... 16

### Policies and Procedures

- Student Responsibilities ............................................................................ 21
- Standards of Professional Conduct .......................................................... 23
- Collected Rules and Regulations .................................................................. 26
- MSAC Procard Rules and Regulations .......................................................... 28
- Business Interruption Policy ......................................................................... 29
- Inclement Weather Policy .......................................................................... 30
- Student Emergencies ................................................................................. 32
- Grievances .................................................................................................. 32

### Good Advice

- Basic E-mail Etiquette .................................................................................. 33
- Constructive Criticism – Giving It .............................................................. 33
- Constructive Criticism – Getting It ............................................................. 34
- Five People You Need to Know .................................................................. 34
- Places to Study in the School of Medicine ................................................. 35
- What Happens When Things Go Wrong ..................................................... 35
- Overcoming Perfectionism .......................................................................... 36
- How to Complain .................................................................................... 38
- Living in Kansas City .................................................................................. 39

### Career Planning

- Career Planning and Residency Match ...................................................... 40
- The Curriculum Vitae Basics .................................................................... 41
- The Personal Statement ............................................................................ 41
- Letters of Recommendation ....................................................................... 43
- Interviews .................................................................................................. 44
- Using ERAS to Generate a Curriculum Vitae .......................................... 45
- Researching Residency Programs ............................................................. 46
M.D. Program
Advising /Who to Contact ........................................................................................................48
What to Expect ........................................................................................................................49
Education Team Coordinator ................................................................................................53
Year 1 Alternate Curriculum Program Policy .........................................................................53
Medical Equipment ..................................................................................................................54
Additional Requirements of Medical Students ........................................................................54
Dress Code ................................................................................................................................55
Petitions and Appeal Process ....................................................................................................55
Understanding the SOM Councils and their Manuals .............................................................57
Council Representatives .........................................................................................................58
Office Space at the School of Medicine .....................................................................................59
SOM Events ................................................................................................................................60
Good Ideas for Strong Teams ................................................................................................61
Student Organizations ..............................................................................................................62
Student Travel Guidelines .......................................................................................................63
Vacation Time ............................................................................................................................64
Student Personal Holiday Policy ...............................................................................................65
Research Opportunities ............................................................................................................66
NBME Exam Guidelines ..........................................................................................................67
United States Medical Licensing Examination (USMLE) Step 1 Policy .....................................68
Signing Up for Boards ................................................................................................................71
Studying for Boards ..................................................................................................................72
The Elective Process ................................................................................................................72
Visiting Student Application Service (VSAS) ..........................................................................75
VSAS Application Service Information .....................................................................................76
Study Abroad/International Rotations .......................................................................................76

Master of Science in Anesthesia
Who to Contact ......................................................................................................................78
Medical Equipment/Books/Supplies .......................................................................................79
What to Expect: The Next Three Years ....................................................................................79
What to Expect ........................................................................................................................81
Appearance Policy ...................................................................................................................83

Master of Science in Bioinformatics
Who to Contact ......................................................................................................................84
Program Description ................................................................................................................85
Student Learning Outcomes .....................................................................................................85
What to Expect: The Next Two Years .......................................................................................86
Graduate Certificate in Clinical Research Program ..................................................................88
Academic and Professional Regulations ....................................................................................89

Graduate Program Resources
Graduate Student Academic Regulations ..................................................................................93
Graduate Council ......................................................................................................................93
Students,

It is my sincere hope that you enjoy this edition of the UMKC School of Medicine Student Handbook as much as we enjoyed updating it for you. It contains revised information about resources, tips to personal wellness and valuable advice about succeeding in medical school. A timeline of personal and academic milestones is included so that you can begin preparing for your future, including post-graduation preparation that begins in your first year of school. The information contained is to provide you with basic information; please refer to the appropriate policy and guideline manuals for specific information about academic requirements, promotion and curriculum topics. And as always, please use your faculty and advising staff resources for advising assistance as they are the experts.

The Office of Student Affairs has received a lot of assistance from faculty and staff regarding the information in this edition and we are forever grateful for their contributions. If you should have any comments or contributions to add to future editions, please forward them to Mrs. Petra Bricker (brickerp@umkc.edu or 816-235-1950).

Best of luck to you and enjoy the Handbook!

Brenda Rogers, MD, FAAP
Associate Dean of Student Affairs
Assistant Professor, Internal Medicine and Pediatrics
University of Missouri - Kansas City School of Medicine
University Resources

Office of Student Affairs

Mission - The Office of Student Affairs is a referral and resource for all students in the School of Medicine.

Located on the 4th floor Gold Unit
Phone: 816-235-1920 (central number)
Fax: 816-235-5593

Functions
• Academic Support
• Advising
• Announcements
• Career Planning
• Degree Verification
• Financial Planning
• Graduation
• Scholarships
• Selection (Admissions)
• Student Travel
• Wellness

Student Affairs also provides the following resources for students in the M.D. program:
• Class Meetings
• Electives
• Holiday Requests
• Residency/Match
• Student Organizations
• Student Representatives
Office of Diversity and Community Partnership

The ODCP serves as the Medical School’s primary division for diversity initiatives
- Support for under-represented minority recruitment and retention efforts
- Provides support and advocacy in academic, financial and personal development matters for URM and other students
- Draws attention to minority health issues
- Equal access and inclusion: emerging issues
- “Pipeline programs”: Saturday Academy/Summer Scholars
- Shannon Lectureship that addresses health disparities
- Community engagement/partnerships
- SOM contact for harassment/discrimination complaints and/or issues of learning environment

Other SOM Diversity-Related Initiatives
- Critical Mass Event and Mentoring
- Diversity Council
- E. Grey Dimond Office of International Medicine
- Office of Humanities
- Academic Service Learning-Sojourner Clinic
- Student Organizations: APAMSA and SNMA and AMWA

What do we mean by culture?
- Behavioral norms
- Language
- Communication style
- Patterns of thinking
- Beliefs and values—including health beliefs
- Way of life

What is cultural competency?
- Cultural competency is a “set of academic and personal skills that allows one to increase their understanding and appreciation of cultural differences between groups.” It begins with an awareness of one’s own cultural beliefs.
- In medicine, cultural competency implies the ability of health care providers and organizations to understand and respond effectively to the cultural background (including language and religious beliefs) brought by the patient to the health care setting.

Statement on Discrimination, Intimidation and Sexual Harassment
(Faculty Senate 2008)

....Committed to creating and maintaining an environment on campus that is free from all forms of harassment, discrimination and intimidation.
Discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, rank is prohibited...as is retaliation.

Report immediately to course/clerkship director, Dr. Susan Wilson M1-109 Dean’s Office 816 235- 1780, wilsonsb2@umkc.edu and/or the Affirmative Action Office. For more information, please visit http://www.med.umkc.edu/odcp/default.shtml
Organizational Chart for School Councils

Dean Betty Drees

Graduate Studies

Faculty Council

Coordinating Council

Student Appeals Subcommittee

Graduate Medical Education Council

Docent Council

Evaluation Council

Curriculum Council

Selection Council

Diversity Council

Continuing Medical Education Council

Honor Council

Clerkship Directors
Health Sciences Library
M2-101

Peggy Mullaly-Quijas, Ph.D., AHIP
Director, Health Sciences Library
816-235-1880

The Health Sciences Library’s staff supports the students at the UMKC Schools of Medicine, Nursing, and Pharmacy. Staff can help you use all the resources and services available to you at the Library.

To reach the Health Sciences Library
816-235-1880
e-mail: healthinfo@umkc.edu

Hours
Monday – Thursday 8 a.m. to 10 p.m.
Friday 8 a.m. to 5:30 p.m.
Saturday 9 a.m. to 5 p.m.
Sunday 2 p.m. to 10 p.m.

Location
The Health Sciences Library is on the second floor of the School of Medicine, Room M2-101. The Library has a group study room (available to reserve) as well as individual study carrels for quiet study. There are moveable tables and chairs for accommodating groups. Wireless access to the UMKC network is available as well.

Resources
The Library has over 30 computers available and provides access to research materials and databases for your use. Many of our current medical journals are available online and there is remote access off-campus to most of our resources. For help, see http://library.umkc.edu/electronic-resources-remoteaccess.

The Library’s web site is http://library.umkc.edu/hslhome. From there, you can:

• Learn to use Medline and CINAHL
• Borrow items from other libraries
• Renew books and reserve materials
• See Five Tips for searching PubMed
• Access Electronic Links for Docent Rotations
• Find the JAMA Rational Clinical Exam Series
• Find Information Survival for Medical Students, including preparation questions for the boards
• Get assistance in finding medical articles, class links, evidence-based medicine links
• Download the mobile applications for Micromedex or Clinical Pharmacology. (See http://library.umkc.edu/hsljustforyou-medicine).
• Use the “Quick Links” pull-down menu in the upper right corner of the web site to find the more useful options, such as connecting to Medline.

Please respect others and help all in maintaining an academic learning environment at the Health Sciences Library.
Youngblood Medical Skills Laboratory
MG-200
816-235-1845

Paul Ganss, M.S., NREMT-P
Manager, Medical Skills Laboratory
816-235-5355

Nicole Fearing, M.D., FACS
Medical Director, Medical Skills Laboratory
816-235-1945

Courtney McCain, B.S., NREMT-P
Program Assistant, Standardized Patient Program
816-235-1865

Hours:  Monday – Friday 8 a.m. to 5 p.m.

The Youngblood Medical Skills Laboratory supports the School of Medicine and its affiliated institutions. The Skills Lab offers the availability of task training as well as simulation-based experiences utilizing human patient simulators and standardized patients. There are two classrooms, a large skills lab area, and three smaller skills training rooms in the Medical Skills Lab. Audio and video recording of simulation activities is available. The lab has a variety of low-fidelity task trainers, and three high-fidelity human patient simulators.

The Medical Skills Laboratory is a Training Site for American Heart Association Emergency Cardiac Care programs in the disciplines of Basic Life Support (BLS), Advanced Cardiovascular Life Support (ACLS), and Heartsaver First Aid and CPR. ACLS courses are held in every odd-numbered month for Year 6 Medical Students, as well as at other times throughout the year as demand dictates. Starting in 2011-2012, ACLS will be completed as part of Year 5 DoRo. BLS initial and renewal courses are also available. A schedule can be obtained by calling the lab. For more information, including a full listing of the task trainers available in the Medical Skills Laboratory, please visit http://www.med.umkc.edu/ymsl/default.shtml

Violence Prevention and Response

The UMKC Women’s Center serves as a victim advocate to assist students, faculty, and staff in understanding various resources, policies, and procedures related to violence and safety at UMKC. Women's Center staff is available to provide support and guidance for those experiencing sexual harassment or other forms of sexual violence. UMKC’s Violence Prevention Coordinator is available to discuss campus and community options, regardless of whether or not you choose to officially report an incident. For advocacy and support issues, please contact: Michelle Kroner, Victim Services Adjudication Advisor at 816-235-1652, kronermm@umkc.edu, or www.umkc.edu/womenc. The Women’s Center is located on the UMKC Volker campus at 105 Haag Hall.
LGBTQIA Programs and Services
5100 Cherry
Student Union, Suite 320

Joel Bolling, B.S., M.A.
Coordinator
lgbtqia@umkc.edu
816.235.6556
Web: www.umkc.edu/lgbt
Facebook: UMKC LGBTQIA

The Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Ally (LGBTQIA) Programs & Services provides the campus community with resources, support, education, and advocacy such that the University of Missouri-Kansas City and the community at large is a welcoming and inclusive environment for all people, regardless of sexual orientation, gender identity, or sex. In support of this, we offer:

- Safe space and diversity trainings for individuals, departments, and organizations.
- A variety of educational and social events throughout the year, most of which are free of charge.
- Personal and academic support, counseling, and referrals to student, as well as support for the "coming out" process.
- The "Rainbow Lounge" (Student Union, Suite 325) for relaxation, group meetings, studying, or socializing.
- Computers, with FREE printing, a television, and an LGBTQIA themed library for student use.

Student Financial Counseling
M4-209

Aaron Broadus
Financial Counselor
broadusa@umkc.edu
816-235-6763

Group presentations and individual counseling are available for the topics listed under the UMKC SOM Financial Literacy website and are conducted at different times during the academic year. Feel free to suggest additional presentations or schedule one-on-one counseling by emailing broadusa@umkc.edu.

Financial Planning for Medical Students

Financial success for life starts now. As a Medical student you have two goals, completing your education, avoiding as much student loan debt as possible. The less you borrow for medical school means the less you have to pay back when you finish, which means you will be in a better position for starting a private practice, buying a home, investing, and building wealth. The most crucial time to manage your borrowing will be between Years 3-6 when you are considered a professional student. The majority of your student loan debt is accumulated during this time, which also means this is the best time to minimize the total amount you borrow. Especially for the 2012-2013 student aid years as there have been many legislative changes to graduate student loans, such as:

1. ELIMINATION OF FEDERAL DIRECT SUBSIDIZED LOANS FOR GRADUATE AND PROFESSIONAL STUDENTS Effective for loan periods that begin on or after July 1, 2012, graduate and professional students are no longer eligible to receive subsidized loans. However, graduate and professional students may still qualify for up to $20,500 in unsubsidized loans each year.
2. INTEREST RATE INCREASE ON FEDERAL DIRECT SUBSIDIZED LOANS FOR UNDERGRADUATE STUDENTS Subsidized loans for which the first disbursement is on or after July 1, 2012, will have a 6.8% fixed interest rate.

3. ELIMINATION OF INTEREST SUBSIDY DURING SIX MONTH GRACE PERIOD FOR ALL STUDENTS For all loans with a first disbursement made on or after July 1, 2012, and before July 1, 2014, borrowers will be responsible for the interest that accrues for a subsidized loan that is in the grace period. This provision does not eliminate the interest subsidy while the borrower is in school or during eligible periods of deferment. Borrowers will still not be required to make payments during the grace period but the interest will be added (capitalized) to the principal amount of the loan when the grace period ends.

4. ELIMINATION OF THE UP FRONT REBATE FOR ALL STUDENTS Beginning July 1, 2012, the up front rebate will no longer be offered on any Federal Direct Loans. Federal Direct Lending will deduct a 1% origination fee on Federal Direct Subsidized and Unsubsidized Loans, and a 4% fee on Federal Direct Parent PLUS and Graduate PLUS Loans.

Financial Aid & Scholarships
- You do not have to accept all of the Financial Aid that you are awarded. If you are awarded more than enough to cover base costs of tuition, books, and fees, you may want to sit down and consider how much money is truly needed for living expenses. Remember, the less you borrow, the less you have to pay back and the smaller your monthly payment is.
- Fill out the FAFSA every year between January 1st and March 1st.
  - Everyone is eligible for some sort of financial aid, regardless of income.
  - If you qualify for PLUS loans, make sure to complete the supplemental applications
- “In the Know” is a weekly bulletin sent to all UMKC SOM students. Many of the SOM internal, and external, scholarship opportunities are posted here.
- Research and apply for scholarships (start in November of the prior year).
  - A large percentage of scholarship deadlines are from March-June, so start researching and gathering application materials in November.

Financial Literacy
Nearly 70 percent of college students believe that their colleges and universities need to increase financial literacy initiatives and expand programs that teach student the skills they need to successfully manage money. At UMKC we are doing just that. When it comes to Financial Literacy, knowledge is power. Here at UMKC School of Medicine we want to connect you with the best financial literacy and student loan repayment information available, and help educate and empower you to understand financial literacy and your student loan repayment process. UMKC SOM has developed a comprehensive financial literacy website to help students manage their personal finances in school and beyond. Here is quick snapshot of some of the resources available on the website.

- Budget (Free Excel Budget)
- Consolidation
- Credit
- Debt Management
- Default
- Financial Goals
- Glossary of Student Loan Terms
- Income Based Repayment & Public Service Loan Forgiveness
- Insurance
- Interest
- Investing
- Loan Counseling & Repayment
- Nation and State Loan Forgiveness Programs
- Physician Compensation
- Real Estate
- Saving
• Student Loan Repayment Calculators
• Understanding Grace, Deferment and Forbearance
• Federal Student Loan Repayment Choices

The website also provides a link to a great 40 minute narrated presentation called *The Economics of Becoming a Doctor*. This presentation covers the most common repayment strategies during residency and the lifetime economic benefits of earning an MD Degree. The presentation also covers a realistic sample budget of an average physician salary and where your student loans fit into that budget. The presentation contains some of the most valuable information regarding student loan repayment and residency; it's definitely worth watching in its entirety. http://www.med.umkc.edu/sa/finance.shtml

**BUDGETING: It’s easier than you think**

It’s a lot easier than you think; it just takes a little practice and a little time to give yourself room for error. Budgeting is crucial to your success in school and beyond.

We know that many students do not budget for various reasons, whether they are too busy, too lazy or have never been taught how. Budgeting is simple, write down a plan for your money and intentionally follow it. Medical students plan everything else in their lives, but for some reason have a hard time planning their personal finances. The best method to do a budget is monthly. Every month is different and you have to plan for each month, one month at a time. We’ve provided a free budget template on the UMKC Financial Literacy Website to help you. If this does not work for you consider using free online resources such as mint.com (UMKC has no affiliation, with, or endorse mint, we just think it is a really easy way for medical students, who are on the go, to budget).

Budgeting is also crucial to your long-term success, because if you can figure out how to live on and borrow less now, your monthly student loan payments will be lower, which means the more money you get to keep, save, and invest for long-term wealth.

If you use financial aid to pay for living expenses, plan your money usage wisely. The better you plan, the less you may have to borrow, which means the less you have to pay back. It goes without saying, but we will say it anyway, this means the lower your monthly payment will be on your student loans, which in turn means the more money you get to keep, save and invest.

- Funds are dispersed at the beginning of each semester.
- Create a budget at the beginning of the semester and revise it every month if necessary, based on your remaining funds.
- Set aside a portion of money every month in a designated savings account, also known as an emergency fund.

**Planning for Graduation, Residency and Beyond**

Graduation is an exciting and somewhat overwhelming time, especially when it comes to figuring out what happens with your student loans.

- Meet with the SOM financial counselor during your final year of school to discuss your financial aid exit process and figure out the best repayment plan for you.
- Exit counseling can be done at www.nslds.ed.gov and will also provide who your student loan servicer(s) are and their contact information.
- It’s a great idea to log on to your servicers website before you graduate and create a username and password.
- You have many options when it comes to the type of repayment plan you choose, such as:
  - **Standard**: With the standard plan, you’ll pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least $50, and you'll have up to 10 years to repay your loans. The standard plan is good for you if you can handle higher monthly payments because you’ll repay your loans more quickly. Your monthly payment under the standard plan may be higher.
than it would be under the other plans because your loans will be repaid in the shortest time. For the same reason—the 10-year limit on repayment—you may pay the least interest. Quick word of advice. Paying more than the minimum payments on your loans can cut down repayment time and the total amount of interest you pay on your student loans.

- **Extended**: To be eligible for the extended plan, you must have more than $30,000 in Direct Loan debt and you must not have an outstanding balance on a Direct Loan as of October 7, 1998. Under the extended plan you have 25 years for repayment and two payment options: fixed or graduated. Fixed payments are the same amount each month, as with the standard plan, while graduated payments start low and increase every two years, as with the graduated plan below.

This is a good plan if you will need to make smaller monthly payments. Because the repayment period will be 25 years, your monthly payments will be less than with the standard plan. However, you may pay more in interest because you're taking longer to repay the loans. Remember that the longer your loans are in repayment, the more interest you will pay.

- **Graduated**: With this plan your payments start out low and increase every two years. The length of your repayment period will be up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although your monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment.

- **Income Contingent Repayment**: (not available for parent PLUS loans)

This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. Each year, your monthly payments will be calculated on the basis of your adjusted gross income (AGI, plus your spouse's income if you're married), family size, and the total amount of your Direct Loans. Under the ICR plan, you will pay each month the lesser of the amount you would pay if you repaid your loan in 12 years multiplied by an income percentage factor that varies with your annual income, or 20% of your monthly discretionary income.

If your payments are not large enough to cover the interest that has accumulated on your loans, the unpaid amount will be capitalized once each year. However, capitalization will not exceed 10 percent of the original amount you owed when you entered repayment. Interest will continue to accumulate but will no longer be capitalized.

The maximum repayment period is 25 years. If you haven't fully repaid your loans after 25 years (time spent in deferment or forbearance does not count) under this plan, the unpaid portion will be discharged. You may, however, have to pay taxes on the amount that is discharged.

- **Income Based Repayment**: Under this plan the required monthly payment will be based on your income during any period when you have a partial financial hardship. Your monthly payment may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a specified period of time, you may qualify for cancellation of any outstanding balance of your loans under the Public Service Loan Forgiveness Program.

**Income Based Repayment & Public Service Loan Forgiveness**

Many residents choose to do income-based repayment during residency and combine this repayment plan with public service loan forgiveness. Unfortunately some students have taken this to mean, “it’s okay to borrow more.” Anytime you borrow more the higher your payment will be even if you choose to do Income-Based Repayment and Public Service Loan Forgiveness. The less you borrow, the less you have to pay back, period.
It’s also important to note the combination of the two plans is more beneficial for students who have a longer residency/fellowship and this is a program implemented by congress and at some point in the future could be taken away. Having said that here is some more information on the plans.

Simply put, IBR payments are based upon income, family size and where in the U.S. you live. Payments are not based on your total loan debt.

You must initially qualify for IBR by demonstrating a Partial Financial Hardship (PFH). To illustrate a PFH, for example, a first year unmarried resident making $47,500 per year, with no children, could anticipate an IBR payment of approximately $390 per month during their first year of residency.

As your income increases so will your IBR payment. This will occur until the calculated payment equals what the standard 10-year payment would have been at the time you entered IBR following graduation from medical school.

The PSLF program rewards borrowers for working in the non-profit sector. Borrowers must make 120 monthly payments while working fulltime (30 hours or more per week) at a non-profit, 501(c)(3), military or governmental organization. While most medical schools and teaching hospitals qualify, you will need to check with your employer to confirm that it meets this qualification.

After 120 qualifying payments, the outstanding balance of the student loan is forgiven. For more information please consult the UMKC SOM Financial Literacy Website, or visit myfedloans.org to find out more information.

The Public Service Loan Forgiveness Program is ONLY available in the Federal Direct Student Loan Program. If your Federal Student Loans are not in the Direct Loan program you may convert them by completing a loan application for Direct Loan Consolidation. More information about loan consolidation is also available on the UMKC SOM Financial Literacy Website.

While in residency training, your “lower” pay will most likely result in a lower monthly loan payment if you demonstrated a PFH. Since most residency programs are at non-profit teaching hospitals, these lower payments will likely count toward the 120 required payments to be considered for Public Service Loan Forgiveness.

Once you finish your residency training, your salary will likely increase, but your monthly loan payments will never be more than the standard ten-year payment amount as determined when you first graduated from medical school and entered into the IBR plan.

Mathematically, this means that there will still be an amount owed on your loan at the end of the 10 year (120 month) timeframe. This then will likely be the amount eligible to be ‘forgiven’ provided that all other eligibility criteria have been met.

Consult the “Economics of Becoming a Doctor” on the UMKC SOM Financial Literacy website to see the long-term impact of Income-Based Repayments and Public Service Loan Forgiveness and the most common repayment choices. Or, schedule a meeting with SOM Financial Counselor Aaron Broadus at broadusa@umkc.edu to help determine which plan may work best for you.
Wellness Program
M4-205F

Niloofar Shahmohammadi, M.A.
Wellness Program Coordinator
ShahmohammadiN@umkc.edu
816-235-1862

Wellness Program Coordinator
The School of Medicine recognizes the challenge students face in keeping up with their coursework while trying to maintain a balanced lifestyle. The Wellness Program Coordinator serves as a resource to enhance your success while in medical school by offering wellness programs and workshops, as well as individual wellness coaching to help identify obstacles, manage your stress, and connect you with campus and community resources to meet your needs.

What is Wellness?
According to the National Wellness Institute, “Wellness is an active process through which people become aware of, and make choices towards, a more successful existence.” This definition describes a shift from unconscious living, where you do not think about your health and choice until you have a problem or experience symptoms, to conscious living, where you are actively making healthy choices to promote your success and wellbeing.

Why Wellness?
As a medical student, you are entering a career field in which the lives of others are in your hands. If you yourself are “impaired”, then you will be unable to function at your highest potential and will only be able to provide sub-optimal care at best. This puts both your license and the lives of others at risk.
As a physician-in-training, you are also setting an example for others and should treat yourself as your own first patient. This includes regular checkups and other behaviors that promote a healthy and successful life.

Wellness Planning and Coaching
One of the greatest skills you can develop as a student and a future physician is self-awareness. In addition to the intellectual capacity for the sciences, medical school requires strong time management skills, self-discipline, and responsibility. In a 6-year program, these skills are even more imperative. Change is not easy, however, and breaking down the areas of stress in your life and coming up with doable, quantifiable action steps to move you in the right direction is something all medical students should begin doing from early on in their academic careers.

Wellness Planning is a great way to do just that, and individual planning and coaching is a service offered by the Wellness Program. The first session involves taking the Take Care of Yourself wellness inventory. The inventory will allow you to:

• Identify current stressors
• Identify strengths
• Identify areas for improvement
• Create an action plan

Follow-up appointments with the Wellness Coach will allow you to evaluate and modify the wellness plan and goals as necessary until success has been achieved.

In addition to Wellness Planning and Coaching, the UMKC School of Medicine Wellness Program offers a variety of workshops throughout the year, including: Cooking for College Students, “The Work,” and “Therapeutic Lifestyle Change.”
Physical Wellness

Physical Wellness includes:
- Good nutrition and diet
- Regular exercise
- Regular physical check-ups
- Avoiding the use of tobacco, illicit drugs, or other harmful substances
- Getting proper and sufficient sleep

Good Nutrition and Diet

One of the biggest challenges for students is finding the time to prepare healthy meals and snacks. It is common for students to depend heavily on fast food because it is readily available, quick, and low-cost. In truth, however, there is a high cost to regularly consuming this type of food:
- High calorie-high fat foods result in a myriad of short and long-term health problems such as decreased energy, and increased risk for heart attack, diabetes and stroke
- The enormous amount of paper used to package fast foods, including wrappers, napkins, cups, and utensils, takes a great toll on the environment.
- While the cost of one fast food meal can be low, when it becomes a daily practice, eating out becomes very expensive. Try calculating how much you spend on eating out for one month. You might be surprised at how much you could save by making healthier choices.

Some students feel overwhelmed because they have never had to cook for themselves before and do not know how. Never fear! There are plenty of resources to help you learn how to cook.
- *The Idiot’s Guide to Cooking Basics* is a great book that starts at the very basics and includes helpful tear-out charts and reference guides for everything from grocery shopping to planning a dinner party.
- YouTube has an endless amount of cooking videos featured on the site.
- Ask a roommate or a friend who cooks to prepare some dishes with you.
- A great website that starts at the very basics is www.startcooking.com. The site is updated regularly with new videos and recipes designed for the new cook.

Regular Exercise

Regular exercise is an important part of physical wellness. It increases your energy, improves your mood and greatly reducing anxious and depressive symptoms. Exercise can include taking a walk, playing a team sport, or working out at the gym.

As a UMKC student, you have full access to Swinney Recreation Center. Swinney is located on the Volker campus and there is a Swinney Annex on the Hospital Hill campus. For more information about hours, locations, and services, visit the website at www.umkc.edu/src.

Come down to the lobby by the front doors at noon every Wednesday to join other students and staff on the Wellness Program’s “Wednesday Walks.” Just remember to bring comfortable shoes!

Avoiding the use of tobacco, illicit drugs, and other harmful substances

Using drugs or alcohol in an unsupervised or inappropriate manner, in addition to being a health and safety hazard, can jeopardize your medical career. There are legal and academic consequences to substance use and abuse. However, there is help. The Missouri Physicians Health Program is dedicated to helping health professionals and student health professionals receive treatment for substance use and mental health issues. They also have a free, anonymous hotline (1-800-274-0933) where they offer more information if you have a question or concern about yourself or a colleague. To find out more visit www.msma.org/mx/hm.asp?id=MissouriPhysiciansHealth.
Smoke Free Campus, effective October 1st, 2006: The entire hospital-hill campus is designated as smoke-free. No smoking is permitted anywhere on the property, including surrounding buildings, parking lots and driveways immediately adjacent to the buildings. However, the employees and the students of the School of Medicine will be permitted to smoke in the restricted location of the east side of the back dock. Smoking in this area by other than students or School of Medicine employees is strictly prohibited. Compliance with University and School of Medicine smoking policy is the responsibility of each employee and student.

Getting Proper Sleep
Many students erroneously believe that they can’t afford to sleep. Pulling all-nighters is commonplace before a test, and many students claim that they average somewhere around 6 hours a night, 2 hours less than the recommended minimum. Lack of sleep also has a great many detriments, including poor judgment, increased irritability, increased appetite, and more.

Recent research has proven that sleep actually enhances memory and learning. Therefore, if you study the night before a test, a good night’s sleep will help your brain solidify the information and your results can increase up to 30% by the next day.

A 60 Minutes report called “The Science of Sleep” is available for viewing online and confirms much of the above research and more.

Environmental Wellness
Environmental Wellness includes:
- A positive perception of your environment
- Being aware of the natural environment you live in
- Working to ensure the stability and longevity of the earth’s natural resources

A Positive Perception Of Your Environment
Moving out of your parents’ house and into the residence halls (and possibly a whole new city) can be a stressful experience. Adjusting to a new physical environment, even one that is “better” or “more fun” can take a bit of time and a positive attitude.

One thing that can often increase the amount of stress in a students’ life is physical clutter. Keeping your room or space well organized can make a world of difference on your focus and comfort in your new environment. Several great resources include tips on how to stay well organized, develop helpful systems, and manage your space better. The Wellness Office recommends:
- Unclutter at www.unclutterer.com
- The Clutter Diet at www.clutterdietblog.com
- Organize to Revitalize at www.dallisonlee.com/blog

Psychological Wellness
Psychological Wellness includes:
- Keeping a positive attitude
- Being sensitive to your feelings and the feelings of others
- Learning to cope with stress
- Being realistic about your expectations and time
- Taking responsibility for your own behavior
- Dealing with your personal and financial issues realistically
- Viewing challenges as opportunities rather than obstacles
- Functioning independently but knowing when you need to ask for help
- Feeling secure in your self-identity
UMKC Counseling Center
The UMKC Counseling center is available to all UMKC students. Students are allowed 15 free sessions as a part of their tuition and sessions after that are available at a minimal cost. The Counseling Center also provides psychological assessments and testing. For more information about counseling services, visit the website at www.umkc.edu/counselingcenter.

Exercises for Psychological Wellness
*Breathe Counting* - Breath counting is a deceptively simple technique much used in Zen practice. Sit in a comfortable position with the spine straight and head inclined slightly forward. Close your eyes and take a few deep breaths. Ideally, breaths will be quiet and slow, but depth and rhythm may vary. Count “one” to yourself as you exhale. The next time you exhale, count “two,” and so on up to “five.” Then begin a new cycle, counting “one” on the next exhalation. Never count higher than “five,” and count only when you exhale. Try to do 10 minutes of this form of meditation.

*Journaling* - The purpose of journaling is to provide you with an outlet for your emotions, focused time for self-reflection and self-awareness, and a record of your challenges and successes. There is no “right” way to journal. The important part is to allow yourself to write uncensored about what you are feeling and experiencing.

Social Wellness
Social Wellness includes:

- Interacting easily with people of different ages, backgrounds, races, and lifestyles
- Communicating your feelings
- Developing friendships
- Recognizing a need for “fun” time in your life
- Budgeting and balancing your time to include both responsibilities and relaxation

(Supplied from www.definitionofwellness.com)

Social Wellness Facts and Tips

- Socially isolated people are more susceptible to illness and have a death rate two to three times higher than those who are not socially isolated
- People who maintain their social network and support systems do better under stress, and can develop better moods and enhanced self-esteem
- Cholesterol levels go up when human companionship is lacking
- Warm, close friendships cause higher levels of immunoglobulin A (an antibody that helps keep away respiratory infections and cavities)

How Can I Improve My Social Wellness?

- Practice self disclosure
- Get to know your personal needs and pursue things and people who nurture those needs
- Contact and make a specific effort to talk to the people who are supportive in your life
- Attend a Wellness Forum
- Join a club or organization that interests you

Financial Concerns
Many students are on a tight budget and, understandably, feel that they cannot go out and take advantage of local sights and attractions without straining themselves financially. The truth is, however, that even on a budget, the options are endless.
Deal-of-the-Day Websites
Thanks to the growing popularity of “deal-of-the-day” websites such as Groupon and Living Social, taking advantage of local businesses is easier and cheaper than ever. Popular featured deals on these sites include discounted fitness classes, salon and spa services, and dinners.
To sign up for deals of the day and start collecting your discounts, visit the following websites:
• www.groupon.com
• www.livingsocial.com
• www.dealbug.com
• www.kansascityonthecheap.com

Entertainment Coupon Books
Another way to save on all kinds of services is by purchasing an Entertainment coupon book at the beginning of each year through www.entertainment.com. The coupon books can be purchased for approximately $30 when first published but are available at discounted prices as the year progresses. The 2011 Entertainment book contained more $10,500 worth of coupons for everything from movie tickets to dining to dry cleaning.

Spiritual Wellness
Spiritual Wellness includes:
• Spending time alone in personal reflection
• Spending time defining personal values and ethics and making decisions that complement them
• Being open to different cultures and religions
• Participating in spiritual activities including religious services, meditation, etc.
• Caring about the welfare of others and acting out of that care
• Giving of yourself and your time to better the community and the world
  (information from www.definitionofwellness.com)

Steps to Encourage Spiritual Wellness
Spiritual wellness is the process of getting in touch with your spiritual core. It is a dedication that is unique for each individual. This process can vary from attending church to practicing meditation, or both. It is the process of looking within to become more in touch with the spiritual dimensions of your life.

• Explore your spiritual core — Ask yourself the big questions: Who am I? Why did I come here?
• Be quiet — Spend time alone and meditate regularly. There are many forms of meditation; find out which one is right for you.
• Be inquisitive and curious — An attitude of active searching increases your options and your potential for spiritual centering.
• Be and Do — Spirituality is about more than reading; it's about "doing" and being fully in the present moment in everything you do.
• Witness the choices you make in each moment — Ask yourself what the consequences of a choice are and if the choice will bring fulfillment and happiness.
• Practice acceptance — Take responsibility for your life without blaming anyone, including yourself. See what the situation can teach you and how you can share this teaching with others.
• Be playful — Spirituality is in music, art, dance, laughter, singing, and all of life.
• Look for deeper meanings — If you notice that certain themes keep coming up over and over in your life, rather than feeling like you have no control over the situation, search for the deeper meaning of the pattern in your life.
**Occupational Wellness**

Occupational Wellness includes:

- Finding satisfaction and worth in your work
- Recognizing opportunities that lead you to new skills and acting on those opportunities
- Achieving a healthy work/life balance

The occupational dimension of wellness is involved in preparing for work in which one will gain personal satisfaction and find enrichment in one's life through work. Occupational development is related to one's attitude about one's work. You will contribute your unique gifts, skills and talents to work that is personally meaningful and rewarding. You will convey your values through your involvement in both paid and unpaid volunteer activities that are gratifying for you. You will know when you are on the correct path for career wellness when your work and hobbies become exciting.

**Medical Student Wellness Council**

The Medical Student Wellness Council is open to all medical students with an interest in promoting wellness on campus. These "wellness ambassadors" help brainstorm, organize, and promote events, identify fellow classmates who could benefit from coaching or other services, and generally raise awareness of the importance of a healthy lifestyle while in medical school. Meetings are held once per month. Interested students should contact the Wellness Program Coordinator at shahmohammadin@umkc.edu for more details.
Policies and Procedures

Student Responsibilities

At times, some of the processes at the School of Medicine can feel cumbersome, tedious, or redundant. While administrators don’t intentionally throw red tape at students, the reality is that most processes are more complex than students may realize. More importantly, students should recognize that a career in medicine is rife with administrative tasks and even bureaucracy. Our programs offer you good practice.

Background checks – UMKC-Affiliated hospitals and clinics, where our students rotate, have required that we conduct background checks on all UMKC-employed residents, fellows and medical students before placement. This background check is required because of a Joint Commission on Accreditation of Healthcare organizations (JCAHO) regulation that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. Results will be forwarded to the Office of Student Affairs at the UMKC School of Medicine.

By completing this background check, you authorize the University of Missouri-Kansas City to release the results of any background checks in your UMKC Medical School Records to the UMKC School of Medicine affiliate hospitals where you may be located. If a student is identified as having been convicted of a crime or has any other unsatisfactory finding in the background check process, the affiliated institutions will be notified and will determine whether the student will be permitted to participate in clinical activities on site.

Background checks are required of all incoming students and may be requested at periodic intervals throughout your medical school career. Additionally, some institutions you visit (on Preceptorship or during electives) may require you to have a drug screening test. Contact Student Affairs for more information.

Update your Immunization Record & Proof of Health Insurance – Students must maintain personal health insurance and their own immunizations to protect their own wellbeing and that of their patients.

- DPT/TdaP/dT (diphtheria/pertussis/tetanus) - A TdaP or Td immunization (tetanus booster) should be obtained at least every ten years. Students with an exposure or penetrating injury will have this updated as frequently as every five years.
- TB - An annual TB screening test is required.
- Varicella (chickenpox) - Proof of immunization to chickenpox (varicella) or at least 2 vaccines to prevent varicella are required during the student’s lifetime. No additional booster vaccines are required at this time.
- Hepatitis B - The student should have received three hepatitis B vaccines or have proof of immunity to hepatitis B. No additional booster vaccines are required.
- MMR (measles/mumps/rubella) - Two immunizations are required. No additional booster vaccines are required.
- Meningococcus - This is an optional vaccine. If a student has the vaccine, it is a one dose vaccine. If the student elected not to have the vaccine, he/she must have signed a waiver to allow him to live in the residence hall. No additional booster vaccines are required.

Students can obtain many of these vaccines through UMKC Student Health and Wellness. The cost is the price of the drug plus a $5 administration fee. For other immunizations, students should inquire at the clinic about ordering the immunization.

- Tdap (Tetanus, Diptheria and Pertussis): $36
- Varicella (chicken pox): $85
- Hepatitis B: $35 per dose - three shot series.
- MMR (measles, mumps, rubella): $51 per dose - two shot series
- Meningitis: $107
UMKC Student Health and Wellness also offers antibody titers at the following costs:

1. Hepatitis B: $19
2. Measles (Rubeola): $22
3. Mumps: $22
4. Rubella Immune Status: $23
5. Varicella (chicken pox): $22

UMKC Student Health and Wellness
4825 Troost, Suite 115
Kansas City, MO 64110
816-235-6133
studenthealth@umkc.edu

Students may also get vaccines and a TB skin test at the Kansas City, MO Health Department through the Adult and Travel Immunization Clinic. Immunizations are available by appointment only. Vaccines are free to UMKC School of Medicine students. TB skin tests are available on a walk-in basis and cannot be placed on Thursdays.

City of Kansas City, MO., Health Department
2400 Troost Ave., Suite 1100
Kansas City, MO 64108
816-513-6128

**Read your e-mail** – UMKC relies on e-mail as the official means of communicating with students. Students are expected to read their e-mails and keep their e-mail boxes cleared out enough that they can receive important communication. Always read e-mails that come from your docent, ETC (advisor), professors or staff members at the Office of Student Affairs. To reduce e-mail clutter, the Office of Student Affairs sends out a weekly e-mail with events, announcements, policy changes, and research and scholarship opportunities. All past e-mails are posted on the Student Affairs website for future reference.

**Attend all orientations and class meetings** – Orientation sessions and class meetings are mandatory requirements and are the primary ways that advisors and administrators pass along pertinent information. Class meeting topics cover relevant policies and upcoming challenges or requirements and frequently feature the advice of senior students. Those who cannot physically attend class meetings are expected to watch videos at the Student Affairs Blackboard site.

**Registering in Pathway** – All students are required to register for their classes in a timely manner. Appropriate registration is necessary to access Blackboard and to process your financial aid. More importantly, students in clinical rotations will not be covered by the University’s Malpractice Insurance and will be prohibited from patient care. Assistance is offered to students by their advisors. Failure to pay your bills or to follow-through with your financial aid may result in a hold on your account that could bar you from registering. The University’s Malpractice Insurance does not cover a student while on vacation or leave of absence.

**Your own Educational Record** – Staff work diligently to ensure that your educational record reflects the effort and achievement due to you. Despite this, it is ultimately the student’s responsibility to regularly check their enrollment and grades for accuracy. Not only do you know what your own record should look like, you stand to lose the most if it is inaccurate. The School of Medicine currently keeps evaluation materials in both Pathway and Oasis – students should be aware of their status in both.
Assessment responsibilities – The School of Medicine takes its educational responsibilities very seriously and actively seeks out the opinions of students through regular and mandatory class assessment. Additionally, UMKC and the School of Medicine send mandatory and optional assessments to students on an ad hoc basis in an effort to improve policies, services, etc. One example of this is the Graduation Questionnaire, which is completed by Year 6 students.

Graduates of the MSA program will be asked to complete a program assessment six months after graduating. Data collected from this survey is reported to the Commission on Accreditation of Allied Health Education Programs for accreditation purposes.

Standards of Professional Conduct

Preamble

Medicine is a profession characterized by 1) a prolonged specialized training in a body of knowledge and skills; 2) ethical principles; 3) a service orientation; and 4) judgment. The medical profession determines its own standards of education, training, licensure, and practice and has long subscribed to a body of ethical statements developed primarily for the benefit of the patient. As a potential future member of this profession, a medical student must recognize responsibility and an obligation not only to patients, but also to society, other health professionals, and self to behave in a manner compatible with the medical profession’s standards of conduct.

One of the goals of a medical school is to educate a medical student during the transition to a professional life. The University of Missouri-Kansas City School of Medicine has an obligation to evaluate students pursuing the M.D. degree as thoroughly as possible for their cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for the practice of medicine. Accordingly, the Standards of Professional Conduct detailed in this document have been developed to guide the pre-professional behavior of medical students of the University of Missouri-Kansas City School of Medicine and to prepare the medical students to meet the ethical standards of the medical profession.

A. Professional Integrity

• Honesty - A medical student shall deal honestly with people including, but not limited to, colleagues, instructors, representatives of the University, patients, attending physicians, and other members of the health care team. Medical students are expected to demonstrate honesty and integrity in all aspects of their interaction with patients and staff -- particularly in assuring accuracy and completeness of their part of the medical record. The medical student shall be willing to admit errors and must not mislead others or promote himself/herself at the patient’s expense. The medical student shall strive to report, by utilizing the Honor Council Procedures for Violations of the Standards of Professional Conduct, those medical students deficient in character or competence, or who engage in fraud or deception. The basic principle underlying all research is honesty. Scientists and medical students who participate in research have a responsibility to provide research results of the highest quality; to gather facts meticulously; to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Co-authors of research reports must be sufficiently acquainted with the work of their co-workers that they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself. Examples of academic dishonesty include, but are not limited to, the following:
  o Cheating - 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; 4) in any way giving assistance to others who are participating in any of the three preceding types of behavior; or, 5) falsifying attendance records or other official documents.
o Plagiarism - 1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; 2) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or 3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

o Sabotage - unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

Examples of dishonesty related to clinical practice include, but are not limited to, the following:

o Falsification of Patient's Medical Record - writing progress notes regarding the patient's status, including, but not limited to, clinical observations or results in the patient's chart when the medical student has not seen or evaluated the patient, or using incorrect times of data entry.

o Falsification of Patient's Medical Information - reporting medical information such as physical examination findings, lab values, test results, and any other relevant patient information to other students, residents, attending physicians, the patient, the patient's family, or other relevant medical personnel that has been fabricated by the medical student.

- Responsibility - A medical student must acquire competences with the appropriate concepts, knowledge, and skills which the faculty determines to be essential. These competences shall be utilized to care for the sick and to promote the health and welfare of society. A medical student shall recognize a responsibility to participate in activities contributing to an improved community.

- Medical students in the care of patients must not be harmful, dangerous, or negligent to the mental or physical health of a patient or the public. Negligent means the failure to use that degree of skill and learning ordinarily used under the same or similar circumstances by other medical students.

- Medical students must pay tuition and other University fees, such as the Quarterly Profile Exam fee, on time. Medical students must complete required forms of evaluation, degree forms, examination applications, etc. on time. Students must be familiar with and follow the rules and regulations of the School of Medicine, the University, and related professional organizations.

B. Medical Professional Behavior

- Nondiscrimination - A medical student shall be dedicated to providing supervised competent medical service with compassion, respect for human dignity, and without discrimination. It is against University regulations to discriminate on the basis of race, color, creed, sex, age, national origin, disability, or Vietnam Era Veterans status. The University has an AIDS policy statement consistent with state law that prohibits discrimination against persons with AIDS or who are HIV positive.

- Representation - A medical student shall accurately represent himself/herself to others including, but not limited to, colleagues, instructors, representatives of the University, patients, attending physicians, and other members of the health care team. Examples of misrepresentation include, but are not limited to, the following:
  o A medical student shall never use the title of "Doctor" or M.D., as this clearly misrepresents the student's position, knowledge, and authority.
  o Use of fraud, deception, lies, or bribery in securing any certificate of registration or authority, diploma, permit or license issued, or in obtaining permission to take any examinations.
  o Impersonation of any person holding a certificate of registration or authority, permit, license or allowing any person to use his/her certificate of registration or authority, permit, license or diploma from any school.
  o Forgery, alteration, or misuse of a patient's medical records or knowingly furnishing false information to the medical team and/or professional organizations.

- Confidentiality - A medical student shall respect the rights of patients, colleagues, and other health professionals, and shall safeguard patient confidences within the constraints of the law. The patient's right to confidentiality in regard to his/her medical record, which includes confidentiality of personal and social history, is a fundamental tenet to medical care. The discussion in public of the problems of an identified
patient, without the patient's permission, by professional staff (including medical students) violates patient confidentiality and is unethical. Under no circumstances can any medical record be removed from the institution. Photocopying of the entire record is never permitted for presentations or rounds; students are permitted to extract information, but not copy "wholesale" parts of the chart. Names of patients should be omitted from any documents used for these presentations.

- Disclosure - While the medical student is a member of the medical team and under faculty supervision, a medical student shall continue to study, apply and advance scientific knowledge, make relevant information available to patients, colleagues, and the public, obtain consultation, and use the talents of other health professionals when indicated. Sharing of medical information appropriately with a patient and colleagues involved in the care of the patient is a fundamental ethical requirement. The patient must be well informed to make health care decisions and work intelligently in partnership with the medical team. Information that the patient needs for decision making shall be presented in terms the patient can understand. If, for some reason, the patient is unable to comprehend, there shall be disclosure to the patient's authorized representative. Failure of a medical student to share medical information relevant to a patient with the patient and colleagues involved in the care of the patient is unethical. Providing inaccurate information with these individuals is also unacceptable.

- Assessment of Personal Competence (Self-Evaluation) - Medical students shall seek consultation and supervision whenever their ability to play their role in the care for a patient is inadequate because of lack of knowledge or experience. Students are expected to respond to constructive criticism by appropriate modification of behavior. It is unacceptable for a medical student to attempt procedures or to prescribe therapies without supervision.

- Professional Demeanor - The medical student is expected to be thoughtful and professional when interacting with patients and their families, attending physicians, supervising residents, and other medical students, and whenever his/her behavior may influence adversely the judgments of others about the professional school or University. Students shall maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by the patient populations served. Inappropriate behavior includes, but is not limited to, the use of offensive language, gestures, or remarks. Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation is not appropriate.

- Informed Consent - Students are to understand the physician's obligation to obtain informed consent from patients, but are not responsible for obtaining it for a physician. Simply, it is the physician's responsibility to ensure that the patient or his/her surrogate be appropriately informed as to the nature of the patient's medical condition, the objectives of proposed treatments, treatment alternatives, and risks involved. The patient's or surrogate's concurrence must be obtained without coercion.

- Conflict of Interests - If a conflict of interest arises, the moral principle is clear -- the welfare of the patient must be, at all times, paramount. For example, gifts, hospitality, or subsidies offered by manufacturers and distributors of medical and pharmaceutical equipment/goods shall not be accepted if acceptance would influence the objectivity of clinical judgment.

- Misconduct with Patients - The medical student will not engage in romantic, sexual or other non-professional behaviors with a patient -- even upon the apparent request of a patient -- while the medical student is involved with the patient's care.

- Impairment - The medical student will not use alcohol or drugs in ways that impair his/her ability to perform the work of the profession or results in compromised patient care. It is the responsibility of every medical student to strive to protect the public from an impaired colleague and to assist that colleague whose capability is impaired because of alcohol or drug use. In some instance, a medical student's alcohol or drug problem may also be referred to the AIMS Council. However, consideration by the AIMS Council does not remove the medical student's obligation to comply with these Standards of Professional Conduct or the University's Student Conduct Code.

- Criticism of Colleagues - Professional relations among all members of the medical community shall be marked by civility. Scholarly contributions shall be acknowledged and each person shall recognize and facilitate the contributions of others to this community; slanderous comments and acts are not acceptable. Medical students shall deal with professional, staff, and peer members of the health team in a considerate manner and
with a spirit of cooperation. It is unethical and harmful for a medical student to disparage, without sufficient evidence, the professional competence, knowledge, qualifications, or services of a colleague to anyone. It is also unethical to imply without reliable evidence -- by word, gesture, or deed -- that a patient has been poorly managed or mistreated by a colleague.

- Teaching - The word "doctor" (for the Latin "docere" -- to teach) implies a responsibility to share knowledge and information with colleagues and patients. It is incumbent upon those entering this profession to teach what they know of the science, art, and ethics of medicine. It includes communicating clearly and teaching patients so that they are properly prepared to participate in their own care and in the maintenance of their health.

### Collected Rules and Regulations

Programs, Courses and Student Affairs
Chapter 200: Student Conduct

200.010 Standard of Conduct
Amended Bd. Min. 3-20-81; Bd. Min. 8-3-90, Bd. Min 5-19-94; Bd. Min. 5-24-01.

A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution.

A. Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students for conduct on or off University premises in order to protect the physical safety of students, faculty, staff, and visitors.

1. Conduct for which students are subject to sanctions falls into the following categories:
   a. Academic dishonesty, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.
   b. The term cheating includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
   c. The term plagiarism includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
   d. The term sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

2. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
3. **Obstruction or disruption** of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.

4. **Physical abuse** or other conduct which threatens or endangers the health or safety of any person.

5. **Attempted or actual theft** of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.

6. **Unauthorized possession**, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.

7. **Violation of University policies**, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.

8. **Manufacture, use, possession, sale or distribution of alcoholic beverages** or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

9. **Disruptive or disorderly conduct** or lewd, indecent, or obscene conduct or expression.

10. **Failure to comply** with directions of University officials acting in the performance of their duties.

11. **The illegal or unauthorized possession or use of firearms**, explosives, other weapons, or hazardous chemicals.

12. **Misuse in accordance with University policy of computing resources**, including but not limited to:
   a. Actual or attempted theft or other abuse.
   b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
   c. Unauthorized transfer of a file.
   d. Unauthorized use of another individual's identification and password.
   e. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
   f. Use of computing facilities to interfere with normal operation of the University computing system.
   g. Knowingly causing a computer virus to become installed in a computer system or file.
MSAC Procard Rules and Regulations
This policy is subject to change. Please check

Approval
- The student/group must receive an e-mail with preliminary approval and an estimated allowed purchase amount from the MSAC Treasurer before they may check out the card from Student Affairs.
- Student Affairs must also have received an e-mail from the MSAC Treasurer before the card may be released to a student.

Upon Approval For Card Use
- Student approved for card must fill out and sign Request Form, pick up Tax Exempt Certificate and card from Student Affairs Office, Gold 4.
- If multiple approvals for card use occur around the same time, the first student with approval from the MSAC Treasurer may use card first. The next student(s) in line may use the card number, or wait for card to be returned.

Materials to Be Returned (Required)
- The following materials are to be returned with the card as early as possible after use, but no later than 24 hours after checkout:
  - ProCard
  - Itemized receipts WITHOUT tax from the vendor
  - If a non-itemized receipt is submitted, the student will be asked to return to the vendor to obtain an itemized receipt
  - If taxes appear on the receipt, the student will be required to pay these taxes to the Student Life Office and submit to them a written explanation why taxes were included
  - Sign-in Sheet WITH Date, Event, and Group Name at top as applicable
  - Sign-in sheets are required for events with 15 people or less in attendance. If more than 15 people attended event and a sign-in sheet is available, it is not required but will still be accepted.
- **NOTE: Only the student that checked out the card will submit all these materials at the same time. Materials will not be accepted at different intervals or from anyone else besides the student that checked out the card.

Weekend Use
- The ProCard will not be checked out over a weekend, under any circumstances (Friday 5pm-Monday 8am).
- If a group’s event falls over a weekend, the group must arrange for advance payment with their vendor.

Failure to Return Card
- If a student fails to return the card and materials within 24 hours:
  - They will first receive one phone call reminder.
  - If still not returned by 5pm of the day they receive their phone call reminder, the student will be put on notice to the MSAC officers and MSAC advisor. At the discretion of the MSAC officers and advisor, the student and/or group may have their card use privileges suspended for a to-be-determined period of time.
  - Two (2) instances of misuse or abuse of the ProCard will result in the group being reported to the Student Life Office and Procurement and the group will lose card use privileges.
Business Interruption Policy

In the event of severe weather, natural disasters (tornadoes, earthquakes, floods, etc.), act of terrorism, workplace violence, significant utility outages, and other events that may impact the safety and welfare of students, faculty, and staff or create major disruption of operations, the following policy shall govern the University’s response to such events.

1. The Assistant Vice Chancellor of Campus Facilities, Director of Environmental Health & Safety and the Chief of Police, as applicable, shall immediately consult with the Chancellor concerning any weather condition or disaster that severely impacts the normal day-to-day operation of the University.

2. The Chancellor, at his/her sole discretion, shall determine whether the condition is of such a nature as to require the cancellation of classes (e.g., unsafe for students walking on campus) and/or closure of the University (e.g., access to campus is perilous).

3. Should the Chancellor determine that classes are to be cancelled and/or the University closed due to inclement weather, the following steps shall be implemented not later than 5:30 a.m. (or not later than 3:00 p.m. for evening events and classes).
   a. The Chancellor or authorized designee shall notify the Director, Media Relations or a designee, who shall immediately:
      (1) Contact the media cooperative set up to disseminate official school closings information (using the appropriate UMKC code number set up by the cooperative) so that public media will broadcast the notice of cancellation of classes or closure of the University promptly, but not later than 6:00 a.m. Be advised that broadcast school updates are at the discretion of each media outlet, and may not appear immediately.
      (2) Provide for immediate distribution of information through UMKC Alert!, the University’s mass notification system program, including:
         o Text messaging, personal and UMKC voice mail, personal and UMKC email, and pagers.
         o The University Help line (235-2222): includes information as to safety of being on campus; laboratories open or closed; building availability.
         o Mass email/voicemail notice to UMKC Everyone (faculty, staff & students)
         o UMKC home page (umkc.edu) and UMCAalert! (umkc.edu/umkcalert).
      (3) Contact Chief Information Officer or designee to provide appropriate information on the University main line (816-235-1000).

In the event of natural disasters, act of terrorism, workplace violence or other events that may impact safety and welfare, the Director, Media Relations, or a designee, will immediately:
   (1) Provide for immediate distribution through the UMKC Alert! notification system as noted above.
   (2) Contact the media – in a timely, immediate manner – to provide concise and factual information regarding the event. Public Relations will continue to provide media with updates of an ongoing event.
   (3) Contact Chief Information Officer or designee to provide appropriate information on the University main line (816-235-1000).

b. The Chancellor, or designee, shall notify all the Chancellor’s direct reports, who will disseminate the information further.

c. The Provost shall notify academic deans. Deans will take appropriate steps to communicate with their unit on a timely basis. Directors of research labs and patient clinics shall provide special
notice to their employees, some of whom may be deemed “situationally critical” as defined below.

d. The Vice Chancellor for Student Affairs shall provide special notice at all residence halls.

4. Students and employees shall bear ultimate responsibility, whether from news media, alerts from the UMKC Alert! notification system (including telephone call to the University’s 235-1000 number, UMKC web site), their professor, director or other supervisor, to determine for themselves whether or not they are to report to class or to work. Failure to obtain accurate information shall not constitute excuse from this policy.

5. Governing definitions
   a. “Cancellation of Classes”. This statement broadcast by public media means only that classes are cancelled and the administrative offices remain open. In this event, all staff should report to work.
   b. “UMKC campus closed”. This statement broadcast by public media means classes are cancelled and administrative offices are closed. However, in this event, “situationally critical” persons should report to work. All other employees should not report to work.
   c. Late Start or Early Dismissal. Based on the situation, the university may choose to delay the start or early dismiss the administrative offices of campus, including scheduled classes.
   d. Situationally critical persons. “Situationally critical persons” are only those persons employed by physical plant, police, research laboratories, patient clinics, and information services that the director of those departments, in his/her sole discretion, shall determine are critical to the operation of the University. Employees shall be responsible to call their director or immediate supervisor for instruction as to whether or not they are required to report for work under the particular conditions.
   e. Divergent treatment. The application of this policy may differ among the various campuses and/or buildings of the University, depending in each instance upon the perceived safety for students, employees, and visitors.

6. Recommended strategies.
   a. Deans, directors, and supervisors should keep a current list of faculty and/or staff phone numbers (home or cell).
   b. Students should keep a current list of office phone numbers for their professors.
   c. Staff should keep a current list of phone numbers for their immediate supervisors (home or cell).

7. Distribution.
   a. Human Resources shall provide a copy of this policy to all new employees; Human Resources shall re-circulate this policy to all employees annually.
   b. This policy shall be included and/or referenced in the handbook distributed annually to students, with a link to the policy’s website location.
   http://www.umkc.edu/hr/master/BusinessInterruptionPolicy11-12.pdf
Inclement Weather Policy

Should the Chancellor determine that classes are to be cancelled and/or the University closed due to inclement weather, the following steps shall be implemented for courses and clerkships by the School of Medicine:

- If UMKC Volker campus has closed, there will be no School of Medicine course activities that day. This includes regularly scheduled lectures, laboratories and learning activities.

**Clinical activities will also be suspended in the following way:**

- If notification occurs by 5:30 a.m. using the UMKCAalert! System students are excused from clinical duties. The UMKC SOM will communicate an announcement from the Dean’s office by email to course directors, clerkship directors, program directors, and UMKC faculty and staff when this has occurred. Clerkship directors will also make efforts to communicate to faculty and to students on their rotation either by email or through Blackboard when clinical duties are suspended. Students should not be expected to report for clinical duty for that day. Students will also receive communication from the Dean’s office by email but may call or communicate with their clerkship director, attending or supervisory resident, or the coordinator for the clerkship to confirm.

- If notification occurs during the day or before 3:00 p.m. for evening events and classes, the UMKC SOM will communicate an announcement from the Dean’s office to course directors, clerkship directors, program directors, and UMKC faculty and staff when this has occurred. Specific information regarding the weather status at the School of Medicine will be placed on the SOM website and SOM primary telephone number (816-235-1808) to reflect the same weather closure information on the UMKC primary website. The site and telephone recording will reflect information regarding any testing schedules that may be affected. Students should be excused immediately from clinical duties in order to return home safely.

- Clerkship directors should also make efforts to communicate to faculty, residents, and to students on their rotation by email or through Blackboard when clinical duties are suspended, especially if students will be coming to the hospital for clinical duties after business hours. Students will also receive communication from the Dean’s office by email but may call or communicate with their clerkship director, or attending or supervisory resident, or the coordinator for the clerkship if before 5:00 pm. If the closure occurs during a scheduled internal clerkship examination, contact the coordinator for information on when the examination will be rescheduled.

**Subject examinations:**

- If classes are cancelled at the time a subject examination is scheduled, the Office of Medical Education and Research will not administer the subject exam that day, but will reschedule it for the following evening. For CBSE on Saturdays, OMER will notify students and proctors by e-mail that it will be rescheduled and depending on the weather possibly for Saturday afternoon or Sunday afternoon.

- For students on Preceptorship, refer to the syllabus on the procedure for inclement weather that occurs for your area.

- Students will be responsible for providing up-to-date e-mail addresses on OASIS and for checking their e-mail.
Student Emergencies

Occasionally, students experience personal or family emergencies (illness, injury, loss of a loved one). If you experience an emergency that requires you to be away from Clinic, clerkships, or courses, it is your responsibility to tell your ETC and your Docent, as well as your instructor or Clerkship Coordinator, that you will be absent.

Students who leave without notifying their ETC, Docent, instructor or Clerkship Coordinator or the Associate Dean for Student Affairs (Dr. Brenda Rogers) will be considered AWOL from the program, and risk being issued a letter of unprofessionalism. Students missing Clinic or Clerkships for any reason are required to submit the Clinical Excused Absence Form to the clerkship director and coordinator (or clerkship coordinator and Docent in the case of DoRo) for approval. Once you obtain the appropriate signatures, take the completed form to the Student Affairs Office.

Grievances

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or Vietnam-era veteran status. Sexual harassment shall be considered a form of discrimination. To ensure compliance with this policy, all University of Missouri prospective or enrolled students will have available to them this student-discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination.

This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to academic dishonesty, grade appeals, traffic appeals, disciplinary appeals or other specific campus procedures that are authorized by the Board of Curators and that deal with faculty and staff responsibilities. These proceedings may be terminated at any time by the mutual agreement of the parties involved.

NOTE: A grievance concerning specific incidents filed under this discrimination grievance procedure will not be processed on behalf of any student who elects to use another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

Definitions of Grievances - A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints are processed through informal procedures. A grievance is the written allegation of discrimination that is related to:

• Recruitment and admission to UMKC
• Admission to, and treatment while enrolled in, an educational program
• Employment as a student employee on campus
• Other matters of significance relating to campus living or student life, including, but not limited to, assignment of roommates in residence halls, actions of fraternities and sororities, memberships in or admission to clubs or organizations, student health services and financial-aid awards

A student with an informal complaint will be provided a copy of the appropriate policy and procedure on student complaints and grievances, and the vice chancellor for student affairs’ designee, the director of Student Life, and the UMKC Division of Diversity, Access, and Equity will be available to help the student understand the opportunities afforded through such policies and procedures. The director of Student Life is located in room G-6 of the University Center. The UMKC Division of Diversity, Access, and Equity office is located at 359 Administrative Center. Please contact them by phone at (816) 235-1323 for issues related to Affirmative Action, or (816) 235-6704 for Diversity Initiatives. For the complete text of this policy, please see: http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010
Good Advice

Basic E-mail Etiquette

Your correspondence says a lot about you! Good e-mail skills help accomplish goals and create positive relationships with faculty and staff.

- Have a descriptive, yet to the point subject line. Never leave the subject line blank.
- Avoid your subject line being too casual or having a false sense of urgency. Don’t overuse the “high priority” option.
- Include a greeting, not too formal yet not casual. “Hello, Ms. Smith,” or “Hi, Sally,” usually is fine.
- Use “Dr.” if the recipient is one (medical or academic), unless they personally tell you to call them something else.
- “Mr.” and “Ms.” are usually always safe. Do not use “Mrs.” unless you definitely know she is married.
- If the person lets you know you may call them by their first name, do!
- Be concise, specific, and helpful in your e-mail message. Explain any attachments.
- Do not complain about people or the school in e-mails. You never know if or to whom your e-mail may be forwarded.
- Confidential issues, urgent matters, or complaints are best handled in person.
- Think before you reply: give strong emotions time to settle, answer all questions, and proofread.
- Set up in-person meetings by e-mail with the person who can help you or through their assistant.
- Include a closing, such as “Sincerely,” or “Thanks!”
- Include a “signature” at the end, with your full name and contact information.
- Use respectful, professional language that is free of slang and text-speak.
- Use correct grammar and full sentences, including proper punctuation and capitalization.
- Proofread your message for clarity and tone before sending. Use spell check.
- Double-check that you have correctly typed your recipient’s e-mail address and name.
- Take your time writing e-mails. Speed = errors!
- Use caution and restraint with “CC”, “BCC”, and “Reply All”. Who really needs to see this message?
- Respond as you wish to be responded to.
- Respond and expect responses in a quick and reasonable timeframe, within 24 hours is best.
- SOM staff always set an Out-of-Office reply message with a return date and alternate contacts in their absence.

Constructive Criticism – Giving It

Give criticism the way that you would want to receive it.

- Be specific and use examples to illustrate the points you are trying to make
- Focus on observable behavior
- Avoid personalization or emotionally charged wording
- Describe the effect the behavior had on you
- Offer alternatives for the behavior you are criticizing - explain how you would have preferred things to go
- Point out both good and bad aspects of instruction to help the person receiving the feedback to not become defensive and to help him/her improve
- “I” statements (I feel ______ when you ______ because ______ and I want/need _________)
Constructive Criticism – Getting It

How do you ask for feedback?
- No feedback or vague feedback
- Conflicting feedback
- Aggressive feedback

Five People You Need to Know

Wouldn’t life be so much easier if we could just give you the names of five people who can get you through the UMKC School of Medicine? We might give you the name of a key faculty member, that one exceptional tutor, or maybe the name of a scholarship official. Not so simple! Instead, we recommend you acquaint yourself with at least one person from the following categories:

- **The Cheerleader** – Find someone who thinks you are fabulous and can remind you often. They are the ones who will help you build confidence when you need it most and will see you through the hard times.

- **The Truth Teller** – Find someone who can tell you how it really is! There will be times when you can’t see the forest for the trees and this person will point out what’s right before you. This is the type of person who will very kindly tell you that you are being a jerk or that you have toilet paper stuck to your heel.

- **The Advocate** – Find someone who can speak for you when you are unable to speak for yourself. This could be a student leader who expresses the will of the student body on policy issues or someone who is going to advocate for you on a very specific personal issue. Occasionally, students find themselves in understandably intimidating situations. An advocate can speak when you are too fearful to or can take your issues to a place you may not have access.

- **The Mentor** – Find someone who emulates the qualities and skills you admire. In fact, find multiple people. You probably won’t be able to identify that one infallible person – he or she doesn’t exist. Seek out a variety of individuals from all walks of life. Don’t be afraid to ask them for an opinion or for help. They were in your shoes once too.

- **The Inspiration** – Find someone who inspires you regularly and who takes your mind off your own woes. This does not have to be a mentor. It can be a peer, family member, child or patient. Be inspired by who they are, not what they do. Appreciate their perseverance, spirit, fearlessness or commitment.

Hopefully, you will find some of these individuals amongst your docent/mentor, advisor, senior partner or professors. If that doesn’t happen, don’t back down. Keep looking until you find these people. They are out there. Students who fail to find this support system really struggle when the road gets bumpy. Also, don’t forget that you just might find yourself serving in one of these roles for someone else.
Places to Study in the School of Medicine

There are several common areas at the School of Medicine where graduate students may study. The Health Sciences Library is located on the second floor and has several options for quiet or small group study; check their section for their hours of operation and more details. The conference rooms on the units on the fourth and fifth floors are generally open from 8 a.m. to 5 p.m. Faculty and staff have priority for using these conference rooms and they cannot be reserved for student study. However, when they are not reserved or in use you are welcome to study there. There are several areas on the first floor that are available about any time of day. There is canteen area and a few other nooks with comfortable seating that can be turned into a study spot. Both Theatre B and C are open for student study from 5:00PM to 3:00AM. Occasionally these may be reserved for group meetings during those hours.

What Happens When Things Go Wrong (or Keeping Things Going Well!)

First and foremost, talk to the professor, even if (especially if) you think the professor is the problem. Solid and persistent research exists to show that students who regularly interact with their professors are more likely to be satisfied with their coursework, have greater intellectual gains, and persist toward degree completion. If you are struggling, a discussion with the professor may help accomplish the following:

- clarify difficult concepts
- identify areas of improvement
- help you understand the disconnect between the professor’s teaching style and your learning style
- reaffirm your commitment in the professor’s eyes
- build your confidence in your ability to succeed in the class

Talk with your ETC or advisor. More than anyone else at the School of Medicine, the advising staff understand how various aspects of student life and curriculum come together. They are trained to understand and communicate the consequences of student’s decisions and can help you plan for the future.

Seek out a learning resource specialist who can help you. This may be a School of Medicine or UMKC academic support staff member, a psychologist, or a professional from outside the school. An ongoing discussion with such a person may help:

- identify your learning style (how you both acquire information and process information)
- recognize areas of improvement in study skills, time management, etc.
- pair/group you with students who have similar needs
- build confidence in your ability to succeed

Find a supportive learning community. Some students learn well on their own but others need the support of other students. Formal or informal peer tutors and study groups are available for almost all of the challenging courses at UMKC. Research shows that discussing coursework with peers outside of the classroom is linked to academic success. Students need to clearly understand that these opportunities are not just for students who struggle. In fact, many of our study groups are comprised of students who are doing well and have always done well. Seeking out this sort of help should not be seen as a weakness. Learning communities do several things for students, such as:

- further engage you in the material
- reinforce your knowledge by explaining to others
- discover additional perspectives
- correct misinformation
- build an emotional support system in times of difficulty
- build confidence in your ability to succeed
Seek out a peer mentor. Peer mentors can be wonderful resources for students. They have been through similar challenges and may have solutions. Growth in vocational skill development and an enriched social life are associated with peer mentoring and "appear to influence positively knowledge acquisition and academic skill development." One word of caution – students should never rely solely on the advice of another student. What works for one, doesn’t *always* work for another. It is also possible that policies and procedures have changed from year to year. Despite these cautions, the advice of other students can offer a unique perspective. These students may have successfully overcome their own academic hurdles.

Speak with a staff psychologist at the Counseling Center. Frequently, students have other issues that are impeding their ability to make the grade. A psychologist can help you with any of the following issues:

- stress/adjusting to being away from home
- assessments for individuals who may be experiencing difficulty due to study skills, unique learning styles, test anxiety, learning disabilities, or attention and focus issues
- relationship problems
- self esteem issues
- support groups and group therapy
- alcohol and substance abuse
- eating disorders

**Overcoming Perfectionism**

Students enrolled in programs at the UMKC School of Medicine are high achieving students who set high standards for themselves. Perfectionism is frequently self-reported as a fault and is a characteristic that is not always completely understood by the person who purports to have it. Perfectionism can be devastating.

**What is perfectionism?**

- The irrational belief that you and/or your environment must be perfect
- The striving to be the best, to reach the ideal and to never make a mistake
- An all-pervasive attitude that whatever you attempt in life must be done letter perfect with no deviation, mistakes, slip-ups or inconsistencies
- A habit developed from youth that keeps you constantly alert to the imperfections, failings, and weakness in yourself and others
- A level of consciousness that keeps you ever vigilant to any deviations from the norm, the guidelines, or the way things are "supposed to be"
- The underlying motive present in the fear of failure and fear of rejection, i.e., if I am not perfect I will fail and/or I will be rejected by others
- A reason why you may be fearful of success, i.e., if I achieve my goal, I might not be able to continue/maintain that level of achievement
- A rigid, moralistic outlook that does not allow for humanism or imperfection
- An inhibiting factor that keeps you from making a commitment to change habitual, unproductive behavior out of fear of not making the change "good enough"
- The belief that no matter what you attempt it is never "good enough" to meet your own or others' expectations

**What are some negative consequences of perfectionism?**

Examples of the negative consequences of perfectionism include:

- Low self-esteem. Because a perfectionist never feels "good enough" about personal performance, feelings of being a "failure" or a "loser" with a lessening of self-confidence and self-esteem may result.
- Guilt. Because a perfectionist never feels good about the way responsibility has been handled in life (by himself or others) a sense of shame, self-recrimination and guilt may result.
What rational behaviors are needed to overcome perfectionist tendencies?

- Accept self as a human being
- Forgive self for mistakes or failings
- Put self back on the wagon immediately after falling off
- Accept that the ideal is only a guideline or goal to be worked toward, not to be achieved 100 percent
- Set realistic and flexible time frames for the achievement of a goal
- Develop a sense of patience and to reduce the need to "get it done yesterday"
- Be easier on oneself; setting unrealistic or unreasonable goals or deadlines sets you up for failure
- Recognize that the human condition is one of failings, weakness, deviations, imperfections and mistakes; it is acceptable to be human
- Recognize that one's backsliding does not mean the end of the world; it is OK to pick oneself up and start all over again
- Develop an ability to use "thought stopping" techniques whenever you find yourself mentally scolding yourself for not being "good enough"
- Visualize reality as it will be for a human rather than for a super human
- Learn to accept yourself the way you are; let go of the ideas of how you should be
- Enjoy success and achievement with a healthy self-pride, and eliminate the need for self-deprecation or false humility
- Learn to enjoy success without the need to second guess your ability to sustain the achievement
- Reward yourself for your progress, to reinforce your efforts to change even when progress is slight or doesn't meet up to your idealistic expectations
- Love yourself; to believe that you deserve good things
- To eliminate unrealistic expectations and the idea that you are infallible
- Visualize yourself as "winning" even when it takes more energy, and more perseverance, than what you had planned
- Let go of rigid, moralistic judgments of your performance and to develop an open, compassionate understanding for the hard times, obstacles and temptations
- Be flexible in setting goals and be willing to reassess your plan from time to time to keep things realistic
- Be open to the idea that you will be successful in your efforts to change, even if you are not "first," "the best," "the model," "the star pupil," "the exemplar" or "the finest"
- Realize that the important thing is to be going in a positive direction

©1999-2009 James J. Messina, Ph.D. & Constance Messina, Ph.D. For more information contact Jim at jamesjmessina@gmail.com
How to Complain

Learning how to complain is a great skill to acquire during college – providing you learn how to do it properly. The proverbial “squeaky wheel gets the grease” may be true in some settings but isn’t always the best course of action. Here are some general guidelines when it comes to the art of complaining:

- **Complain to someone who is in a position to do something.** Yes, this is more difficult because it requires you to figure out who that person is. If you are unwilling to do this, then you become known as someone who just likes to use their complaints as excuses.
- **Complain to someone who cares about you and your issues.** Ideally, you should find someone who is both your advocate and in a position to do something. If that fails, you can either find someone who cares and will help you find the right path for your voice or you can find someone in power and help them understand why they should care.
- **Try to understand the complexity of the situation.** Your complaint may relate to a small part of a much larger issue. It may be difficult to solve your problem without creating others (or solving others). Understanding how intricate an issue is will help you appreciate the effort that people make on your behalf. The more you know about the situation, the more likely you are to be able to recommend a viable solution – these are always welcome.
- **Complain up the proper chain of command.** Don’t jump over people’s heads. There are procedures in place to most logically and fairly deal with issues. The further up the chain of command, the less likely you are to find someone who cares personally about you. What almost always happens is that the senior administrator won’t have enough information to deal with your complaint and will work backwards through the process anyway. The senior administrator will be put in a difficult situation and the person you jumped over will likely be offended that you didn’t trust them to deal with your complaint. That being said, if you feel you have gone to the right person and have hit a brick wall, politely find out with whom else you can speak.
- **Contextualize the proposed change in way that helps others see how it affects other students as well.** If it is all about you, people who don’t have a personal connection to you are less likely to go for it. If you can show how the solution to your problem could also solve the problems of other students or even the problems of faculty or staff, you may find additional advocates. This requires that you know enough about what is going on to see how your issues are intertwined with those of others.
- **Find other people who feel the way you do and take collective action.** This is taking the above rule even further by enlisting the assistance of others in a common goal. One person’s complaint can sometimes be perceived as grumbling, but when several people all have the same issues, it forces further examination and action.
- **Make your complaints in a timely manner.** “Failure to plan on your part does not constitute an emergency on mine.” This sounds like a very grumpy adage but most people at the School of Medicine are genuinely busy. They may want to help you solve your problem but may not have the time.
- **Be nice.** This can’t be understated. People who are in a position to affect change are bombarded with nasty complaints. When they come across someone who has a constructive and pleasant attitude, they are more likely to listen.
- **Don’t let your parents complain for you.** When a parent complains, it is difficult for us to separate your feelings on an issue from those of your parents. Parents also don’t always know all the details that you do. Finally, it is you, not your parent, who is at college – don’t miss the opportunity to practice this valuable skill!
Living in Kansas City

One of the greatest aspects of being a university student, especially at an urban institution like UMKC, is the abundance opportunities for cultural excursions, continuing education classes, eclectic dining, shopping, fitness, and relaxation. Check out www.visitkc.com, a website developed by the Kansas City Convention and Visitor’s Association, for a trip planner, hotel information, local destinations, and more. Some local places to visit include:

- **The Plaza** - The UMKC Volker campus is located just off the Country Club Plaza in midtown Kansas City. The Country Club Plaza is a unique and beautiful location for walking, studying, or dining alfresco during the warmer months.

- **Westport** - Just north of the Country Club Plaza, Westport is an historic location that has been renovated to include dozens of shops, restaurants, and nightspots.

- **The Crossroads** - Another local hotspot is the Kansas City Crossroads, located just a mile from the UMKC School of Medicine. On the first Friday of each month, local galleries open their doors, musicians, dancers, and entertainers fill the streets. There are also a number of dining and entertainment options in this area.

- **Crown Center** - Crown Center is located in downtown Kansas City, within walking distance of the School of Medicine. Crown Center features a building with three levels of shopping and dining, as well as an outdoor area featuring several entertainment attractions. During the summer, Crown Center hosts Friday Night Concerts, outdoor movies, and more. During the winter, Crown Center opens Ice Terrace, Kansas City’s only public, outdoor ice-skating rink.

For students who are looking for a place to relax and study, coffee shops tend to be popular destinations. A few local favorites include:

- **Broadway Café: 4106 Broadway**
  - Located in Westport, it’s a nice place to hang out if you have some reading to catch up on.

- **Filling Station: 2980 McGee Trfy**
  - Popular with UMKC medical students, since it is close to Hospital Hill, and has a nice lunch deli.

- **Scooter’s Coffeehouse: 929 Walnut; 1111 Main Street; 446 W 47th St**
  - Popular with the KCUMB students. Free wireless and study space.

- **Starbucks: 302 Nichols Rd.; 4101 Main St.**
  - The Nichols Rd. location has an outdoor patio that is nice in good weather.

- **The Roasterie: 6223 Brookside Blvd**
  - Offers 10% any drink at any time to students with a valid student ID.

Kansas City also has a number of live entertainment options, including:

- Uptown Theater
- Beaumont Club
- Record Bar
- Grand Emporium
- Riot Room
- Crosstown Station

To find out about other opportunities on campus and in the city, pick up a copy of the following local magazines/newspapers (free copies are available at the medical school, on main campus, and at various shops and restaurants throughout the city) or visit their websites:

- **The Pitch:** www.pitch.com
- **Ink:** www.inkkc.com, Twitter @inkkcmag
- **The Kansas City Star:** www.kansascity.com
Career Planning

Career Planning and Residency Match
M4-205G

Felix Okah, M.D., M.S.
Assistant Dean for Career Advising
okahf@umkc.edu
816-235-3593

Connie Beachler, M.A.
Career Counselor
beachlerc@umkc.edu
816-235-1811

Kristin Truex
Administrative Assistant
truexk@umkc.edu
816-235-1900

The Career Services Office assists medical students at every class level in their career planning and residency program application process. Services are based on the AAMC Careers in Medicine program at https://services.aamc.org/careersinmedicine and include:

- Individual counseling and class presentations on how to:
  - Assess personal compatibility with different career paths
  - Explore specialty options and make an informed choice
  - Construct a Curriculum Vita and Personal Statement
  - Research residency programs and prepare to be a competitive applicant
  - Interview skillfully and follow up properly
- An up-to-date database of physician specialists in the Kansas City area and elsewhere who are willing to mentor students in their specialty exploration and choice.
- An annual Career Fair and residency program director forums, to assist students in selecting a specialty and becoming a well-prepared applicant for residency programs.
- Liaison with the School of Medicine’s student interest groups, e.g., Emergency Medicine, Surgical Society, Pediatrics, etc. to assist with members’ career planning process.
- Preparation of the Medical Student Performance Evaluation (MSPE) for each graduating senior.
- Process residency application materials - including letters of recommendation, transcripts, board scores, etc. -- via the national Electronic Residency Application Service.
The Curriculum Vitae Basics

CV for Letter Writers

• You will need to create a CV to give to letter writers as well as to your interviewers at residency programs.
• Include enough to allow the writer to support your candidacy and convey a sense of who you are.
• Keep in mind that the basic purpose of a CV is to summarize your education, work, and life experiences.
• Be concise. You should never exceed two pages. (Few will read through more than this).
• There are many ways to format a CV and you should do what represents you the best.
  o Leave some white space. Crowded CVs are less attractive and harder to read.
• Your format should reflect your own style but retain a professional appearance.
  o Check out the Careers in Medicine website (noted earlier) for sample formats.
• If you decide to include a picture, be professionally dressed against a solid background.
• After posting your contact information at the top, your first category should always be education. After this, the order of categories is up to you.
• Common categories include:
  o Work experience
  o Research
  o Publications
  o Honors and Awards
  o Extracurricular Activities
  o Leadership Activities
  o Professional Memberships
  o Community service
  o Hobbies and Interests
• Title and sequence categories according to what presents you in the best light as well as what is most valued in your specialty choice (e.g., research or community service).
• Combine categories if necessary in order to have more than one or two items per category.
• Organize each category chronologically when possible, starting with your most recent activities.

The Personal Statement

What is it?
The personal statement is a critical part of your residency application for many reasons:

• It is the only portion of your application not based upon scholastic achievement or a letter writer’s perspective of you.
• It is something over which you have complete control.
• The personal statement gives a residency program a better idea of who you are as a person.
  o Are you sincere and thoughtful in your expressed interest in the specialty?
  o Are you who they are looking for in a resident?
  o Do your career goals fit with the mission of the program?
• It may be used as a part of their selection process.
• The personal statement is a way to distinguish you from other applicants with similar academic achievement.
• During your interview, it can be used as conversation and most likely will be brought up at some point during your interview day.
• Your personal statement should be written over a period of time. Start with a brainstorming session, then a rough draft. Leave it alone for days or even weeks, then return with fresh eyes and continue or re-start your statement. Allow plenty of lead time (2-3 months, ideally) for the entire process.
• Have your ETC, the SOM career counselor, docent and/or trusted others critique it.
• It should only be one page:
When entering your personal statement, ERAS recommends typing directly into the space instead of pasting from a TEXT file (.txt). They have their own format and font. Print out your personal statement from ERAS to ensure it only occupies one page.

On average, a residency program director reads the personal statement in three minutes. In that time, you want them to know who you are as a person and why you are interested in that specialty.

**What is it not?**

- The personal statement is not equivalent to your CV. Do not list your accomplishments. It should be a reflection of your personal and professional growth and you may include those experiences or accomplishments from your CV that are relevant.
- It is not a place to discuss why you wanted to become a doctor. That was the purpose of your medical school admissions essay; write about your specialty choice instead.
- A document in which you can get away with exaggerating, plagiarizing or misspelling – nor should you hire someone to write it!

**What should I include?**

- Why (fill in your specialty)?
  - What got you interested?
    - Personal connection or experience
    - Patient encounter
    - Specific aspect of your specialty
  - How did you make your choice?
    - This will be a question you are consistently asked during each interview. If you develop this portion of your personal statement, you will be prepared for your interviews.
  - What experience in that field have you had?
    - Rotations
    - Research
    - Publications
- What particular skills and qualities do you possess which are valued in that specialty?
- What are you looking for in a residency program?
  - You should be developing a list of things that are important to you and may want to include these in your personal statement.
- When tailoring your personal statement to a particular program (highly recommended!) – What strengths and qualities do you have that make you a good match for that program? A little research will uncover what they value and seek in a resident.
- What are your career goals?
- Where do you see yourself in 5 years?
  - This is a question you are guaranteed to be asked during an interview.
- What do you hope to contribute to your field?

**Other helpful tips:**

- Be creative, but not overly so. There is a fine line between clever and artistic vs. inappropriate or offensive.
- Have a theme or something to organize your thoughts. If you begin with a quotation or an anecdote, it should set the stage for the rest of the document.
- Personal experiences that influenced your specialty choice are good to include and can make for a more interesting statement.
- You may describe a patient encounter that influenced you- but take care not to reveal too many identifiers as HIPAA also applies.
- Do not write about all of the positives or benefits of the specialty. The reader knows these already.
- Be concise. The personal statement should not be longer than one page.
Letters of Recommendation (LOR)

How to ask?

- Every program in almost every field will require, but not limit, the number of letters to three. (A few require four). There is no limit, however, to the number of letters you may ask for, and remember that you can choose which letters go to which programs.
- It is best to ask early and in an appropriate manner. For example, if you wish to ask your docent for a letter, it would be best to schedule an appointment to speak to him/her about it, instead of just stopping them in clinic.
- Also, it is important to provide your letter-writers with three documents: a personal statement (a draft will suffice), a CV, and the official LOR forms from ERAS with your name and AAMC number filled in at the top. These forms should be given to the letter-writer in a stamped, addressed (to Kristin Truex) envelope. In addition, on the ERAS LOR form, make sure the box waiving your right to see your letter is checked.
  - In the SF Match, the letter-writers will give the applicant the LOR in a sealed envelope that requires the letter-writer’s signature over the seal, instead of mailing it directly to UMKC.
  - The LOR are then sent with the complete application to the SF match (the Central Application Service, or CAS, receives all correspondence for the SF match) by the applicant.
- If you are not especially close with your letter-writer, and feel that they should get to know you a little better before they write your letter, schedule a session (or two) to speak with them about your short and long-term career goals, your thoughts about where you want to go, and any other information that you would want them to know about you.
- Beware of the mediocre letter from a letter-writer who barely knows you but agrees to write the letter. If that is a concern, ask the letter-writer directly, “Dr. Jones, do you feel you know me and my work well enough to write me a strong letter of recommendation?”
- If you know you are going to ask well ahead of time, ask as early as possible, because there is significant variability in how long it takes for letter-writers to turn in the LOR. Providing them four weeks’ notice is ideal – and the courteous thing to do.
  - A caveat to the above point – wait until you have worked with the letter-writer to ask for the LOR.

Whom to ask?

- If you are applying for anything that relates to general medicine, like IM, Pediatrics, OB-GYN, ER, Neurology, Dermatology etc., then your docent and the local chairman or program director (though the director may have a conflict of interest if they really want you) of that particular field would be an appropriate choice, though it is by no means an absolute necessity to ask anyone.
- If you are applying for surgical fields, then the decision is up to you. Use your judgment on deciding whether to have an IM doctor write a letter for you – ask people who have gone into that particular field. The only reason you might consider this is if you know your docent will write you a fantastic letter. Otherwise, it is best to have letters from people within your chosen field. If possible, get a letter from the chairman of the department at Truman, SLH, or KU.
- If there is no such person in town, then you are probably applying to a very exclusive and competitive field, and you are likely doing out-of-town rotations in said field. If this is the case, a letter from the chairman of the department at an outside institution will be just as good, if not better, than one from a person in town. Small fields are small worlds, and name recognition means more than in other fields, so look to work with and ask for letters from the notable people.
Other helpful tips

- If you rotate somewhere out-of-town, do not hesitate to get a letter from someone at the program, especially if you want to go there. In fact, if they really like you, you can ask them instead of a letter, to call/write the program director of that program only. Letters from the institution itself always mean more than outside letters, so if you really like the program (or if you are working with any notable names), go ahead and ask for a letter.
- If you are applying for a procedure-oriented field (General/Orthopedic Surgery, Ophthalmology, Otolaryngology, Urology, Anesthesiology), it may behoove you to keep a procedure log of the cases in which you participated with the attending physician whom you are asking for a LOR.
- The best time to ask for a letter from an out-of-town source is in the third week (of a 4-week cycle) of the rotation; be sure to meet the physician in an office setting to ask in a more formal way, and provide him/her with a personal statement, CV, a cover letter written by you, and the official ERAS forms in a stamped, addressed envelope.
- After Match, be sure to call and thank your letter-writers.

Interviews

Scheduling Your Interviews

- Review possible interview dates before interviews are offered
  - You must know quickly what dates you prefer.
  - Consider preliminary planning of coordinated trips to minimize expenses to interviews at programs in the same vicinity.
  - Respond quickly to invitations.
- To ensure your interview spot, you must speak with the coordinator or get a response via e-mail.
- Do NOT be afraid to overbook your interviews.
  - Do not wait for another invitation to schedule an interview to which you are already invited!
  - If you get the interview you want, you can cancel others later.
- Courteous canceling of interviews:
  - Cancel as early as possible.
  - Speak directly with the coordinator.
  - Ask about alternate dates or times that fit in your schedule, they may create special dates for you.
- Keep a final schedule of your interview dates.
- If you are doing an out-of-town elective during interview season, do not be afraid to attempt to schedule interviews during your rotation. Realize, however, that missing rotation days even for legitimate reasons should be avoided if you are trying to obtain an LOR or strongly considering the program at which you are rotating.
- Conventional wisdom explains that interviewing in the latter half of the interview season will help keep you fresh in the committee members’ minds when rank lists are created.
- Consider scheduling early interviews with programs not particularly high on your list. You can use these occasions to practice your interviewing skills and ‘get the kinks out’ for later interviews.

The Mock Interview

- It would be important to schedule a mock interview with someone you trust will give you good feedback and who has experience in residency interviews (especially in field of your choice).
- Many times, your docent is a good resource for mock interviews.
- The Student Affairs Office will be scheduling mock interviews for MS-VI students during the months of September through November. The schedule is released at the beginning of September.
- Perform in this interview just as you would like to execute in the actual interview. Dress accordingly (see following) and address your interviewer/s formally and respectfully, even if you know him/her already.
Interview Attire

- Early shopping is key. You don’t want to wait until the last minute, only to find nothing that you like.
- For men, a safe bet is a dark suit (blue, gray, black, or brown) with a white or blue shirt and a plain tie. Shoes should be comfortable, clean and polished. Belt and socks should complement the outfit.
- Women should consider dark skirt or pant suit (blue, gray, black, or brown). Consider a nice collared shirt underneath. Shoes should be comfortable (you walk a lot during tours) and polished. The key is to maintain professionalism and avoid dressing provocatively.
- If in a surgical specialty, you may have to tour the OR in a bunny suit. This may entail the removal of your suit coat, and subsequent embarrassment if you have a flimsy or indecent blouse on underneath.

A handful of anesthesia interviews will have you change into scrubs and spend time in the OR talking with a resident. Items such as a comb or shoe horn may come in handy when redressing.

Using ERAS to Generate a Curriculum Vitae

ERAS CV

- ERAS will automatically generate a CV for you. However, the format is set. You cannot change headings, order, font size, style, spacing, etc. This is the CV that programs will see and download (and often have in front of them when you are interviewing).
- Your ERAS CV is compiled from the application information you enter. While there are twelve sections to the application, there are really only three that are more than background information.
- Section 5 is entitled Experience. You must classify each experience as work, volunteer, or research. If you don’t know how to classify something, ask yourself if it was research related. If the answer is yes, then you must list it as research. If the answer is no, then ask yourself if you received monetary compensation. If yes, then list it as work. If no, then list it as a volunteer experience. You must also enter:
  - Organization name
  - Your position
  - Supervisor name
  - Description of duties – be as specific as possible
  - Reason for leaving
  - Dates of experience
- Section 6 is entitled Publications. You must enter:
  - Title of publication
  - Authors/presenters
  - Publication/organization
  - Month and year of publication
  - Volume number and pages
- Section 12 is entitled Miscellaneous. You are first asked two questions: if you have any limiting aspects and if your medical education was interrupted or extended for any reason. Any affirmative response requires you to enter an explanation or description in 510 characters or less (including spaces). This section also has separate text boxes to enter:
  - Languages in which you are fluent (Can you conduct an interview in this language?)
  - Hobbies and interests
  - Medical school awards
  - Other awards and accomplishments – include community, too.
  - Membership in honorary/ professional societies
Helpful Hints

• Don’t feel compelled to list everything you have ever done. This can be distracting, especially if done in a laundry list fashion. Your CV should reflect themes. Coming from UMKC, you will be viewed as a focused, goal-oriented candidate. Use this to your advantage. Show that you have pursued interests and not just randomly partaken in activities.
• Use short descriptions under items. This can generate interest, tie experiences together, and help shape the way the item is viewed. Do not describe self-explanatory items. Remember, brevity is the soul of wit. (No more than a few sentences!). The CV should not explain everything, but rather spark interest in you.
• Use action verbs, e.g. ‘organized’ and ‘edited’ and avoid the use of the word “I”.
• A short description is especially useful for job duties with work experiences and community service-type activities. Try consolidating various activities under the organization name (i.e. Make-a-Wish) instead of listing each time you volunteered. Then, in the description, mention that you organized or helped with A, B, and C activities.
• If you are listing an award or honor that you have received, include a single-sentence explanation for those that are not self-explanatory. This ensures that the reader understands its significance.
• Use common sense; be cautious about listing an interest group, professional society, or experience in a field other than your own. If you do this, be able to both explain how this changed your career choice and show that you have explored your career choice more than the other field.
• Be able to have a conversation, preferably a good one, about anything listed on your CV. Listing a more unique hobby can be a great conversation piece at interviews. Listing several may alienate a program director. If it is listed, it will come up somewhere on the interview trail (So don’t list things you didn’t do in an attempt to make your application look better!).
• If you have time, try to be able to list at least one or two things in each major area. Programs understand that you have had less time than most other applicants. As such, deficiencies in areas such as research or community service will be looked more favorably upon if you have at least explored the area. It is even better if you can tie these activities into themes in your application. For example, research in your field or a service activity related to an interest or hobby.
• It is better to list research as 'in progress' or 'submitted for review' than to not list it at all. You can always provide a program with an updated CV when you interview (and you should if you have significant changes).
• Some interviewers will Google the research you list on your CV and ask you about your involvement. They may also check out your Facebook page.
• Don’t be confined by the space on the ERAS CV! You have some leeway to be interactive or creative. Prior students have written things such as, "Ask me about..." This can set your application apart and create interest in inviting you out for an interview.

Researching Residency Programs

Gathering Information

• The first and most important step requires that you figure out the criteria you will evaluate the programs with and what characteristics are important to you and your career goals (i.e. continuity clinics, extensive surgical subspecialty departments, etc).
• This takes a lot of work, so start early.
• Many of you will be applying to a large number of programs (>40-50), so break them up. Assess what programs you want to consider before you start collecting the information.
• In addition to helping you establish your application list, this background information will help you decide what interviews you want to accept.
• The information about each program should be organized in whatever way you choose (one notebook, separate manila folders).
• You should review this information thoroughly and often.
• Start considering the “Rank” of your chosen programs before you apply.
• Clearly understand your “Ranking” when accepting your interviews.

Where Should You Get the Information?
• Residency Programs
  o Websites and FRIEDA provide contact information for each program.
  o Do not hesitate to e-mail or write postcards to the programs requesting information. Most programs provide packets of information.
  o It would be a good idea to set up a database (such as MS Word Mail Merge) to help you. Electronically label your written communication so that thank you notes can be easily addressed in the future.
• Career Mentor
  o The mentor must understand what information is important to you and they must have an accurate evaluation of your character.
  o Provides subjective interpretation of reputation
  o May provide contacts with programs to help gain more information
  o Helps provide subjective opinions about program personalities, benefits and flaws
• Faculty
  o Can be biased toward their own program
  o May provide contacts with other programs
  o Subjective opinions about programs
  o Seek opinions from junior faculty who trained at other programs
• Residents
  o A very good resource for inside information about their program
  o Can be very good for other programs too, they applied only a few years prior
  o Good to understand geographic information about programs
  o A great resource while on away rotations
  o Fellows from other institutions are a great resource too
  o Contact information will be available through your docents and Student Affairs Office regarding current residents and faculty in your chosen field who have agreed to help out UMKC students.
• Other Students (or Graduated Students)
  o **Share information with each other**
  o Give feedback about program encounters
  o Discuss programs with other students you meet at away rotations and along the interview trail
  o We have started a database of programs where the 2006 class interviewed that may shed light on the programs to which you want to apply.
  o Do not hesitate to contact UMKC graduates regarding residency programs
• Careers in Medicine
  o Produced by the AAMC
• FRIEDA (Fellowship and Residency Electronic Interactive Database)
  o http://www.ama-assn.org/ama/pub/category/2997.html
  o Produced by the AMA
  o Very good resource regarding objective information about schedule and benefits
  o Links to program websites
  o Contact information for program
• Graduate Medical Education Directory (“The Green Book”)
  o Print version of FRIEDA
  o Annually updated catalogue of programs
  o Can get in UMKC Health Science Library
  o Can order from AMA
M.D. Program

Advising/Who to Contact

**Student Affairs Staff**
Brenda Rogers, M.D.
Associate Dean for Student Affairs
M4-207
RogersBr@umkc.edu
816-235-1782

Cary Lyon Chelladurai, M.S.
Manager of Student Affairs
M4-203
ChelladuraiC@umkc.edu
816-235-1951

Shannon McClain
Administrative Assistant
M4-201
McClainS@umkc.edu
816-235-1920

**Blue Unit Staff**
Mary Pirotte, M.A.
Senior Education Team Coordinator
M5-329
PirotteM@umkc.edu
816-235-1957

Jacqueline Ware-Sodsod, M.M.
Senior Education Team Coordinator
M4-205A
WareSodSodJ@umkc.edu
816-235-1966

TBA
Administrative Assistant
M5-301
816-235-1950

**Green Unit Staff**
Petra Bricker, M.A.
Education Team Coordinator
M4-429
BrickerP@umkc.edu
816-235-1931

Stephanie Singleton
Administrative Assistant
M5-201
SingletonS@umkc.edu
816-235-1960

**Red Unit Staff**
Gladys Zollar-Jones, M.A.
Education Team Coordinator
M5-125
Zollar-JonesG@umkc.edu
816-235-1906

Cherie Burton, B.A.
Administrative Assistant
M4-101
BurtonCD@umkc.edu
816-235-1940

**Gold Unit Staff**
Cassandra Shaffer Johnson, M.A
Education Team Coordinator
M4-225
816-235-1921

**Purple Unit Staff**
Marge Weimer, M.Ed.
Education Team Coordinator
M5-225
WeimerM@umkc.edu
816-235-1963
What to Expect -UMKC School of Medicine

This chart does not replace careful review of School of Medicine Policies. Please refer to the Council on Evaluation and Council on Curriculum policies for official guidelines on course prerequisites, testing deadlines, promotion and graduation requirements, etc.

<table>
<thead>
<tr>
<th>Course Subject and Title (course scheduling will vary for individual students)</th>
<th>Class Meetings will discuss</th>
<th>Important Deadlines, Policies and Activities</th>
<th>Extra Expenses (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer before Year 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 211</td>
<td>Orientation topics</td>
<td>Provisional students will be required to receive a B or better in CHEM 211 before entering the program</td>
<td>Background Check $42.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meet or contact the advisor for your undergraduate degree if it is a BA</td>
<td>Clinical Participation Fee $50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn in all your fall paperwork (acceptance of offer, fall coursework planning sheet, background check, immunization records, FERPA release, resident hall contract, clinical participation fee, proof of insurance)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Orientation - Student self enrols in Fall classes</td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester Year 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LS ANAT 119 - Human Biology (Anatomy)</td>
<td>Student Competencies</td>
<td>Mandatory Advising Appointment with your advisor</td>
<td>BLS Training: $35</td>
</tr>
<tr>
<td>CHEM 211 - General Chemistry I</td>
<td>Class Officer Elections</td>
<td>TB Test and Flu Shot</td>
<td></td>
</tr>
<tr>
<td>CHEM 211L - General Chemistry I Lab</td>
<td>Curriculum Requirements</td>
<td>October – Student self enrols in Spring classes</td>
<td></td>
</tr>
<tr>
<td>PSY 210 - General Psychology</td>
<td>Honor Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED 9115 - Medical Terminology</td>
<td>OASIS Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED 9119 - Learning Basic Medical Sciences</td>
<td>Financial Literacy Series: Money Management 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED 9110 - Fundamentals of Medicine I</td>
<td>TB Tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 225 - English II</td>
<td>CPR Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester Year 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 101 – Sociology: An Introduction</td>
<td>Aging Course Overview &amp; Reminders</td>
<td>Mandatory Advising Appointment with your advisor</td>
<td>Disability Insurance $55</td>
</tr>
<tr>
<td>CHEM 212 - General Chemistry II Lab</td>
<td>Residential Life Summer Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 212L - General Chemistry II Lab</td>
<td>Mandatory Advising Appointments</td>
<td>April – Student self enroll for Summer and Fall classes</td>
<td></td>
</tr>
<tr>
<td>LS MICRO 121 Microbiology &amp; Lab</td>
<td>Financial Literacy Series: Financial Aid 101</td>
<td>Students sit for the WEPT exam</td>
<td></td>
</tr>
<tr>
<td>MED 9120 - Fundamentals of Medicine II</td>
<td>Hospital Team: Course Overview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Garcia Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Semester Year 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 320 and 320L - Organic Chemistry and Lab</td>
<td>No Meeting due to Hospital Team rotations</td>
<td>Students must have a 2.8 science GPA to promote to Year 2.</td>
<td></td>
</tr>
<tr>
<td>LS BIO 202 - Cell Biology</td>
<td></td>
<td>Hospital Team takes place during the two weeks following the regular semester. Students must be present both weeks.</td>
<td></td>
</tr>
<tr>
<td>MED 9221 – Hospital Team Experience</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Fall Semester Year 2:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Class Officer Elections</th>
<th>Mandatory Advising Sessions</th>
<th>TB Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS 9265</td>
<td>Human Biochemistry</td>
<td>Update your immunization records and proof of insurance</td>
<td>Test and Flu Shot</td>
<td></td>
</tr>
<tr>
<td>LS BIO 206</td>
<td>Genetics</td>
<td>Mandatory Advising Appointments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 211</td>
<td>Sociology Life Cycles</td>
<td>Review GPA criteria to start HSF series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED 9210</td>
<td>Fundamentals of Medicine III</td>
<td>Year 3 Individual Student Photos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEPT Test or ENG 299</td>
<td>Other courses required for your undergraduate degree</td>
<td>Day 1 - Mandatory Advising Session</td>
<td>Year 3 Individual Student Photos</td>
<td></td>
</tr>
</tbody>
</table>

### Spring Semester Year 2:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CPR Certification Health Insurance Card</th>
<th>White Coat Details</th>
<th>Must have a 2.8 Science GPA to continue in Structure Function Series</th>
<th>Disability Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS 9296</td>
<td>Human Structure Function I</td>
<td>MD-Only students join BA/MD students in coursework</td>
<td></td>
<td></td>
<td>$55</td>
</tr>
<tr>
<td>BMS 9297</td>
<td>Human Structure Function II</td>
<td>Students order their White Coats from the UMKC Health Science Bookstore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMS 9298</td>
<td>Human Structure Function III</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED 9220</td>
<td>Fundamentals of Medicine IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Summer Semester Year 3:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>TB Tests</th>
<th>Occupational Health</th>
<th>Financial Literacy: Transitioning Financially to the Professional Program</th>
<th>Docent assignments are being finalized.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 9310</td>
<td>History of Medicine</td>
<td></td>
<td></td>
<td></td>
<td>Students should notify their advisor if they are on a military scholarship and need to do their military training; intend to petition for summer campus; have a major that requires the student to be on campus for a particular campus semester (i.e. Fall or Spring).</td>
</tr>
<tr>
<td>MED 9390</td>
<td>Clinical Correlations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Fall Semester Year 3:

| Course Code | Course Title               | Year 3 Individual Student Photos | Security/Safety/ID's | Careers in Medicine | Communication Expectations | Office Responsibility | Dress Code/SOM/My Space | Curriculum Review | Self Paced Pharm/Learning Service Project | Professionalism/Code of Ethics | Hospital Responsibilities | Clinic Responsibilities, Role of Docent | Distribution of medical equipment | Mandatory Advising Appointment with your advisor | Basic Life Support (BLS) Training | TB Test and Flu Shot | Late July/Early August – Students attend mandatory Year 3 Orientation and take a preliminary CBSE exam followed by the beginning of coursework | Mid August – White Coat Ceremony, students meet learn which team they are on and who their docent, senior partner and advisor will be | Students meet with their advisors within 3-4 weeks of learning their placement | Beginning of September - Clinic begins (students must have their CPR certification before starting clinic) | Update your immunization records and proof of insurance | November – students self-register in Pathway for Spring semester | Medical Equipment: $870 | BLS Training: $35 |
|-------------|---------------------------|--------------------------------|----------------------|---------------------|----------------------------|----------------------|------------------------|---------------------|----------------------------------------|-------------------------------|-------------------------------|---------------------------|----------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|
| BMS 9310    | Medical Microbiology      |                                |                      |                     |                            |                      |                        |                     |                                                       |                                |                                |                          | Mandate a BLS Training          | TB Test and Flu Shot            | Late July/Early August – Students attend mandatory Year 3 Orientation and take a preliminary CBSE exam followed by the beginning of coursework | Mid August – White Coat Ceremony, students meet learn which team they are on and who their docent, senior partner and advisor will be | Students meet with their advisors within 3-4 weeks of learning their placement | Beginning of September - Clinic begins (students must have their CPR certification before starting clinic) | Update your immunization records and proof of insurance | November – students self-register in Pathway for Spring semester | Medical Equipment: $870 | BLS Training: $35 |
| BMS 9311    | Medical Neurosciences     |                                |                      |                     |                            |                      |                        |                     |                                                       |                                |                                |                          | Mandate a BLS Training          | TB Test and Flu Shot            | Late July/Early August – Students attend mandatory Year 3 Orientation and take a preliminary CBSE exam followed by the beginning of coursework | Mid August – White Coat Ceremony, students meet learn which team they are on and who their docent, senior partner and advisor will be | Students meet with their advisors within 3-4 weeks of learning their placement | Beginning of September - Clinic begins (students must have their CPR certification before starting clinic) | Update your immunization records and proof of insurance | November – students self-register in Pathway for Spring semester | Medical Equipment: $870 | BLS Training: $35 |
| MED 9380    | Clinical Skills           |                                |                      |                     |                            |                      |                        |                     |                                                       |                                |                                |                          | Mandate a BLS Training          | TB Test and Flu Shot            | Late July/Early August – Students attend mandatory Year 3 Orientation and take a preliminary CBSE exam followed by the beginning of coursework | Mid August – White Coat Ceremony, students meet learn which team they are on and who their docent, senior partner and advisor will be | Students meet with their advisors within 3-4 weeks of learning their placement | Beginning of September - Clinic begins (students must have their CPR certification before starting clinic) | Update your immunization records and proof of insurance | November – students self-register in Pathway for Spring semester | Medical Equipment: $870 | BLS Training: $35 |
| MED 9383    | Continuing Care Clinic I  |                                |                      |                     |                            |                      |                        |                     |                                                       |                                |                                |                          | Mandate a BLS Training          | TB Test and Flu Shot            | Late July/Early August – Students attend mandatory Year 3 Orientation and take a preliminary CBSE exam followed by the beginning of coursework | Mid August – White Coat Ceremony, students meet learn which team they are on and who their docent, senior partner and advisor will be | Students meet with their advisors within 3-4 weeks of learning their placement | Beginning of September - Clinic begins (students must have their CPR certification before starting clinic) | Update your immunization records and proof of insurance | November – students self-register in Pathway for Spring semester | Medical Equipment: $870 | BLS Training: $35 |
| MED 9385    | Introduction to Pharmacology (online course) |                                |                      |                     |                            |                      |                        |                     |                                                       |                                |                                |                          | Mandate a BLS Training          | TB Test and Flu Shot            | Late July/Early August – Students attend mandatory Year 3 Orientation and take a preliminary CBSE exam followed by the beginning of coursework | Mid August – White Coat Ceremony, students meet learn which team they are on and who their docent, senior partner and advisor will be | Students meet with their advisors within 3-4 weeks of learning their placement | Beginning of September - Clinic begins (students must have their CPR certification before starting clinic) | Update your immunization records and proof of insurance | November – students self-register in Pathway for Spring semester | Medical Equipment: $870 | BLS Training: $35 |

### Spring Semester Year 3:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>TB Tests</th>
<th></th>
<th></th>
<th>Medical Equipment: $870</th>
<th>BLS Training: $35</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 9310</td>
<td>Medical Microbiology</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
<tr>
<td>BMS 9311</td>
<td>Medical Neurosciences</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
<tr>
<td>MED 9380</td>
<td>Clinical Skills</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
<tr>
<td>MED 9383</td>
<td>Continuing Care Clinic I</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
<tr>
<td>MED 9385</td>
<td>Introduction to Pharmacology (online course)</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
<tr>
<td>BMS 9390</td>
<td>Clinical Correlations</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
<tr>
<td>MED 9380</td>
<td>Clinical Skills</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
<tr>
<td>MED 9383</td>
<td>Continuing Care Clinic I</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
<tr>
<td>MED 9385</td>
<td>Introduction to Pharmacology (online course)</td>
<td></td>
<td></td>
<td></td>
<td>$870</td>
<td>$35</td>
</tr>
</tbody>
</table>
### Spring Semester Year 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 9312</td>
<td>Pathology I</td>
</tr>
<tr>
<td>MED 9313</td>
<td>Pathology II</td>
</tr>
<tr>
<td>MED 9383</td>
<td>Continuing Care Clinic I</td>
</tr>
<tr>
<td>MED 9386</td>
<td>CUES: Interdisciplinary Patient Care: Healing</td>
</tr>
</tbody>
</table>

**Financial Literacy Series:** Identify Theft
CUES presentation (WS course)
Study abroad experiences

**January - Year 4 schedules are developed.**
Students meet with their advisors to discuss their CBSE date (students must pass CBSE before sitting for Step 1); their study schedule and Step 1 exams.

**March - students with open electives months in Year 4 apply for January – December in-town electives with their advisors (not all students will have extra months)**
April – Students self-register in Pathway for Summer and Fall semesters

**Disability Insurance $55**

### Year 4

**Campus Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 9401</td>
<td>Year 4 Internal Medicine Docent Rotation</td>
</tr>
<tr>
<td>MED 9408</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>MED 4971</td>
<td>Family Medicine</td>
</tr>
<tr>
<td>MED 9472</td>
<td>Behavioral Science</td>
</tr>
<tr>
<td>MED 9482</td>
<td>Patient Physician Society I</td>
</tr>
<tr>
<td>MED 9484</td>
<td>Patient Physician Society II</td>
</tr>
<tr>
<td>MED 9483</td>
<td>Continuing Care Clinic II</td>
</tr>
<tr>
<td>MED 9485</td>
<td>Ambulatory Care Pharmacology (online course)</td>
</tr>
</tbody>
</table>

**CBSE and Step I Course Scheduling**
CBSE and Step I Student Panel
Preceptorship
International Electives
MSPE & Chairman’s Exam Policy
Required Rotations

**Mandatory Advising Appointment with your advisor**
Update your immunization records and proof of insurance
Test and Flu Shot
Students must pass 2 or the following 3 to take Pharmacology: Pathology I & II, Medical Microbiology, Medical Neurosciences
October – students with open elective months spring Year 4 apply for January – May in-town electives with their advisor
January - Year 5 schedules are developed
March - students with open elective months in Year 5 apply for January – December in-town electives with their advisor
Students who pass boards prior to May could have the opportunity to begin Year 5 coursework early
Take the MAPP exam after you finish Campus coursework

**Step 1 Registration $505**

### Year 5

**MED 9501 - Year 5 Internal Medicine Docent Rotation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 9503</td>
<td>Pediatric Rotation</td>
</tr>
<tr>
<td>MED 9505</td>
<td>Surgery Rotation</td>
</tr>
<tr>
<td>MED 9506</td>
<td>Obstetric &amp; Gynecology</td>
</tr>
<tr>
<td>MED 9570</td>
<td>Family Medicine Preceptorship</td>
</tr>
<tr>
<td>MED 9571</td>
<td>Psychiatry Rotation</td>
</tr>
<tr>
<td>MED 9483</td>
<td>Continuing Care Clinic III</td>
</tr>
<tr>
<td>MED 9585</td>
<td>Prescribing Special Populations (online course)</td>
</tr>
</tbody>
</table>

**BA Completion (Graduate Applications)**
Postponed PPS series
PBA (Step II CS preparation)
Deadlines for Step II CK and CS
Financial Literacy Series: Financial Fitness
Number of out-of-town electives
Medical Humanities Honor Society Nomination
Course scheduling Elective Choices Sheets
Financial Literacy Series: Preparing Financially for the Final Year
Intent to Interview request forms, etc.
Preparing for Match
Letters of Recommendations from Docs
Step II CS and PBA Words of Wisdom from the Graduating Seniors!

**Mandatory Advising Appointment with your advisor**
Basic Life Support (BLS) Training
TB Test and Flu Shot
Oral Surgery Residents begin coursework for combined OS/MD program
Students must pass USMLE Step 1 exam to take Year 5 coursework
Update your immunization records and proof of insurance
October – students with open elective months spring Year 5 apply for January – May in-town electives with their advisor
February – Students double check their Bachelor’s degree application and go through a degree audit
March – students with open elective months apply for June – December in-town electives with their advisor - Clinical Electives must be from three different categories – one of these electives must be categorized as “critical care” Most students have time for additional clinical and/or research electives
Apply for USMLE Step 2 CK and CS
March – May -students begin to apply for away rotations for Year 6
May - students graduate with their undergraduate degree.

**Disability Insurance $55**

**Step 2 CS Registration $1075**

**Step 2 CK Registration $505**

**Elective Application fees $35 per school in VSAS (some schools charge on top of that)**

**Drug Screen (some away rotations are at institutions that require drug screens) $36.00**

**Disability Insurance $55**

**Step 2 OSCE Registration $505**

**Housing for Out-of-town electives**

**BLS Training: $35**
<table>
<thead>
<tr>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 95xx - Medical Humanities Selective</td>
</tr>
<tr>
<td>MED 9601 - Year 6 Internal Medicine Docent Rotation</td>
</tr>
<tr>
<td>MED 9683 – Continuing Care Clinic IV</td>
</tr>
<tr>
<td>MED 9685 – Safe and Rational Prescribing (online course)</td>
</tr>
<tr>
<td>MED 9678 Emergency Medicine</td>
</tr>
<tr>
<td>MED 98xx-99xx Clinical Elective</td>
</tr>
<tr>
<td>MED 98xx-99xx Clinical Elective</td>
</tr>
</tbody>
</table>

**ERAS/Residency and the Match Process**

- Financial Literacy Series: Investments and Savings
- Preparing your academic record for graduation
- Match Week
- Graduation Week Activities
- Financial Literacy Series: Debt management and Financial Planning for Residency

**July – Electronic Residency Application Service orientation**

**Fall – Register for the National Residency Match Program**

- TB Test and Flu Shot
- Students must take USMLE Step II CS by November 30 and USMLE Step II CK exam by December 31 of last year. Must pass both tests to graduate.
- Students complete ACLS during Year 6 Do

**October – students with open elective months spring Year 6 apply for January – May in-town electives with their advisor.**

- February – students double check their graduation application for May. Students changing their name (i.e. because of marriage) should do so before March 1
- Mid March – Students learn their residency placement
- April – Students double check, holds, address, diploma names, etc in anticipation of graduation; students complete the Graduation Questionnaire
- May – students graduate with their MD

**July – Electronic Residency Application Service orientation**

**Fall – Register for the National Residency Match Program**

- TB Test and Flu Shot
- Students must take USMLE Step II CS by November 30 and USMLE Step II CK exam by December 31 of last year. Must pass both tests to graduate.
- Students complete ACLS during Year 6 Do

**October – students with open elective months spring Year 6 apply for January – May in-town electives with their advisor.**

- February – students double check their graduation application for May. Students changing their name (i.e. because of marriage) should do so before March 1
- Mid March – Students learn their residency placement
- April – Students double check, holds, address, diploma names, etc in anticipation of graduation; students complete the Graduation Questionnaire
- May – students graduate with their MD

**ERAS Registration**

- $60 and up (depending on the number of programs)

**NRMP Registration**

- $60 and up (depending on the number of programs)

**Disability Insurance**

- $55

**Residency Interviews**

(Will vary based on the number of interviews, and locations – airlines have issued discount coupons in the past)
Education Team Coordinator

The Education Team Coordinator, or Advisor, helps students with academic scheduling and degree requirements, as well as serving as the main point of contact for any questions, concerns, or interests a student has. ETCs connect students with School of Medicine, UMKC, and community resources. The ETC acts as a student advocate and can serve as a liaison between the student and faculty members or docents.

An ETC is provided for students in their first two years on the Volker campus. Students are assigned a new ETC when they arrive at the Hospital Hill campus for Years 3-6.

Year 1 Alternate Curriculum Program Policy

According to Council on Evaluation policy, a student will enter the Alternate Program for a variety of reasons, including:

- Does not meet either promotion or dismissal criteria
- Due to academic difficulties, e.g., received a “D +/-”, “F”, “WF”, “no credit”, or “Fail” in a required course
- Earned an insufficient GPA (cumulative and/or science) for promotion
- Needs to complete coursework in addition to SOM required work

Upon entering the Alternate Program, students will be asked to sign an agreement in order to continue in the School of Medicine combined degree program. Once placed in the alternate curriculum program, students must declare a major of a B.A. in biology or chemistry and will be assigned to the designated Alternate Program undergraduate advisor at that time. Students will be placed into a specified curriculum that consists of bachelor’s degree coursework to achieve this baccalaureate degree and to strengthen their knowledge and study habits for the basic sciences. This curriculum will consist of the following:

- The student begins the alternate curriculum with summer coursework.
- The Year 1 Alternate curriculum will have two science courses each semester.
- The alternate year may include a repeat of a failed required course, and the curriculum is mapped in these circumstances.
- Curriculum plans are designed for degrees, and students may not petition to change the curriculum as planned by the Associate Dean of Curriculum and the Assistant Dean for Years 1 & 2.
- Courses must be taken at the University of Missouri – Kansas City.
- Students may not add additional coursework to their Alternate curriculum plan.
- A required one-hour School of Medicine resource experience (for credit) will be part of the curriculum in the Alternate Year 1 Fall and Spring semesters.
- Students will remain enrolled as full-time Medical School students.

Performance in the curriculum for these alternate students will be monitored each semester starting in the Year 1 Alternate Summer semester. Students maintain eligibility for each semester in accordance with Council on Evaluation policy. A science GPA of \( \geq 2.80 \) must be achieved each semester; failure to achieve this GPA meets criteria for separation from the combined BA/MD degree program. Council on Evaluation policies for dismissal remain in effect throughout the Alternate semesters. Students will also be placed on two-year probation at the time they enter the alternate Program.

If students successfully complete the requirements of the Year 1 Alternate Program, they will return to the curriculum in Year 2 in the Fall semester following their alternate year. Students will remain on probation until successful completion of Human Structure Function III. These students will also enroll in the 9210 and 9220 courses and will have a designated docent team within that course. Students in this program will also take a campus semester during Year 4. Students in the Year 1 Alternate Program cannot do any research, as part of a formal curriculum or otherwise, until completion of Human Structure Function III.
Medical Equipment

Prior to Year 1, students are given a lab coat for their experiences on their Year 1 & 2 Docent Teams. These coats are replaced when students attend the White Coat Ceremony in Year 3. In the Fall of Year 3, students are also instructed on how to get the necessary equipment for their clinical experiences. Students should not purchase equipment prior to Year 3 as this equipment is purchased in a set and charged to the student’s university account through the UMKC Health Science Bookstore. Prices for the equipment are approximately $760 - $835, depending on which stethoscope the student chooses.

Equipment includes:
1. Welch Allen Diagnostic Set
   - 11820 PanOptic Ophthalmoscope
   - 7100-A Rechargeable Handle
   - 24400 Reusable Otoscope Specula (Set of four)
   - 23820 MacroView Otoscope
   - Hard case
2. Coaxial Ophthalmoscope Head
3. 3M/Littmann Classic II S.E. Black Stethoscope / 3M/Littmann Cardiology III Black Stethoscope
4. Babinski Hammer Noir
5. C128 Tuning Fork
6. C512 Tuning Fork
7. Retractable Tape Measure
8. Taylor Hammer with Monofilament
9. LED Penlight

Additional Requirements of Medical Students

Disability insurance – The School of Medicine maintains a disability insurance policy for all students. This is a standard across U.S. medical schools. Whether medical school is financed with student loans or family contributions, the investment in medical school is great and assumes a payoff of future incomes. In the case where a student is unable to complete their degree because of injury or illness, this policy offers protection. The cost is $55 and is billed to the student account each year. Complete details about the policy are available through the Office of Student Affairs.

Live in the Residence Hall - As a Year 1 Medical Student, you are required to live in the Residence Hall your first year and summer for your 2nd year (3 semesters: Fall, Spring & Summer). The UMKC School of Medicine has created a living/learning community for students at the Volker campus. Research shows us that living/learning communities like these are some of the most effective strategies that institutions of higher education can employ to improve student success. In addition to giving you an opportunity to bond with your classmates, living in the residence life buffers you from some of the distractions that can exist at home.

ClexJournal - ClexJournal is an online system that students use to record their patient encounters throughout their clinical experiences. It allows each clerkship to track whether students encounter the diagnoses and procedures that the clerkship has defined as critical to their core curriculum. Use of ClexJournal is required in all clinical rotations, including continuing care clinic. Students must enter all required patient data into the system by the seventh calendar day of the month following the end of the clerkship to show their clerkship requirements have been met. Students who fail to meet this requirement will have their final grade in the clerkship reduced by one level (e.g., honors to high pass). Students will receive an orientation to ClexJournal at the beginning of Year 3 clinic. For questions about ClexJournal or for technical assistance, please contact Alison Roberg in the Curriculum Office (roberga@umkc.edu).
Dress Code

Personal appearance, which includes hygiene, grooming and choices regarding jewelry and clothing, is a reflection of attitude towards oneself and the people one is likely to encounter.

- In addition to the students, faculty administrators and support staff whose workplace is the School of Medicine, there are important visitors to the school on a daily basis whose impressions of the school will be formed, in part, by the appearance of those who represent the institution.
- There is a reasonable consensus within the School of Medicine family on the general guidelines for behavior regarding appearance. We generally agree that we should: be clean, minimize body odor, avoid being sexually provocative, and avoid the use of appearance as a way of attracting undue attention to oneself.
- Examples of unacceptable dress on which there is broad consensus (students and faculty) are as follows: clothing with emblems, slogans and symbols related to illicit substances, alcohol, tobacco products, obscene language or sexual connotations; micro-minis (more than three inches above the knee); crop tops, spaghetti strap tops or backless tank tops; bare feet; and cutoff shorts. On the other hand, neatly tailored shorts and sandals would be appropriate in most non-clinical, non-formal settings.
- Medicine, as a caring profession, would be expected to foster an attitude of concern for the well-being of individual members of the group and for the reputation of the group as a whole. When a person belonging to the institution displays behavior, including appearance, unbecoming of the profession of medicine, it would be incumbent on the other members of the institution to guide, counsel and/or assist the person demonstrating such behavior. Students, faculty, and staff will be expected to respond appropriately to constructive criticism. An individual with concerns about the appearance of another may consider utilizing a third party (i.e. class officer, ETCs or faculty member, etc.) to express concern.

Developed by the UMKC School of Medicine, Student-Faculty Forum, November 2000.

- The teaching hospitals each have their own rules regarding appearance. These rules are considerably more definitive and are not negotiable.
- Research laboratories may have their own rules regarding appropriate dress for safety and specialized procedures.

Petition and Appeals Processes

This information is not meant to be an official source of policy. If you need to utilize one of these processes, please check for the original source material at the website addresses provided.

Council on Evaluation Student Petitions

Student petitions are reviewed at the Council on Evaluation's monthly meeting. Recommendations made by the Council are submitted to the Coordinating Committee for approval or denial. Action of the Committee is subject to final approval by the Dean. All requests to the Council on Evaluation must be submitted using the appropriate petition form. Petition forms are available in the appendix of this manual, the Council office, or from the Education Team Coordinators. There are two types of petition forms: General Petitions and Petitions for Leave of Absence. All petitions must be signed by the student, Education Team Coordinator, and Docent and an up-to-date curriculum plan must be attached. The petition process takes a minimum of four to six weeks to complete and petitions should be submitted no later than two weeks prior to a Council meeting.


Council on Curriculum Student Petitions

The student should submit a thorough petition to the Council on Curriculum at least two months before the requested schedule change. The petition will be reviewed by the Chairperson and approved, denied or referred to the full Council. In the case of referral or denial, the student will be invited to the next Council meeting and allowed to make a personal appeal. If the petition is denied by the Council, the student may make a final
Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. According to university policy which the School of Medicine follows, students may appeal a grade that the instructor has assigned. This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor’s evaluation of the student’s academic performance. Capricious grading, as that term is used here, comprises any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course.
- The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course. (Note: Additional and/or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)
- The assignment of a grade by a substantial departure from the instructor’s previously announced standards.

Step 1  A student who charges that they were graded *capriciously* must initiate the grade appeal process by notifying the Associate Dean for Academic Affairs in writing of their intent to do so. This dated correspondence must clarify how their grade was assigned capriciously (as defined in 1-3 above), and it must identify the grade they believe they should receive.

Step 2  The student should first discuss the course grade fully with the instructor of the course. This must be done within fourteen (14) consecutive calendar days after the final grade is first assigned in Blackboard, Pathway or OASIS. If the matter is resolved to the satisfaction of the student at the instructor level, the recommendation to accept the grade appeal is presented to Coordinating Committee for review and recommendation to the Dean.

Step 3  If the matter cannot be resolved by consultation with the instructor, the student should appeal, in person or in writing, to the department chair within seven (7) consecutive calendar days after notification of the decision of the instructor. If the matter is resolved to the satisfaction of the student, the department chair’s recommendation to accept the grade appeal is presented to Coordinating Committee for review and recommendation to the Dean.

Step 4  If the matter is not resolved at the department level or if the course is multidisciplinary, the student may appeal, in person or in writing, to the Associate Dean for Academic Affairs within seven (7) consecutive calendar days after notification of the decision of the department chair or instructor, respectively. After the student’s meeting with or written appeal to the Associate Dean, an ad-hoc committee to review the record and provide advice on the matter may be appointed by the Associate Dean. The student may have additional input at this level by submitting written correspondence expressing his/her views concerning the grade appeal or by submitting other supporting documentation. The recommendation of the Associate Dean will be forwarded to the Coordinating Committee for a decision which is forwarded to the Dean of the School of Medicine for official determination. If the matter is not resolved at this level, the student may choose to appeal the ruling of the Coordinating Committee in writing to the Dean. The student has a maximum of seven (7) consecutive calendar days following the meeting of the Coordinating Committee to present the written appeal to the Dean. The student forfeits the right to such appeal if he/she fails to provide timely written appeal to the Dean. The final decision of the Dean will be communicated to the student, the instructor, and/or the department chair.
Step 5  If the matter is not resolved within the School of Medicine, the student may appeal to the Chancellor or his/her designated representative. This appeal must be made within seven (7) consecutive calendar days after notification of the decision of the Dean.

Step 6  The Chancellor or his/her designated representative shall review the full record of the case and appeal documents. At this level, the Chancellor may appoint an ad-hoc academic appeals committee to review the record and provide advice on the matter. The decision of the chancellor, or his/her designated representative, is final and will be communicated to the student, the instructor, the department chair and the dean of the School of Medicine.

Note: Procedure for appeal of grades in the UMKC General Catalog is located at:
http://www.umkc.edu/catalog/Appeal_of_Grades.html

Understanding the SOM Councils and their Manuals

**Diversity Council** - The Diversity Council’s mission is to create a diverse, nondiscriminatory learning and working environment for the University of Missouri Kansas City School of Medicine community by promoting competency, awareness, inclusion, respect and equity through the provision of education, training and resources.

**Faculty Council** – The Faculty Council is chaired by David Hermanns, M.D., School of Medicine and Truman Medical Center Hospital Hill. The Council serves as the representative of the school’s faculty. The council meets once per quarter as a forum for exchange between faculty and administration. The council is also responsible for initial faculty appointments, yearly promotions, and maintaining of faculty records and files. It also develops and coordinates continuing medical education activities.

**Selection Council** - The Selection Council is chaired by Steve Griffith, M.D. and consists of faculty elected by peers from the basic and clinical sciences, the humanities, and the social sciences; docents; community representatives, and students. The Dean may also appoint members not to exceed the number of elected members. The Council on Selection has been charged with the major responsibility of recommending to the Dean students selected by the council for admission to the medical school. It is also responsible for the development and implementation of policies and procedures for selecting students for all the school’s programs. Each graduate program has its own admissions committee. Each admissions committee includes the Program Director or Department Chair and additional Graduate faculty members who are involved with the specific program.

**Other Councils for M.D. Students**

**Council on Curriculum** - The chair of the Council on Curriculum is Stefanie Ellison, M.D. Members of this council include basic and clinical scientist faculty, docents, social science and humanities faculty, and students. The bylaws ensure wide representation of medical fields and disciplines relevant to the practice of medicine. At least a simple majority of the members must be elected by their peers. Others may be appointed at the discretion of the dean. The council is responsible for the design and management of the core curriculum leading to the M.D. degree as well as for the review and approval of elective courses. It approves student petitions for changes in curricular plans and, as necessary, oversees the development of curricular prescriptions for students with special learning needs or interests. This council meets monthly.

**Docent Council** - The Council of Docents is chaired by George Reisz, M.D. Members of this council include all docents and elected student representatives. This council is charged with the responsibility for implementing the inpatient internal medicine rotation for students in Years 4 through 6 and the continuing care clinic experience for students in Years 3 through 6. The Council works with the Council on Curriculum to continually improve these important curricular offerings, which represent key components of the curriculum. The Council of Docents also has the responsibility to develop and/or review policy relevant to the duties of individual docents in providing support to students in the areas of academic advising, career advising, personal counseling/referral as appropriate,
ombudsmanship, and role-modeling the art and science of medicine. The Council of Docents assists its members to carry out these docent functions and enhanced through faculty development activities.

**Council on Evaluation** - The Council on Evaluation is chaired by Sara Gardner, M.D. Members of this council include faculty elected by their peers from the basic sciences, clinical medicine, and the social sciences and humanities. It also includes elected representatives from the student body, dean's appointments, and ex-officio members. Its charge is the development of policies and procedures to assess the academic and professional development of students as they move through the curriculum and to apply those standards in evaluating student performance at all year levels. It originates recommendations for student promotion, non-promotion, graduation, and dismissal. This council meets monthly throughout the year, typically on the second Wednesday of the month. The document, "Policy Manual and Guidelines for Promotion," is available online in PDF format.

**Council Representatives**

Each council has elected students who have identified an interest in a particular aspect of the Medical School to become involved in that area. All terms last one year, and begin June 1.

**Council on Selections**
- Sameer Alvi
- Hibba Aziz

**Council on Evaluation**
- Fizza Abbas

**Council on Curriculum**
- Kristen Burns
- Sara Monfared

**Council of Docents**
- Neil Patel

**Coordinating Committee** approves all actions by the other Councils. The student rep for Coordinating Committee is elected by and among the other Council Reps.

The **Organization of Student Representatives of the Association of American Medical Colleges** is one of the major governing councils of the AAMC. Its purpose is to address all issues pertinent to medical students, nationwide.
- Kristen Burns
Office Space at the School of Medicine

Student offices are provided to all Year 3 – 6 students. Students assigned to St. Luke’s Hospital for their Docent Teams share large communal offices near the St. Luke’s Medicine Clinic. Students assigned to Truman Medical Center for the Docent Teams have small individual offices at the School of Medicine. Policies regarding office use are outlined below.

• Due to concern as to student and environmental safety, the following items will not be allowed in student offices or the common areas of student units:
  o microwaves
  o coffeemakers
  o hair dryers
  o aquariums
  o toaster ovens/toasters
• The kitchen areas on most units are available for after-hours use and have refrigerators and microwaves available for student use. In addition, microwaves are available in the canteen area on the first floor.
• Refrigerators are allowed in individual offices but must be registered with the Administrative Assistant for that color. No refrigerators will be allowed in the common areas on student units.
• Nothing is permitted to cover the student office doors. This policy is based on the need for security and rescue personnel to see inside offices in the case of an emergency. Curtains will continue to be allowed if they have a manufacturer’s tag indicating a U.L. rating but can only be used while the student is changing in his or her office.
• Student safety is a primary concern at the School of Medicine. As such, students CANNOT sleep in their offices while on call. Call rooms are available at TMC for student use. These rooms are in secured areas and are monitored by adequate security personnel so as to ensure student safety.
• Trash cans are not to be used in individual office areas because housekeeping staff do not have the personnel to enter each and every office. Each unit is equipped with a trash can which is emptied on a daily basis. Please do not leave food remains in your office as this attracts bugs and other undesirable creatures.
• We are pleased the students so regularly use the common areas on the units. While they exist for the convenience and use of the students, they are still public spaces within the school and should be kept clean and straightened. Students Affairs Office will be communicating with excessively messy units as well as their docents.
• Year 2 students that need a place to study after the Health Sciences Library closes each evening can use Theatre B from 9 p.m. - 4 a.m. Year 2 students are not allowed on the student units without being accompanied by a student from that unit.
• If an office key is lost or is not turned in after vacating an office, a $25 replacement fee will be charged. Please be careful to keep track of your key!
• Students who change offices or who graduate will be required to schedule a check-out appointment with the administrative assistant on their unit. Items that are left in the offices after the student is gone will be thrown out and a cleaning charge of $65 will be assessed to the student’s account (which could hold up any needed transcripts). Students who leave refrigerators in their offices will be charged an additional $100 fee to cover the environmental fees associated with the disposal of Freon.
SOM Events

Fall Orientation for Year 1 M.D. Students is an exciting time for the School of Medicine as new Year 1 students check into the Residence Hall early to attend a weekend of educational and social programs sponsored by the School of Medicine and UMKC. The InDOctrination Ceremony is their formal welcome to the School of Medicine and where students hear and recite the Hippocratic Oath for the first time. Students also meet their Year 1 & 2 docents, begin bonding with their docent teams, interact with their peer mentors and hear critical advice on how to succeed in medical school.

Peer Mentors are Year 2 BA/MD students who assist Year 1 BA/MD students with their transition into the program for the first year. These model students are selected in the second semester of Year 1 and have demonstrated a higher level of student leadership, academic achievement, and integration to UMKC. Peer Mentors play an active role in the overall orientation and retention efforts of the School of Medicine. They show a strong commitment to helping new students make the transition to UMKC SOM.

The UMBC School of Medicine White Coat Ceremony takes place each August for the new Year 3 students and MD-Only students who are joining clinical teams. The White Coat Ceremony was established by Arthur P. Gold to welcome students as they begin their journey in medicine and to remind them of the professional guidelines that will be expected of them. The Gold Foundation provides each student with a Humanism Pin to wear on the white coat as a reminder of the humanism that each is to bring to the medical profession. The placement of students on teams is a secret until the ceremony where Year 3 - 6 Docents coat their new students and the School of Medicine welcomes their newest clinical students. At White Coat, the class Philosophy of Medicine is read by the Richard T. Garcia winner from the previous year. Following the ceremony, students' families, faculty and peers meet for a reception.

The class Philosophy of Medicine is a statement compiled from students' ideas about medicine and their role as a physician. Each class statement is unique and provides insight into their class's personality and culture. Each student receives a copy of the statement at White Coat. At graduation four years later, the Philosophy of Medicine is again read to the class as a reminder of their original intentions in the field of medicine.

Snowball is the annual formal dance held by the Medical School Advisory Council. Snowball is traditionally held in the winter and is an opportunity for students across all levels to relax for the evening.

Match Day is the third Thursday in March and is one of the most exciting days of the year. Senior students, along with their colleagues, faculty, family and friends, gather to hear the announcing of their residency placements. This same event happens at medical schools all across the country at the same time.
**Senior Banquet** is held during graduation week. The transition to residency is normally a hectic one and the senior banquet offers students a moment to reflect on their past friendships and future endeavors. This last hoorah is a favorite of many students.

Students in the Combined BA/MD program have the opportunity to attend two **Graduation Ceremonies** before they depart UMKC. Most students go through the undergraduate ceremony in May of Year 5 or December of Year 6. The MD ceremony is held in May. Students are hooded at this ceremony by their docents, take the Hippocratic Oath for the first time as physicians, and are reminded of their original medical intentions when they listen to the reading of their class Philosophy of Medicine.

**Good Ideas for Strong Teams**

Your Docent Team and other group experiences are an integral part of your experience at UMKC and can greatly influence how happy you are here. Great teams don’t just happen; people have to work at creating those unbreakable bonds. Here are some ideas for creating a strong team:

- Eat together
- Use humor to diffuse difficult situations
- Socialize outside clerkships and rotations
- Participate in School related activities together like the MSAC Volleyball Tournament
- Have non-medical conversations
- Create fun internal traditions like Pajama Day or Ugly Tie Day
- Respect each other even if you have different styles and abilities
- Celebrate each others’ achievements
Student Organizations

The School of Medicine has a wide range of student organizations for students to join. SOM student organizations are under the umbrella of the Medical School Advisory Council and must follow their guidelines in order to receive support through MSAC.

- Alpha Omega Alpha
- American Medical Association (AMA) Student Chapter
- American Medical Women’s Association
- Anesthesiology Interest Group
- Asian Pacific American Medical Student Association (APAMSA)
- Christian Medical and Dental Student Association
- Color Officers (Docent Unit Officers)
- Dermatology Interest Group
- Emergency Medicine Interest Group
- Family Medicine Interest Group
- Free Eye Clinic
- Geriatric Medicine Interest Group
- GlobeMed (Global Medical Relief Program)
- Gold Humanism Honor Society
- Internal Medicine Interest Group
- MD Student Organization
- Medical Humanities Interest Group
- Medical Student Wellness Council
- Medicine/Pediatrics Interest Group
- Obstetrics/Gynecology Interest Group
- On-Call Musicians
- Ophthalmology Interest Group
- Pediatric Interest Group
- Psychiatry Interest Group
- Radiology Interest Group
- Sojourner Clinic
- Student National Medical Association (SNMA)
- Surgical Society

Officer and advisor lists can be found at http://www.med.umkc.edu/sa/student_organizations.shtml. Additionally, students are encouraged to explore the options offered in the undergraduate programs as well as through Student Life. All student organizations must be approved through the UMKC Student Life Office and should have a faculty and staff advisor. For more information about the approval process please consult the guidelines found at http://studo.umkc.edu/FAQ.htm. In addition to the access to student activity fees, student recognition allows organizations:

- Use of space at the School of Medicine
- Advising support
- Inclusion of events in the Student Affairs Announcements
- Public relations support
- Bulletin board space
- Leadership training
Student Travel Guidelines

- Travel funding proposals are being considered only from the following groups: AAMC, AMA, AMSA, AMWA, APAMSA, MSMA, and SNMA. If you are part of a special interest group, please see an MSAC officer, listed on the Student Organizations page.
- Students must be a Year 3, 4, 5, or 6.
- Students must be in good academic and professional standing.
- Students must receive permission from their clerkship or instructor to be absent for event prior to turning in request form.
- Each individual student is allowed one (1) trip per academic year.
- Total reimbursement cannot exceed $1000 per student. If more funds are necessary then contact your research mentor, or check with the organization to see if travel scholarships are available for students.
- Maximum of $42 for meals per person, per day (no alcohol).
- Only travel within the United States is permitted.
- Research requests may still be considered by the Student Affairs Office.
- Students requesting funds for research presentations must also present a letter from their mentor.
- The requesting student must be listed as the primary presenter in the conference.
- If awarded reimbursement from the Student Affairs Office for participation in a conference, students are required to give a short presentation at the next upcoming MSAC meeting (first Thursday of each month, always either in Theater B or C).
- Students are allowed to attend events with the expectation that they will share the information they have gathered with fellow students upon their return. This will benefit both the organizations and individual students.
- Request forms must be submitted at least 30 days prior to the travel date.
- All required reimbursement materials are due to Shannon McClain no later than seven days after the student returns from the event.
- Request forms may be obtained from Shannon McClain on Gold 4, or online at: http://www.med.umkc.edu/sa/travel_documents/Student_Travel_Request%20Form.pdf
- Submit completed forms to Shannon McClain in the Student Affairs Office.
  - By e-mail: McClainS@umkc.edu
  - In person to her desk on Gold 4 in the Medical School
  - By postal mail:
    Shannon McClain
    Gold 4/Student Affairs Office
    UMKC School of Medicine, M4-201
    Kansas City, MO 64108
- Travel expectations and guidelines for student organizations, student research, and international travel are available online at: http://www.med.umkc.edu/sa/student_travel.shtml
Vacation Time

Your schedules will not be like those of typical college students. As you progress through the curriculum, there will be times where you work during the weekends or holidays. Excused absences from clinical rotations are possible but limited. Please do not purchase plane trips or commit to plans prior to receiving your schedule and/or the official syllabus for the coursework in which you are enrolled.

Year 1
Fall – Course schedules are in line with the University’s published academic calendar.
Spring – Regular course schedules are in line with the University’s published academic calendar. However, you will have an additional two-week “Hospital Team” experience following Finals week. Both weeks are required to pass the class.

Year 2
Summer – Course schedules in line with the University’s published academic calendar.
Fall – Course schedules in line with the University’s published academic calendar.
Spring – You are enrolled in a series of courses called Structure Function I, II, and III at the medical school that no longer matches the regular academic calendar. You should refer to the published syllabus for start and end dates.

Year 3
Summer – You are enrolled in Structure Function IV until mid-July. You normally have a break from the end of SF IV until Year 3 Orientation.
Fall – You normally report for testing and orientation on or near the last day of July and continue with coursework until around the third week in December. You should refer to the published Medical Microbiology, Neurosciences, and Clinical Skills syllabi for start and end dates and watch for information about required orientation events. During this semester, you begin your regular weekly clinic experience. Attendance in clinic does not always coincide with the start and end of coursework. You should watch for the clinic schedule and not make travel plans until it is published.
Spring – You are enrolled in two consecutive Pathology courses and a course called “CUES” that does not match the regular academic calendar. You should refer to the published syllabi for start and end dates. Dates roughly run from the beginning of January until the end of May. Vacation is prior to and after the conclusion of Pathology.

Year 4
Campus semester – Each student (except those who take an extra year to complete their Year 1 & 2 coursework) is required to return to campus during their fourth year. If you have fall or spring campus, you will be enrolled in coursework that is consistent with the University’s published calendar which includes vacation prior to and after the conclusion of coursework (some exceptions occur). If you are enrolled in a summer campus semester, you will have a one-month vacation scheduled later in the year. Year 4 vacations, however, are frequently used by students to study for their Step I board exam. When not enrolled on the campus semester, students are enrolled in consecutive one-month and two-month courses. These courses typically start on the first day of the month and end on the last day of the month.

Year 5 and Year 6
Students are enrolled in consecutive one-month and two-month courses. These courses typically start on the first day of the month and end on the last day of the month. Each year, you will receive a one-month vacation.
Student Personal Holiday Policy

• All students shall receive the following holidays off of rotations for 2012-2013:
  o Wednesday, July 4, 2012 (Independence Day)
  o Tuesday, December 25, 2012 (Christmas Day)
  o Monday, September 3, 2012 (Labor Day)
  o Tuesday, January 1, 2013 (New Year’s Day)
  o Thursday, November 22, 2012 (Thanksgiving)
  o Monday, May 28, 2012 (Memorial Day)

• Students shall not take call and will be excused by 5:00 pm the night before each of the above holidays.

• Students will resume rotation duties the morning after each of the above holidays.

• Each student may also receive one (1) personal day per school year (defined as June 1 through May 31).

• With discretion of the Clerkship Director(s) students may also request other days off in keeping with current “Clinical Excused Absence and Interview Policy”.

• Clinical Clerkship Excused Absence forms must be obtained from the Student Affairs Office and returned to the Student Affairs Office with required signatures.

• Student Personal Holiday Policy applies to Year 3, 4, 5, or 6 students for clinical experiences only.

• The Student Personal Holiday Request Form must be filled out for the personal day and turned in by the first day of the month prior to the beginning of the clerkship during which their holiday falls.
  Example: If your requested date is during a May clerkship (May 1-31), the deadline to submit your Request Form is April 1. This deadline also applies to dates requested during the 2nd month of a 2-month clerkship. For example, if your requested date falls in June during a May-June clerkship (May 1-June 30), the deadline to submit your Request Form is April 1.

• No student will be excused on the date of a scheduled subject exam or rotation orientation.

• Personal holiday forms can be found at the UMKC Student Affairs website at http://www.med.umkc.edu/sa/student_holiday.shtml
Research Opportunities

The SOM Office of Research Administration coordinates and facilitates potential research opportunities for medical students. These research opportunities help develop and instill in UMKC medical students a sense of scientific curiosity and excitement about the benefits of research. Available research supports teaching efforts in areas such as epidemiology, biostatistics, public health principles and evidence-based medicine, as well as coordinates supplemental research lectures and seminars.

The Student Research Association functions in an advisory capacity for students. The Director of Student Research coordinates opportunities for medical students to explore NIH training or to participate in bench or clinical research studies. Medical students also have an opportunity to participate in the annual student research event, which recognizes and rewards student research accomplishments.

Research can be an important part of medical education. Insights gained through the approach to research and its techniques helps prepare physicians to continue their education independently after leaving medical school and residency. Students who conduct research are better able to determine whether it should be a component of their future medical careers. The School of Medicine faculty encourages students to participate in research projects in any field of interest. Commitment time can vary, from a summer rotation to a year or more depending on the opportunity.

Medical students with an interest in research are encouraged to apply for unfunded research observer roles for an initial year. Elective courses with credit are also possible. Third, fourth, fifth and sixth year students are eligible for student research support, up to $1,500 per project in basic sciences or clinical medicine. These competitive awards funded by the Sarah Morrison endowment require pre-committed faculty support and a formal presentation of their research conclusions. For more information, see: [www.med.umkc.edu/research/student_awards.shtml](http://www.med.umkc.edu/research/student_awards.shtml)

It is the consensus of the faculty after many years of experience that the best period for student involvement in research projects is from the third year through the sixth year of medical school. Obviously, a strong academic performance is required, and involvement in research projects, no matter how interesting and/or successful, will not be an excuse for poor grades. It is also the responsibility of the mentors to implement the regulations of the UMKC Institutional Animal Care and Use Committee (IACUC) for studies involving animals, and the Institutional Review Board (IRB) for studies involving human research subjects. Data presented at a conference may require the appropriate UMKC IACUC and/or IRB approval number.

Currently, there are three active research centers in the SOM: Trauma/Shock, asthma and pulmonary disease, and the Vision Research Center. Among the key clinical departments with active research agendas are Emergency Medicine, Internal Medicine (Cardiology, Pulmonary Medicine, Neurology, Endocrinology), Obstetrics/Gynecology, Pediatrics, Psychiatry, Infectious Disease, Pathology and Surgery. Active research is also ongoing in the SOM Medical Education Department.

The School's Basic Medical Science Department serves as a collaborative source to the clinical departments and their research efforts. The Shock/Trauma Center incorporates laboratory research within the BMS department, with its clinical component located at Truman Medical Center and at Saint Luke's Hospital in the departments of emergency medicine, surgery and orthopedics.

Cooperation with other UMKC professional schools, such as Nursing and Pharmacy, as well as amongst all clinical affiliates and the Kansas City Area Life Science Institute, and the Stowers Institute, provides additional opportunities for faculty and students. For example, there is an emerging strength in outcomes research, which incorporates UMKC faculty from the School of Medicine, College of Arts and Sciences, College of Dentistry and the School of Computer Science and Engineering.
The Office of Research Administration in concert with the Director of Student Research will advise students who wish to participate in research regarding available mentors and projects. The department also coordinates the annual student research event.

**NBME Exam Guidelines**

**Kara Shaw**  
Chief Proctor  
shawkm@umkc.edu  
816-235-5285

For all NBME exams administered here at the School of Medicine, please check that you make the OASIS course roster at minimum **ONE MONTH in advance** of the test date for which you’d like to register. If you are not on the roster, no exam will be ordered for you and you will not be allowed to sit for the exam on that date.

This is especially critical as we transition to computer-based testing in the new Computer Testing Lab. Availability is tight and has to be managed carefully. Space will be allotted first to those on the original roster (generally via OASIS), then to others first come/first serve as needed. Once an exam is ordered for you, you are expected to sit for the exam or lose an opportunity (of 2 total attempts) to take that exam.

Additionally, please plan to follow instructions before beginning your exam carefully. The lab is scheduled with hard stops and we won’t be able to allow you to continue beyond time when someone else is scheduled for the room if you started late for lack of listening. **Memorize and properly enter your UMKC Student ID Number (without the leading zeroes), as it will be the way you regain access to your exam.**

**Scheduling for NBME Exams**

Exam schedules will be posted online (generally here: http://www.med.umkc.edu/students/ ) occasionally however, last minute changes do occur because of room size, availability & conflicting schedules. Any alternate scheduling – **including retakes**, have to be documented (e-mail), approved and communicated to the involved parties. Generally this involves at minimum your course coordinator and the Chief Proctor managing the administration, though it is a good idea to let your director know as well. Rescheduled exams will always be funneled into existing scheduled test dates. Most important to remember is that you must contact the testing administrator approximately one month in advance notice for any variation in scheduling to occur. This needs to occur via e-mail NBMEexams@umkc.edu, both for your benefit and ours. You should have confirmation roughly 3 weeks in advance of any rescheduled test date or the likelihood exists that no test has been ordered for you. **If you don't receive confirmation via e-mail, you should e-mail again.**

If a disability exists and accommodations are required, UMKC Student Disability Services must be contacted in advance. This process can take quite a bit of time. This will allow you to work through all the necessary details & required documentation prior to contacting OMER for accommodations. Any future administrations under the agreed upon policy of accommodation must still have advance notice as all planning occurs approximately 1 month in advance of each exam.

If you have any doubts or concerns, e-mail NBMEexams@umkc.edu for additional detail. Most important to remember is that you must contact OMER one month in advance notice for any variation in scheduling to occur. As the policy describes, exceptions are allowable due to documented illness or family emergency. Any change inquiries should be sent to NBMEexams@umkc.edu so they can be appropriately tracked and all involved parties can sign off accordingly. Space availability is first come first serve and at a premium in the SOM, therefore we are unable to entertain all requests. NBME has a prescribed way of doing things, especially where scheduling and processes are involved. Therefore, last minute conflicts can easily be detrimental depending on your course schedule.
For **MED3 CBSE Baseline**, registration is based on your promotion year - no action is needed on your part. This will be a paper-based examination.

For the NBME **Comprehensive Basic Science Examination (CBSE) – “MED4”**, scheduling & registration is through your ETC & subsequently Council on Curriculum if you do not show readiness. CBSE exams generally occur on the second Saturday of most all months. As space can be an issue, this may need to be a paper-based examination – especially if taken in January, February or March.

For NBME **Subject Exams – most often taken in/around Year 5**, if you are on the OASIS roster for the course/clerkship/rotation, an exam will be ordered for you accordingly. The following NBME **Subject** Exams (Clinical: DoRo/Med, SURG, OB/Gyn, PEDS, Psych, -plus Basic Science: Behavioral Science & Pathology) are two and half (2.5) hour exams with 100 questions each. The Year 6 Advanced Clinical Exam is currently at 75 questions with 1 hour and 45 minutes allotted by NBME. Most all subject exams are held as close to the last week of the month as possible.

Again, the responsibility to confirm that you are correctly registered for a class (thusly an exam) in OASIS is yours. **After your NBME Subject exam, you are expected to return to your assigned curricular experience unless your Course Coordinator tells you otherwise.**

### United States Medical Licensing Examination (USMLE) Step 1 Policy

**USMLE Step 1 General Requirements**

1. Students are not allowed to withhold their USMLE Step 1 score results from the School of Medicine.
2. A passing score on USMLE Step 1 is required for promotion to Year 6.
3. A passing Step 1 score determined by USMLE is required for graduation from the School of Medicine.
4. Students must show readiness to sit for USMLE Step 1 by achieving ≥ 66 score on the CBSE exam. (See Council on Curriculum policy on Criteria, Deadlines, and Preparation for Taking USMLE Step 1.)
5. BA/MD and MD Only students will have a USMLE Step 1 deadline of 28 months, ending September 30, following the start date of Human Structure Function IV. (This deadline also applies to Oral Surgery/MD students who matriculated prior to June 2010.) (See Council on Curriculum policy on Criteria, Deadlines, and Preparation for Taking USMLE Step 1 for exceptions.)
6. Failure to pass USMLE Step 1 in one year, beginning the day after the deadline set forth above, fulfills criteria for separation.
7. A maximum of 3 attempts, time permitting, to pass USMLE Step 1 are allowed. Failure to pass Step 1 in 3 attempts fulfills criteria for separation.
8. BA/MD students have a maximum of 8 years from their matriculation date as a student at the School of Medicine to complete the required curriculum to achieve the M.D. degree.
9. MD Only students, as well as Oral Surgery/MD students who matriculated prior to June 2010, have a maximum of 6 years from their matriculation date as a student at the School of Medicine to complete the required curriculum to achieve the M.D. degree.

**Criteria, Deadlines, and Preparation for Taking USMLE Step 1**

1. Criteria for taking the USMLE Step 1 examination:
   a. BA/MD and MD only students must have officially promoted to Year 4 and successfully completed (achieved a passing grade in) the Year 4 courses listed below:
      • MED 9472: Behavioral Science
      • MED 9408: Pharmacology
      • MED 9401: Docent Rotation-Year IV OR MED 9471: Family Medicine
      • Students must also have taken the following course: MED 9482: Patient, Physician, Society
b. Oral Surgery/MD students (who matriculated prior to June 2010) must have officially promoted to Year 4 and successfully completed the Year 4 courses listed below:
   • MED 9401: Docent Rotation-Year IV OR MED 9471: Family Medicine

c. All students must have shown readiness for Step 1 through the CBSE, as set forth by the USMLE Step 1 Preparation and Registration Policy. (See 3 a-g below).

d. Students must currently be enrolled in UMKC School of Medicine to be eligible to sit for the USMLE Step 1 examination.

2. Deadline for taking USMLE Step 1 examination:
   a. BA/MD and MD Only students will have a Step 1 deadline of 28 months, ending September 30, following the start date of Human Structure Function IV. (This deadline also applies to Oral Surgery/MD students who matriculated prior to June 2010.)

   b. Alterations to a student’s schedule (e.g., repeating courses) will not change a student’s Step 1 deadline, with the following exceptions:
      1. If a student has not completed the Year 4 courses listed above (1a-b) by the September 30 deadline set forth in 2a, then the last day of the month in which the student completes those courses becomes the student’s Step 1 deadline.
      2. If a student takes a Medical Leave of Absence (approved by the Council on Evaluation), the student’s Step 1 deadline will be extended by the number of months on approved Medical Leave.

   c. Failure to take USMLE Step 1 by the deadlines set forth in 2a-b above will place a student on immediate Administrative Leave of Absence. A student may petition the Council on Curriculum for an exception to this Administrative Leave in order to enroll in a Not-For-Credit study month if both of the following criteria are met:
      1. The Associate Dean for Curriculum has certified the student’s readiness to sit for Step 1.
      2. The student has a documented, confirmed date to sit for Step 1 during the month immediately following the deadline set forth in 2a-b.

   d. A student may return from Administrative Leave of Absence in order to sit for Step 1 upon meeting the following criteria:
      1. The Associate Dean for Curriculum has certified the student’s readiness to sit for Step 1.
      2. The student has a documented, confirmed date to sit for Step 1 during the month of his/her return.

      The student’s curriculum upon return will be determined by the Associate Dean for Curriculum.

   e. If a student does not sit for Step 1 by his/her deadline, that student may not begin or continue in any required two-month rotations until a passing score on Step 1 is received.

3. Preparation and Registration for CBSE and USMLE Step 1
   a. The CBSE will be administered monthly beginning December of Year 4 through August of Year 5. All CBSE administrations will be paper-and-pencil and are paid for by the school. The CBSE will be administered only at the School of Medicine.

   b. An eligible student’s first attempt on the CBSE must take place no later than the March examination date in Year 4.

   c. All students must adhere to the posted sign-up deadlines for CBSE as set by the Office of Medical Education and Research. Students are responsible for ensuring that they are signed up for the correct test date.

   d. In order to sit for CBSE, a student must meet all criteria for promotion to Year 4 and must have a cumulative science GPA of 2.80 or better.

   e. Minimum CBSE performance to register and sit for USMLE Step 1:
1. Students who score 66 or above on the CBSE are automatically cleared to register and sit for USMLE Step 1. (A CBSE score of 66 predicts a Step 1 score of 190.)
   a. A student, who has shown readiness through the CBSE to sit for Step 1, cannot postpone a mandatory two-month clerkship that is scheduled after the student's assigned USMLE Step 1 target examination date.
2. Students who score between 61-65 will be eligible to register only for USMLE Step 1 but may not sit until they have achieved a score of 66 or better on their second CBSE. Students who score between 61-65 do not have to show readiness to sit for their second CBSE.
3. Students who score below 61 may not register for USMLE Step 1.
   a. A student scoring below 61 on their first attempt at CBSE must wait a minimum of 30 days after receiving the score before sitting for a second attempt. The student must also show readiness in order to register for the second CBSE. The exact criteria for readiness will be determined by the Associate Dean for Curriculum.
   f. Students failing to reach the required CBSE score of 66 after two attempts must show readiness to sit for Step 1 by non-NBME criteria approved by the Associate Dean for Curriculum.
   g. Failure to appear at a student’s scheduled CBSE will result in a letter of unprofessional behavior placed in the student's file. In consultation with the Education Team Coordinator, the student must reschedule another CBSE on OASIS and must notify the ETC and the Assistant Proctor of the Office of Medical Education of the rescheduled date.

**Step 1 Failure Policy**

1. Advising Procedure for Students Failing USMLE Step 1
   a. The student is referred to the Associate Dean of Student Affairs for advice and may be referred to appropriate support service for counseling.
   b. The student must then meet as soon as possible with the Associate Dean for Curriculum and his/her ETC to design an appropriate Step 1 preparation program. The exact criteria for readiness will be determined by the Associate Dean for Curriculum.
   c. When readiness criteria are met, the student will be cleared by the Associate Dean for Curriculum to retake the exam.

2. Curriculum Policies for Students Failing USMLE Step 1
   a. Failure on First Attempt of USMLE Step 1:
      1. One-Month Clerkship
         a. Students receiving “notification of failure” while enrolled in a one-month clerkship will be allowed to complete the clerkship.
      2. Two-Month Clerkship
         a. Students receiving “notification of failure” in the first month of a two-month clerkship will be allowed to complete only the first month. Withdrawal from the second month of two-month clerkship is mandatory. “Incomplete” will be issued until the second month is satisfactorily completed. The second month of this split two-month clerkship must be completed within twelve months after the completion of the first month or the student must re-enroll in the entire two-month clerkship to receive credit.
         b. Students receiving “notification of failure” in the second month of a two-month clerkship will be allowed to complete the clerkship.
   3. Enrollment in two-month rotations will not be permitted until successful completion of USMLE Step 1.
   4. Curriculum schedules while preparing to sit for a second Step 1 exam may only include the following:
      a. Independent Study Month (policy allows for 3 study months for credit)
      b. Vacation
c. Not-for-Credit study months (a maximum of 2 are allowed for preparation to re-take Step 1). NOTE: Not-for-Credit study months will not count toward the required 38 medicine months and may affect the student’s graduation date.

d. Leave of Absence, if allotted study months (for-credit and not-for-credit) and vacation have already been used. NOTE: A student may not sit for Step 1 while on Leave of Absence. In order to return from LOA, the student must show readiness and be approved by the Associate Dean for Curriculum. During the month in which the student returns from LOA, he/she must enroll in one of the courses listed in 5 below.

5. While awaiting results on a second Step 1 attempt, students may only enroll in the following one-month courses:
   • MED 9570 Preceptorship
   • MED 9471 Family Medicine
   • MED 9571 Psychiatry
   • Humanities course
   • Clinical/Research electives
   • No required two-month clerkships may be taken.

b. Failure on Second Attempt of USMLE Step 1
   1. Students will be placed on an administrative leave of absence after a second failure on USMLE Step 1. They will remain on administrative leave of absence until readiness for a third attempt at Step 1 has been verified by the Associate Dean for Curriculum.
   2. Students will be placed on Step 1 probation after failure to successfully pass USMLE Step 1 on the second attempt.
   3. While awaiting results on a third attempt at Step 1, students may only enroll in clinical/research electives. No required rotations may be taken.

c. Failure After Third Attempt
   1. A student who fails on the 3rd attempt at Step 1 meets criteria for separation from the School of Medicine.
   2. Students will automatically be placed on an administrative leave of absence after a third failure on USMLE Step 1 and will remain on administrative leave of absence until the student’s status in the program has been determined.

Council on Curriculum
Revised 3/31/11

Signing Up for Boards

1. Go to the NMBE website. For licensing exams, the link is https://apps.nbme.org/ciw2/prod/jsp/login.jsp.
   • You will need to have your USMLE ID, but there is also a link for first time users, or if you have forgotten it.
   • You will need to pay at the time of application.
2. Print out the application.
3. Bring the completed application along with a 2x2 inch color picture of yourself to Mary Pirotte’s office M5-329 (Blue 5th floor) to have it signed and stamped with the school seal.
4. Your application will be returned to you in your unit mailbox, and you will need to mail it to the NBME (the address is on the bottom of the application). The School of Medicine will not mail it for you.
5. Once the NBME has received your application, they will email Ms. Pirotte to confirm your status at the medical school. After this is done, you will be free to set up your window.
6. When you receive confirmation of your window, you are free to contact one of the testing centers available and set up your date!
Studying for Boards
M4-205B

A full-time School of Medicine specialist is available to assist students with study techniques.

Kathy Phillips, M.Ed
Lecturer
phillipsk@umkc.edu
816-235-1807

- Assistance with various study skills techniques
- Organizational instruction for required courses
- Content supplementation for various required courses
- Study schedule information for USMLE Step 1
- Administration of Diagnostic exams for the USMLE Step 1
- Administration of Mock Board practice exams for the USMLE Step 1

Additional resources can be found at http://www.med.umkc.edu/sa/academic_support.shtml

The Elective Process

Much of this section could be considered student perspective as it is taken from the UMKC Student Guide to the Match found at www.med.umkc.edu/sa/documents/Student%27s_Guide_to_Match_2.pdf. Some details have been updated by staff as procedures have changed.

In Town Electives

Electives at Truman Medical Center – Hospital Hill, Truman Medical Center – Lakewood, St. Luke’s Hospital, Western Missouri Mental Health Center and Children’s Mercy can be found in the electives database at http://www.med.umkc.edu/electives/findrecords.php. Click on the UMKC button and it will list all available electives, faculty information, prerequisites and months offered.

A large number of elective placements are determined in October (for January – May) and in March (for June – December). At these times, you have the opportunity to request these electives using an elective choice form for your open months. Many students do not have open months until Year 5. Many electives are popular and you should list multiple options for each month you have available. If there are more students who want an elective than there are spots, there is a process to fairly determine who gets the spots. This process considers whether the student can get the same elective during another month and if he or she is a senior student. In almost all cases, Year 6 students are given the highest priority, then Year 5 students, then Year 4 students. The exception to this rule is for electives open to Year 4 students that don’t require a DoRo (as these electives are rare, they are offered first to Year 4 students). If there are more senior students than there are spots, the placements are done by lottery.

After March and October, students make requests through their ETCs, who consult with the ETC in charge of electives. Here are a few things to consider when asking for an elective:

- Ask early – After the initial lists are sent to Children’s Mercy and St. Luke’s in March and October they begin to fill their openings with visiting students.
- Visiting students are placed in open Truman and WMMHC electives 6-8 weeks prior to the start of the elective. If you haven’t requested your elective prior to that time, you may miss out.
- If you are going to change your mind about an elective, do so early. Curriculum Council will only allow changes in electives one month prior to the start of the elective month. This is because hospital staff makes schedules in advance of the rotation that are based on your participation.
• Students are required to have electives from three different clinical categories. You can tell what category an elective is by its course number.
  o MED 98xxC1 = Community and Family Medicine
  o MED 98xxC2 = Internal Medicine
  o MED 98xxC3 = Neuro/Psychiatry
  o MED 98xxC4 = Obstetrics & Gynecology
  o MED 98xxC5 = Pathology
  o MED 99xxC6 = Pediatrics
  o MED 99xxC7 = Radiology
  o MED 99xxC8 = Surgery
  o MED 99xxC9 = Miscellaneous (Emergency Medicine, Ophthalmology, Radiation/Oncology, etc.)

• Avoid putting your last clinical requirement too late in Year 6. If you have to repeat a rotation or have some other problem, you will have limited flexibility to get your requirement in.

• One of your three electives must meet the critical care requirement set by the Curriculum Council. Because there are a limited number of these electives at UMKC, students who put off the requirement until Spring of Year 6 may have little say on the placement or timing of this course.

Out-of-Town Electives

Are they necessary? Not absolutely. The most common reason to go to a certain institution is to learn more about the place, see it for yourself, and to give your application a little more weight at the programs where you rotate. It certainly helps to get your foot in the door at a competitive place or in a competitive field. Working at big-name places or with the well-known people of the field will add prestige to your application. Additionally, there may be a perception of people on either coast that Midwesterners will not leave the Midwest; doing rotations on the coasts can help to show that you do not fit that stereotype.

When to do them? The ideal time to do out-of-town electives is July-September.
  • It is possible to do them in October, November, or even December, but realize that doing them at that time will not help you get interviews.
  • Those months are – for the same reason – the busiest time for out-of-town electives, so it is best to get the applications in early.

How many to do? This is dependent upon your schedule, financial resources, and competitiveness of the specialty.
  • Because of DoRo, Humanities, Step 2, and other requirements we have as part of our curriculum, it may be difficult to find 3-4 months during July-October in which to do the rotations. Unless you are off track with your schedule, you should have at least 2 months available for out-of-town electives.
  • Because new residents start at hospitals in July, some electives aren’t offered during this month.
  • Most programs require only a nominal monetary application fee, but housing may be extremely expensive, depending upon where you go.
  • It follows that if you are applying to a competitive specialty, it would be advantageous to do more out-of-town electives to increase your chances of matching.

Where to go? This is entirely up to you, the applicant.
  • Perhaps, by this time, you have researched programs and have a tentative list of programs to which you may apply. From this list, choose from your top choices.
  • Apply to more schools than you have available time, as it may take the school a long time to respond. Some do not respond until 30 days before the rotation begins; this makes it difficult to make housing and travel arrangements.
  • If you are doing an out-of-town elective during the interview season, make sure you have easy access to a major airport. You don’t want to incur extra costs flying out of a regional airport. You also don’t want to waste your valuable days off traveling by car to a major airport.
How to apply?

- Applications for out-of-town rotations are handled through the medical schools that are affiliated with the hospitals.
- Most schools have a deadline for out-of-town rotations in July-October, which is usually in April or May.
- VSAS (Visiting Student Application Service) is an online service provided by the AAMC. VSAS houses your application materials and makes them viewable to a large number of medical schools. VSAS website: https://services.aamc.org/20/vsas/
  - Many schools now use the VSAS system for their application process. Schools in this program list their catalogs on the VSAS website. Additionally, many schools have more detailed catalogs on their own website. VSAS should provide you with the link to this catalog.
  - While you can view elective catalogs online without an authorization, you can’t begin to apply to schools without first contacting Ms. Jacqueline Ware-Sodsod (waresodsodj@umkc.edu) to receive authorization to work in VSAS.
  - VSAS requires an application, immunization history, a transcript, and proof of good standing as a medical student. Additionally, you can upload a CV, personal statement, photo, and/or a letter of recommendation.
  - VSAS charges you for each school to which you apply, but you can apply to as many electives at that school as the school will allow without being charged again.
  - A few programs will charge a fee in addition to the VSAS fee.
  - The VSAS catalogs indicate which electives are offered but not necessarily which are open. To avoid unnecessarily paying fees, we recommend you politely contact the school coordinator to see if there are spaces. Some schools receive so many applications that they may not be able to respond.
  - As you start the VSAS process, you will need to request an official transcript using a transcript request form from Ms. Cherie Burton. Once she receives your transcript, she will upload all your documents into the system and verify that you are a student in good standing. Leave a few days for all this to happen.
- Paper
  - Some schools still have a paper application process. This can be facilitated by Ms. Cherie Burton who can type all the school related information on your application. She will add to the application a letter of good standing, proof of liability insurance, and your immunization records. Most applications will ask for a signature of the Dean or Dean’s Designee. Those forms are signed by Dr. Brenda Rogers and can be left with Ms. Burton.
  - Transcripts can be requested the same way as for VSAS.
- Besides being accepted by the host institution, you also need approval from UMKC to take the elective.
  - Check the elective database found at http://kc-med-web.umkc.edu/electives/findrecords.php.
  - Look at the course number to see what category your elective falls under.
  - If the elective is in the database, you only need to complete the Pre-Approved Out of Town Elective Form.
  - If your elective is not in the database, it has not recently been reviewed by the Council on Curriculum. You will need approval by completing the New Elective/Clerkship Application and the Course Description Form. The Course Description form must be completed by the physician or “Office of Medical Education” of the school or hospital the student is applying to do the elective.
  - The Council on Curriculum must approve new electives at least one full month in advance of the elective rotation start date.
  - Failure to complete these forms in a timely manner could result in a No Credit for the month.
Other Helpful Ideas

- If you have a friend in the area, and you are going somewhere you can take a car, then this would be the best, cheapest, and easiest option.
- If you have to try and arrange housing, first check with the hospital and medical school; sometimes they provide housing at a large discount, or perhaps for free.
- If you must get an apartment, be aware that it will be very expensive. www.craigslist.com is the first place to check for a sublet. Corporate housing (short-term apartment living) may be another option.
- If you are in a city that has a Step 2 CS testing center, it would be very convenient to take the exam before you leave at the end of the rotation.

Visiting Student Application Service (VSAS)

VSAS Process

- The student has to be authorized on the VSAS website. Jacqueline Ware-Sodsod or Cherie Burton can authorize students.
- The student will receive an e-mail from VSAS with instructions.
- The student can now apply to any school that is registered through VSAS.
- The students upload their picture, and curriculum vitae on the VSAS system.
- Cherie Burton can assist in uploading student picture from OASIS.
- The student can pick up a transcript request form from Cherie Burton or Student Affairs Office.
- The student can fax the form or go over to The Office of the Registrar to request transcript. ($5.00 fee)
- Cherie Burton will upload the student transcript and immunization record. Most schools require a TB test within a year. Additionally, some schools want up-to-date vaccinations. Not all schools require titers, so students are advised to review the individual immunization policies of schools to which they are applying. Students who do need titers should go to the Student Health and Wellness center at 4825 Troost. Some schools have their own immunization forms. Print out and complete the immunization form, and take it to Cherie Burton to upload into the VSAS system.
- Cherie will go into the VSAS system to answer verification questions for the student file.

1. Have you completed OSHA course within a year?
2. Have you passed Step I Boards? Provide score only if the school requests it.
3. Are you certified for BLS (Basic Life Support) or ACLS (Advanced Cardiac Life Support)? If yes, provide the month and year listed on your certification card.
4. How many weeks of Internal Medicine Clinic have you completed?

PAPER APPLICATIONS FOR SCHOOLS NOT PARTICIPATING IN VSAS SYSTEM

(1) Cherie Burton needs to fill out the part of the application required from the UMKC School of Medicine and the application has to be signed by Dr. Brenda Rogers.

If a letter needs to accompany the application, Cherie Burton will type up a letter (Provide what elective you are applying for and what month).
VSAS Application Service Information

To obtain authorization to use the VSAS website:
Jacqueline Ware-Sodsod
waresodsodj@umkc.edu
816-235-1966

VSAS will email you with login/password information.

For assistance uploading and verifying application materials:
Ms. Cherie Burton
burtoncd@umkc.edu
816-235-1940
Med School 4th Floor, Red

Application Materials:
Letter of Good Standing
Application
Curriculum Vita
Transcripts
Immunization Records
Photo

Fees:
$35 application fee for the first institution
$15 application fee per institution thereafter

For Help Using VSAS:
If your question is not addressed through the VSAS website (http://services.aamc.org/20/vsas/) please contact the VSAS Help Desk by e-mail (vsas@aamc.org) or phone (202-478-9878) Monday-Friday, 9 AM - 5 PM Eastern Time.

Study Abroad/International Rotations

Director
Stuart Munro, M.D.
monros@umkc.edu

Incoming/Outgoing Students
International Ambassador Advisor
Jacqueline Ware-Sodsod, M.M.
International Visiting Coordinator
waresodsodj@umkc.edu
(816) 235-1966

The International Medicine Program, in conjunction with the International Academic Programs Office on main campus, will lend its support in our students’ efforts to explore study abroad opportunities.

Who is eligible and what are the requirements for International Clinical Electives?
• All year 4 to 6 full time students in good standing in the School of Medicine
• Students must not be on any probationary status at the beginning of the electives
• Compatible curriculum plan
• Students must have Docent and ETC approval
Can I receive “Medicine Credit” to fulfill requirements for graduation?

- Yes. Students must complete the application process as outlined in the guidelines below.
- Complete the appropriate elective forms, as required by the Council on Curriculum.
- Provide a written statement with a definable goal. This goal should lead to a critical analysis with potential for making a contribution to personal and professional career development, clinical knowledge and appreciation for culture and practices that exist in the country visited.
- Must be at least one month in duration.
- Must receive the approval of the Curriculum Council BEFORE student leaves for such experience.
- Must complete all international travel paperwork on time (turned into Student Affairs staff overseeing outgoing international travel) and meet with Dr. Stuart Munro prior to departure.
- Must schedule this meeting immediately upon approval of your request by your ETC for international elective.
- Must request that your instructor complete a clinical performance evaluation form and send the same to Evaluation Council after the trip.
- Upon returning from abroad, student must be willing to share their experience with others who are interested.
- Provide a written statement to International Medicine Program office with suggestions and ideas to improve the experience for future participants.

Can I participate in an International Clinical Experience while on vacation?

- Yes; however, students participating in an International Clinical Experience while on vacation are encouraged to use the resources available with the International Medicine Program.
- Medicine credit cannot be received because you’re on vacation.
- Supplemental medical malpractice insurance (if such insurance is required in the host country) must be obtained by student. If the student is not enrolled for an International Clinical Elective, the student is not covered under the University of Missouri Medical Malpractice Insurance.

Other Guidelines for International Activities:

- Completion of the following steps is the responsibility of the individual student and not the UMKC School of Medicine. The International Medicine Program Office will facilitate the activities listed below.
- Possess a current passport valid for at least six months beyond the anticipated travel date(s).
- Obtain travel advice and immunizations required as appropriate for the country to which travel is planned.
- Must provide medical/accident insurance documentation which includes provision for medical evacuation and repatriation.
- Designate persons both in the foreign country and in the United States who may be contacted in the event of an emergency.
- Review State Department Travel Advisory by visiting their website at www.state.gov/travel.
Master of Science in Anesthesia

Who to Contact

MG-204

Jim Piontek, MD
MSA Medical Director

Melanie Guthrie, MSA, AA-C
MSA Program Director
guthriem@umkc.edu
816-235-1953

Lance Carter, MSA, AA-C
MSA Assistant Program Director
carterla@umkc.edu
816-235-1953

Laura Begley, MA, MBA
Allied Health Program Coordinator
begleyl@umkc.edu
816-235-5412

Marge Weimer, M.Ed.
Student Affairs Education Coordinator
WeimerM@umkc.edu
816-235-1963

The Master of Science in Anesthesia (MSA) Program curriculum is a combination of both didactic and clinical work. All MSA students will follow a predetermined program course load for each of the seven semesters.

Any questions regarding the MSA curriculum may be brought to the attention of the MSA Program Director, Melanie Guthrie or the MSA Curriculum Committee Chairperson, Lance Carter.
Medical Equipment/Books/Supplies

Students enrolled in the MSA program are required to obtain the following medical equipment for use in simulation and clinical rotations:

- Stethoscope
- Pre-cordial monoscope (Required prior to pediatric clinical rotation)

Other required equipment and supplies include:

- Computer with UMKC IS recommended hardware and software
- MSA Program Scrubs
- Personal cell phone/pager
- Textbooks (List available from MSA program office or Health Sciences Bookstore)

What to Expect: The Next Three Years

Orientation
A new MSA class matriculates each January and orientation is held the Friday before classes begin. During orientation, new students are presented with program-specific information and oriented to the School of Medicine and MSA administrators.

Simulation Training
During the first year, students will participate in simulation and skills training on a weekly basis. Simulation labs take place in the Youngblood Medical Skills Laboratory and enable students to practice anesthesia case management, IV placement, intubation/extubation and other critical skills.

Clinical Rotations
MSA students in all phases of the program have clinical responsibilities. Clinical experiences will take place at UMKC School of Medicine MSA-affiliated hospitals or medical centers. Each student is responsible for tracking his or her clinical experiences and clinical and patient contact hours in The GME System database. Daily and rotation-end evaluations will be completed for each student to track clinical progression.
During semesters 1-3, students will receive simultaneous training within the clinical setting, simulation lab and classroom. All clinical experiences during this time are based in the Greater Kansas City area.
During semesters 4-7, a student’s primary responsibility will be clinical rotations. Many of these will take place at out-of-town clinical affiliates. Distance learning, clinical correlation presentations and other assignments may be required during these semesters.
Professional Conferences
Networking and educational experiences are offered to MSA students during the following professional conferences: American Academy of Anesthesiologist Assistants annual meeting, Missouri Society of Anesthesiologists annual meeting and American Society of Anesthesiologists annual meeting. These meetings are a wonderful opportunity to network with other anesthesia professionals, enhance medical knowledge and meet with potential employers.

Certification Exam
To be licensed as Anesthesiologist Assistants, graduates must pass the national certification exam given by the National Commission for Certification of Anesthesiologist Assistants in addition to successfully completing an AA education program. UMKC MSA students qualify to take the certification exam in January of their third year.

Graduation
The MSA graduation ceremony is held in May each year. This event brings together all those that make the MSA program successful, including students, faculty, administrators, clinical affiliates, family and friends. At the ceremony, graduates are presented with the degree of Master of Science and one deserving graduate is presented with the MSA Student Ambassador Award, voted on by select administrators and faculty members.

Vacation Time
During the first year, MSA students receive one week off in between each semester with an approximate two-week vacation between semesters 3 and 4. Once students begin the second year, there are five personal days for students to use and an approximate two-week break between semesters 6 and 7.
# What to Expect - Master of Science in Anesthesia Program

This chart does not replace careful review of School of Medicine and MSA Policies. Please refer to the Council on Graduate Studies and MSA Committe on Progression policies for official guidelines on course prerequisites, testing deadlines, promotion and graduation requirements, etc. Information is subject to change.

<table>
<thead>
<tr>
<th>Course Subject and Title</th>
<th>Class Meetings will discuss</th>
<th>Important Deadlines, Policies and Activities</th>
<th>Extra Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester-Year 1</strong></td>
<td>Orientation topics</td>
<td>April- Enrollment for summer and fall courses</td>
<td>Personal Health Insurance, Drug screen, if required by clinical affiliate, Textbooks, MSA Program Scrubs, Stethoscope, BLS Training- $40, MSA Annual Meeting, AAAA Annual Meeting</td>
</tr>
<tr>
<td>ANES 5505- Anatomy for AAs</td>
<td>Overview of student handbook and expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5540- Patient Monitoring and Instrumentation</td>
<td>General medical safety training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5556- Physiology for AAs I</td>
<td>HIPAA training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5560- Introduction to Anesthesia</td>
<td>GME system training for clinical experience tracking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5561- Orientation to Simulation and Clinical Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5575- Pharmacology for AAs I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5518- Special Topic: Professionalism for AAs I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Semester-Year 1</strong></td>
<td></td>
<td></td>
<td>Textbooks, ACLS Training- $75, Pre-cordial monoscope</td>
</tr>
<tr>
<td>ANES 5558- Anesthesia and Coexisting Disease I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5576- Pharmacology for AAs II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5563- Anesthesia Clinical Experience I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5585- Physiological Model-based Simulation I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5541- Methods of Anesthesia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5503- Physics for AAs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5528- Special Topic: Professionalism for AAs II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester-Year 1</strong></td>
<td>Orientation to the clinical year</td>
<td>October- Enrollment for spring courses</td>
<td>Textbooks, PALS Training- $350, Annual TB Test- $25, Drug Screen- $30</td>
</tr>
<tr>
<td>ANES 5557- Physiology for AAs II</td>
<td>Preparation for the job hunt</td>
<td>December- Promotion from didactic to clinical year</td>
<td></td>
</tr>
<tr>
<td>ANES 5559- Anesthesia and Coexisting Disease II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5565- Anesthesia Clinical Experience II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5577- Methods of Anesthesia II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5562- Anesthesia Clinical Correlation I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5586- Physiological Model-Based Simulation II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5583- Special Topic: Professionalism for AAs III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester-Year 2</strong></td>
<td></td>
<td></td>
<td>Textbooks, MSA Annual Meeting, AAAA Annual Meeting, Out-of-town clinical living expenses</td>
</tr>
<tr>
<td>ANES 5564- Anesthesia Clinical Correlation II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANES 5567- Anesthesia Clinical Experience III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Semester-Year 2</td>
<td>Fall Semester-Year 2</td>
<td>Spring Semester-Year 3</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------</td>
<td>------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| ANES 5568- Anesthesia Clinical Correlation III  
ANES 5569- Anesthesia Clinical Experience IV | ANES 5570- Anesthesia Clinical Correlation IV  
ANES 5571-Anesthesia Clinical experience V | ANES 5573- Anesthesia Clinical Experience VI |
| | August- Register for certification exam  
October- Enrollment for spring courses  
Interviews for post-graduation placement | Interviews for post-graduation placement  
January- Graduation Application deadline  
February- Certification exam  
March- Complete Program of Study verifying graduation requirements are met  
April- Students check Pathway for holds, updated address information, diploma names, etc. in anticipation of graduation  
May- Graduation |
| | ASA Annual Meeting  
Out-of-town clinical living expenses  
Certification Exam-$1,500  
Annual TB Test- $25 | ASA Annual Meeting  
Out-of-town clinical living expenses  
MSA Annual Meeting  
AAAA Annual Meeting  
Out-of-town clinical living expenses |
Appearance Policy

The professional nature of the MSA program requires the below dress code policies be made and complied with by the students in the program.

General requirements
Students MUST wear UMKC issued badges while on campus and on clinical rotations at all times.

Hygiene
- No heavily scented perfumes, colognes, and lotions
- Clean and trimmed fingernails (no longer than ¼”)
- Natural nails only, no false tips
- Neat and well groomed hair, sideburns, mustaches, and beards (no artificial colors that would be considered “extreme” and outside of the norm)

Grooming
- Clothing must be clean, pressed, in good condition, and fit appropriately
- Clothing must not interfere with safe operation of equipment
- No dark glasses unless prescribed by a physician
- Limited jewelry and no dangling large hoop jewelry
- Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion/culture.
- Tattoos that are perceived as offensive, hostile or diminish the effectiveness of the student as a role model for others must not be visible.

Attire
- Men – program defined scrubs with appropriate monogramming available at UMKC’s Health Sciences Bookstore, shirts, suits, ties, sport coats, casual slacks, collared knit shirts, sweaters, socks, appropriate shoes
- Women – program defined scrubs with appropriate monogramming available at UMKC’s Health Sciences Bookstore, suits, dresses, skirts (no shorter than 3 inches above the knee), blouses, Capri-pants, slacks (no stretch pants or leggings), hose, stockings, or socks when the pertinent outfit/shoes need it for professional appearance, appropriate shoes.

Unacceptable attire includes, but is not limited to:
- Jeans, sweat pants, sweat shirts, and t-shirts (approved only to wear under scrubs), “workout” attire, cutoffs or shorts, sheer clothing, bare midriffs, low necklines, spaghetti straps, backless attire, casual sandals or flip-flops.
- No emblems, slogans symbols, pins, buttons, insignias connoting illicit substances, alcohol, tobacco, obscene language, sex, violence, or discrimination

Clinical Sites
- MSA program policies apply along with facilities individual requirements.
- No sandals or shoes with open toes.
- Students may not wear hospital issued scrubs to and from clinical rotation sites.
- Only attire as listed above may be worn to and from clinical sites.

It is the program director’s responsibility to see that these policies are enforced and report disciplinary actions to the Assistant Dean of Allied Health. Departure from appropriate grooming, hygiene, and attire standards will result in student counseling and/or referral to the OAH MSA Committee on Progression.
Master of Science in Bioinformatics

This section of the handbook contains helpful information about the Bioinformatics Master’s Degree program and Graduate Certificate in Clinical Research. It includes a description of the program requirements, faculty, and important UMKC guidelines. Supplemental information is available from the Graduate School catalog, which is available on the UMKC webpage (http://sgs.umkc.edu/), and in the UMKC General catalog, available from the University Information Center by presenting your student identification card or at http://www.umkc.edu/catalog/.

You are responsible for knowing and complying with the program and University policies, procedures, and deadlines. From time to time, the program and University policies may change, so the information in this edition of the handbook may become outdated. The updated version is maintained by the Department of Biomedical and Health Informatics (DBHI). As some aspects may undergo further revision, you are encouraged to obtain updated versions by visiting http://www.med.umkc.edu/msb/.

The contributions of students, faculty and staff to make this handbook more useful are greatly appreciated. When questions arise, please contact the Department directly by phone (816) 235-1184 or e-mail: tuftsj@umkc.edu.

Karen Williams, Ph.D.
Chair and Professor
Department of Biomedical & Health Informatics
School of Medicine
May 2012

Who to Contact

Karen B. Williams, Ph.D.
Chairperson and Professor
Biomedical and Health Informatics
williamsk@umkc.edu
816-235-1381

Jennifer Tufts
Administrative Associate
Biomedical and Health Informatics
tuftsj@umkc.edu
816-235-1184

Marge Weimer, M.Ed.
Student Affairs Education Coordinator
WeimerM@umkc.edu
816-235-1963
Program Description

The Department of Biomedical and Health Informatics (DBHI) at the School of Medicine (SOM), in cooperation with the School of Biological Sciences (SBS) and the School of Computing and Engineering (SCEE), offers the Master of Science in Bioinformatics (MSB) with emphasis areas in Clinical Research, Computational Bioinformatics, and Genomic Bioinformatics.

- **Clinical Research:** Emphasizes the creation and understanding of data generated by patient care and clinical studies and on the statistical methodology needed for clinical research and improved bedside care. (Additional information regarding this area is available. Please visit http://www.med.umkc.edu/msb/clinical.shtml)
- **Computational Bioinformatics:** Emphasizes the development and use of the next generation of bioinformatics tools and software. (Additional information regarding this area is available. Please visit http://sce.umkc.edu/csee/programs/graduate.aspx)
- **Genomic Bioinformatics:** Emphasizes the use of existing software for biological analysis and the analysis of a diverse set of biological data. (Additional information regarding this area is available. Please visit http://www.umkc.edu/catalog/School_of_Biological_Sciences_0.html)

The program is designed to prepare a new generation of informatics professionals who will have the necessary skills to work constructively for the advancement of health sciences. Students will master core competencies that will allow them to participate in biological research, clinical and population health research, and research to develop innovative information systems. Our goal is to produce the next generation of health researchers by emphasizing patient-oriented research in the context of state-of-the-art medical informatics.

Graduates are expected to be effective team members who can contribute to multidisciplinary approaches to education, research, and development in the fields of bioinformatics and/or clinical research. This program will prepare students to assume responsible positions, which may include informatics support for basic and translational research and development, institutional management, public policy, information systems, development in hospitals or industry or as members of a clinical research team. Alternatively, students completing their Master’s may choose to continue their education at advanced graduate levels.

Student Learning Outcomes

- Demonstrate lifelong learning skills by continually setting learning goals, pursuing them, and applying the knowledge to his or her profession.
- Recognize and use bioinformatic factors/data to influence health, disease, disability, and access to care.
- Establish productive collaborations with academia, industry, and government agencies.
- Communicate effectively with diverse groups of professionals.
- Demonstrate commitment to the principles of responsible research: honesty, efficiency, accuracy, and objectivity.
What to Expect: The Next Two Years

Curricular Description
A minimum of 36 credit hours are required to earn the Master of Science in Bioinformatics degree in one of the three emphasis areas and include:

- 12 credit hours of core courses (MEDB 5501, MEDB 5502, MEDB 5510 and SGS 5550 A, B & C)
- Required coursework in the respective emphasis areas
- Electives
- Thesis or Capstone Project

In addition to the Core requirements of all students in the program, each student will have additional requirements that vary by emphasis area. The suggested course sequencing schedule is as follows:

<table>
<thead>
<tr>
<th>Clinical Research</th>
<th>Computational</th>
<th>Genomics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall (AUG-DEC)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biostatistics 1 (MEDB 5501)</td>
<td>Biostatistics I (MEDB 5501)</td>
<td>Biostatistics I (MEDB 5501)</td>
</tr>
<tr>
<td>Clinical Research Methods (MEDB 5510)</td>
<td>Database Management/Design* (COMP-SCI 470 or 371 )</td>
<td>Biochemistry I (LS-MBB 5561)</td>
</tr>
<tr>
<td>Elective</td>
<td>Introduction to Bioinformatics (COMP-SCI 5566)</td>
<td>Cell and Molecular Biology I (LS-CBB 5530)</td>
</tr>
<tr>
<td><strong>Year 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring (JAN-MAY)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biostatistics II (MEDB 5502)</td>
<td>Biostatistics II (MEDB 5502)</td>
<td>Biostatistics II (MEDB 5502)</td>
</tr>
<tr>
<td>Medical Informatics (MEDB 5520)</td>
<td>Medical Informatics (MEDB 5520)</td>
<td>Biochemistry II (LS-MBB 5562)</td>
</tr>
<tr>
<td>Clinical Trials (MEDB 5512)</td>
<td>Machine Learning in Bioinformatics (COMP-SCI 5567)</td>
<td>Cell and Molecular Biology II (LS-MBB 5520)</td>
</tr>
<tr>
<td>Overview of Health Services Research (MEDB 5513)</td>
<td></td>
<td>Thesis (3) (LS-MBB/CBB 5690)</td>
</tr>
<tr>
<td><strong>Fall (AUG-DEC)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible Conduct of Research (SGS 5550 A, B, C)</td>
<td>Responsible Conduct of Research (SGS 5550 A, B, C)</td>
<td>Responsible Conduct of Research (SGS 5550 A, B, C)</td>
</tr>
<tr>
<td>Clinical Epidemiology (MEDB 5511)</td>
<td>Clinical Research Methods (MEDB 5510)</td>
<td>Clinical Research Methods (MEDB 5510)</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
<td>Evolution (BIOL 5559)</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring (JAN-MAY)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis (6) OR</td>
<td>Thesis (6) OR</td>
<td>Database Management/Design* (COMP-SCI 470 or 371 )</td>
</tr>
<tr>
<td>Elective (3) + Project (3)</td>
<td>Elective (3) + Project (3)</td>
<td>Bioinformatics and Data Analysis (BIOL 5525)</td>
</tr>
</tbody>
</table>

*Unless a student has already completed one of these courses

Thesis (3) (LS-MBB/CBB 5690)
In addition to the required courses listed, students will select courses from the lists of electives according to their academic goals. Students may petition to include other relevant courses offered at UMKC. The number of credit hours of electives will vary depending on the emphasis area selected and whether or not the student elects to complete a thesis or capstone project. Suggestions for possible electives for students in the three emphasis areas are listed below. However, students in any emphasis area can select elective coursework that meets their educational goals. Depending on the extent of prior preparation, some of the electives might entail additional pre-requisite coursework. Students are encouraged to consult with their advisor before selecting appropriate courses.

**Clinical Research Emphasis**
- Qualitative Methods In Nursing Research (NURSE 5557)
- Qualitative Research Methods (NURSE 5670)
- Project Management (DSOM 5543)
- Human Genome Epidemiology (MEDB 5514)

**Computational Emphasis**
- Advanced Software Engineering (CS 5551)
- Knowledge Discovery & Management (CS 5560)
- Foundations of Computational Intelligence (CS 5590CI)
- Neural and Adaptive Systems (ECE 5590NN)
- Advanced Biomedical Signal Processing (ECE 5590BP)
- Biomedical Image Processing (ECE 5590B)
- Pattern Recognition (ECE 5590PR)
- Design and Analysis of Algorithms (CS 5592)
- Architecture of Database Management Systems (CS 570)
- Large Scale XML Data Management (CS 5590LD)
- Clinical Epidemiology (MEDB 5511)
- Evolution (BIO L5519)
- Bioinformatics and Data Analysis (BIO L5525)

**Genomics Emphasis**
- Mammalian Physiology (BIOL 5534)
- Neurobiology (BIOL 5542)
- Graduate Biophysical Principles (LSCBB 5501)
- Graduate Virology (LSCBB 5504)
- Membrane Biochemistry and Biophysics (LSCBB 5566)
- Developmental Biology (LSMBB 5509)
- Structure and Function of Proteins (LSMBB 5565)

**Degree Requirements**
To earn the Master of Science Bioinformatics, the student must satisfy both the general Master of Science degree requirements of the University of Missouri-Kansas City and the requirements of the Department of Biomedical and Health Informatics for either the thesis or non-thesis option.

**Specific Requirements for the Thesis Option:**
- Complete a minimum of 36 hours of approved coursework for graduate credit with a cumulative GPA of at least 3.0.
- Complete a minimum of six hours in Research and Thesis (MEDB 5599, LSMBB/CBB 5690).
- Complete a minimum of nine hours in the emphasis area.
- Meet with his/her Graduate Advisor to coordinate a Graduate Committee when the student has completed nine hours of graduate work.
- Present evidence of research capabilities in the form of a master’s thesis. Pass a thesis defense which will cover all aspects of the research project undertaken for the thesis in the student’s graduate program.
- Satisfy all common requirements.

**Specific Requirements for the Non-Thesis Option:**
• Complete a minimum of 36 hours of approved coursework for graduate credit with a cumulative GPA of at least 3.0.
• Complete a minimum of 12 hours in the emphasis area.
• Create a program of study form with the Graduate Advisor during the first semester of course work, which will be updated every semester.
• Satisfy all common requirements.

Common Requirements and Limitations for Both Options:
• Satisfy the core requirements for the program and emphasis area.
• Each student must have a program of study approved by both the Graduate Committee and the graduate officer before the end of the semester in which the student completes 12 credit hours of graduate work.
• No more than six credit hours of course work completed outside of the Department of Biomedical and Health Informatics may be transferred to satisfy degree requirements.
• No more than six credit hours of independent study may be used to satisfy degree requirements. All MEDB 5530 or MEDB 5531 courses to be applied to the Master of Science degree requirements must be approved by the academic advisor before classes begin.
• No more than one course grade below 3.0 may be applied toward the degree requirements.

Transfer Credit
Not more than six hours of graduate credit may be transferred from another recognized graduate school or from another academic unit within UMKC. Transfer credit may be applied toward the master’s degree requirements on the approval of the student’s Graduate Advisor and the Graduate Committee. No credit hours may be transferred when those hours have been used toward the completion of any other degree program, graduate or undergraduate. The total amount of transfer credit and credit from approved 400-level classes, combined, shall not exceed nine hours.

Graduate Certificate in Clinical Research Program

The Department also offers a Graduate Certificate in Clinical Research. The Graduate Certificate is a valuable credential for health care professionals (e.g., junior faculty, clinical fellows, physicians, nurses, pharmacists, dentists, clinical research coordinators, and other allied health professionals) who want in-depth exposure to essential tools needed to advance their research career but who are unable to devote the requisite time to a full master’s degree program.

Specific Requirements for the Graduate Certificate in Clinical Research:
• Complete the 5 core courses (a minimum of 15 hours) of approved coursework for graduate credit with a cumulative GPA of at least 3.0. Core courses include:
  Biostatistics I (MEDB 5501)
  Clinical Research Methods (MEDB 5510)
  Clinical Epidemiology (MEDB 5511)
  Clinical Trials (MEDB 5512)
  Overview of Health Services Research (MEDB 5513)

Since the Graduate Certificate Program includes the core courses required to complete the full master’s degree, Certificate Program graduates will be offered the option of applying to the full masters program. If accepted, they will be able to use the 15 credits of courses towards fulfilling the requirements for the full degree (36 credit hours).
Academic and Professional Regulations

For smooth completion of the MSB degree program or the Graduate Certificate in Clinical Research, a student must follow various academic regulations as described below:

Starting the Program
When accepted into the program, the student’s first contact is with an assigned Graduate Advisor. At this initial meeting, a review will be made of the student’s status in the program and the student will be required to complete a tentative program of study within the first semester. Such a program should reflect the deficiency and prerequisite courses that have been prescribed and may have to be taken prior to taking courses for graduate credit.

The most immediate concern is for the courses to be taken in the first semester. The Graduate Advisor will help the student select those initial courses and develop a program of study based on the degree requirements.

The DBHI Graduate Committee is in charge of handling procedural issues related to the M.S. program in bioinformatics. Any request for exceptions to rules, regulations or policies should be directed to this committee.

Deficiencies
The admissions committee reviews and evaluates all applications for admissions to the DBHI degree programs. Frequently, they review applications from students whose past academic record showed strong positive indications for success as a graduate student, yet have not satisfied all courses needed for full admission. The committee may offer these students admission to the program on a conditional basis and compile a list of “deficiency courses.” The successful completion of these courses with a grade of B or better will be a condition of full admission to the program. The student is then required to complete all such deficiencies as a contractual obligation at the earliest opportunity. The committee creates this list based on the transcripts and syllabus submitted by the applicant. However, it is possible that applicants have indeed satisfied one or more of their listed deficiencies. In these cases, the student should contact his or her Graduate Advisor as soon as possible in the first semester to initiate a petition to waive the deficiencies in question. The written petition with all the needed supporting documentation (such as course syllabus) attached, must be submitted no later than four weeks (two weeks for summer) before the end of the first semester of enrollment.

The decision of the committee is final and can be one of three:
- The waiver is granted.
- The student is allowed to take an examination.
- The waiver is denied and the student must pass the class with a B (3.0) or higher.

The committee’s decision is final, so it is important that students consult with his or her Graduate Advisor to ensure that all the proper documentation supporting the waiver is submitted. If the student is allowed to take an examination, it must take place no later than the second semester of enrollment. Deficiency examinations are offered once each semester and the date is announced six to eight weeks in advance. The student may take the exam only once. If the student does not perform satisfactorily on the exam, then the student must enroll in the course to satisfy the deficiency requirement. All deficiencies shall be satisfied within three semesters of admission. If deficiencies are not satisfied within this time period, enrollment will be limited to deficiency courses until all deficiencies have been satisfied.

Program of Study
A graduate degree indicates mastery of a coherent program in a chosen field and the ability to engage in creative projects in that specialty. The program of study is vital in assuring the completion of a formal program of study designed to ensure the mastery of specified knowledge and skills. Forms for the program of study specification may be obtained from the department office. It is required that the program be approved by the student’s Graduate Advisor in the semester in which the student will complete 12 credit hours toward the degree, which is
usually during the second semester of enrollment. It is then forwarded to the graduate officer for further approval and handling.

Once a program of study has been approved, it is the student’s responsibility to ensure that all curricular requirements and prerequisites are satisfied. If a change in the approved program is needed, a petition must be submitted to the student’s Graduate Advisor who will then forward it to the Graduate Committee for approval. It is not expected that more than four courses will change from the original program of study. If more than four courses are changed, then a new program of study should be filed.

**Academic Loads**
A graduate student enrolled in the fall or spring semester in nine or more credit hours is considered full time. A graduate student enrolled in the summer semester in five or more credit hours is considered full time. Any student enrolled in less than the above number of hours is considered part time. A student’s academic load may be restricted as deemed fit by the student’s Graduate Advisor or the Graduate Committee. International students may be asked to take an English Proficiency Test administered by the International Student Affairs Office. Performance on the test may result in recommendations that the student take one or more English language courses during the first semester. It is strongly recommended that the student abide by those recommendations.

**Enrollment Policies**
To remain in good standing, the student must enroll for at least one semester during each calendar year until all the courses in the program of study are completed. After this time, the student must be continuously enrolled each fall and spring semester until the degree is awarded. The student must be enrolled in the semester in which the degree will be received. Failure to follow the above policies will result in a need to apply for new admission to the program under the degree requirements in effect at the time of re-admission.

**Academic Standing**
The student must maintain at least a 3.0 GPA every semester. Deficiency courses, if any, must be passed with a B (3.0) or higher. A 400-level course in which the student receives a grade lower than B (3.0) cannot be used to satisfy the degree requirements. Similarly, a 5000-level course in which the student receives a grade lower than C (2.0) cannot be used to satisfy the degree requirements. However, all grades for courses taken for graduate credit shall be used in the calculation of the current GPA. No more than one grade below B (3.0) in a course taken for graduate credit can be applied toward the degree. If a student receives three grades below B (3.0) in courses taken for graduate credit or taken to fulfill a deficiency requirement, or if a student receives a grade below C (2.0) in a course taken for graduate credit or taken to fulfill a deficiency requirement, then the student will be ineligible to enroll.

**Petitions**
Any exception to academic policy and regulations or to the degree requirements (e.g. deficiency waiver) must be requested through a written petition. The petition form is available from the department office. The completed petition which includes an explanation for the petition should be submitted to the department office. The degree program coordinator or his/her designee will review petitions and communicate the result to the student. It is important that the petition include any necessary documents as attachments for a timely decision.

**Ineligibility**
Ineligible students may petition to be re-enrolled. Such petitions will be reviewed by the admissions committee whose ruling is final. An ineligible student will only be approved for further graduate study under the terms of a restrictive probation in the form of a written contract between the student and the BHI department. The BHI department may render a student ineligible regardless of the student’s GPA. Such procedures are rare and will involve a recommendation to the dean of the School of Graduate Studies. Students have the right to appeal program decisions.
**Appeal Process**

Student Appeals regarding assessment, graduation, dismissal, and discipline or petitions for exception to academic regulations are first handled at the program level as outlined in the program specific policies and procedures.

- Students may appeal program decisions to the SOM Graduate Council. The appeal and recommended decision will be forwarded to the dean of the SOM.
  - Decisions of dismissal will be final with the dean of the SOM.
- If the appeal is denied, students may appeal such decisions to the dean of the School of Graduate Studies, as designee of the chancellor.
- Such appeals must be made in writing within 14 consecutive days after the student has been notified of the decision.
- The decision of the graduate dean, as the chancellor’s designated representative in such cases, is final and will be communicated in writing to the following:
  - The student
  - The graduate faculty review group(s)
  - The academic dean or director
  - The registrar

**Auditing a Course**

A graduate student should not take a course for audit if that student plans to take the course for credit. Once a course has been audited by a student, the student cannot take the course for credit later in the program. A graduate student cannot change a course to audit after the eighth week of the fall and spring semesters or after the fourth week of the summer semester. Changes to audit status must have the permission of the course instructor, as well as be within the allowable period. Students will be charged the standard tuition and fees for courses taken for audit. Current tuition and fee rates are available by visiting the UMKC Cashier’s and Collections website: http://www.umkc.edu/adminfinance/finance/cashiers/graduate-tuition-fee-rates.asp.

**Program Philosophy**

Consistent with the Program’s philosophy to train graduates who upon graduation will be valued members of a life sciences workforce, didactic instruction is integrated with research and clinical activities from the beginning of student training. These experiences are graded in complexity and are designed to foster the development of cumulative knowledge and skill as the student progresses through the program.

**The Five-Year Rule**

The program is designed so that students are continuously involved in classroom experiences, applied applications or research and so that full time student will typically complete the program within two years. If a student has been in the Master's program for five years and has not fulfilled all degree requirements, the faculty may elect to put the student on inactive status at the yearly evaluation meeting. Inactive status can only be maintained for two semesters before being discontinued from the program. During those two semesters, the student must submit a plan to complete his or her master’s program. The plan must be approved by the student’s Graduate Advisor and must specify his or her expected date of completion. If the faculty votes to approve the plan, the student will be expected to finish his or her degree within the time frame specified. Unless the faculty votes to make an exception, no student will be permitted to remain in the program for more than seven years without completing his or her degree requirements. Under the rarest of circumstances, a student may be permitted to continue beyond seven years. By University policy, only six credits for courses completed seven years ago or longer can be counted towards the degree requirements.

**Dress Code**

Personal appearance, which includes hygiene, grooming and choices regarding jewelry and clothing, is a reflection of attitude towards oneself and the people one is likely to encounter.

- In addition to the students, faculty administrators and support staff whose workplace is the School of Medicine; there are important visitors to the school on a daily basis whose impressions of the school will be formed in part, by the appearance of those who represent the institution.
• There is a reasonable consensus within the School of Medicine family on the general guidelines for behavior regarding appearance. We generally agree that we should: be clean, minimize body odor, avoid being sexually provocative, and avoid the use of appearance as a way of attracting undue attention to oneself.

• Examples of unacceptable dress on which there is broad consensus (students and faculty) are as follows: clothing with emblems, slogans and symbols related to illicit substances, alcohol, tobacco products, obscene language or sexual connotations; micro-minis (more than three inches above the knee); crop tops, spaghetti strap tops or backless tank tops; bare feet; and cutoff shorts. On the other hand, neatly tailored shorts and sandals would be appropriate in most non-clinical, non-formal settings.

• Medicine, as a caring profession, would be expected to foster an attitude of concern for the well-being of individual members of the group and for the reputation of the group as a whole. When a person belonging to the institution displays behavior, including appearance, unbecoming of the profession of medicine, it would be incumbent on the other members of the institution to guide, counsel and/or assist the person demonstrating such behavior. Students, faculty, and staff will be expected to respond appropriately to constructive criticism.

• Teaching hospitals and research laboratories may have their own rules regarding appropriate dress for safety and specialized procedures. Please follow them without negotiation.
Graduate Program Resources

Graduate Student Academic Regulations

The graduate programs at the School of Medicine follow the General Graduate Academic Regulations, which are outlined in the UMKC Catalog. Specific programs may have adopted additional and more stringent requirements. Graduate students are responsible for obtaining their specific program's policies and procedures regarding curriculum, Plan of Study, and student evaluation (progression). Students should contact the Program Director, Department Chair, or Administrator to obtain such policies and detailed information about making special requests.
http://www.umkc.edu/catalog/General_Graduate_Academic_Regulations.html

Graduate Council

The role of the Graduate Council is to oversee the academic aspects of the Graduate Programs at the SOM, which include the MS in Anesthesia, MS in Bioinformatics, and I.Ph.D. in Biomedical Science. The main responsibilities of the council are to establish policies and make appropriate recommendations regarding graduate student admissions, assessment, dismissal, discipline, and graduation. The council also oversees the program curricula and nominates the Graduate and Doctoral faculty. The council chair is Dr. Julie Banderas, the Assistant Dean for Graduate Studies at the School of Medicine. The membership includes Graduate faculty members that represent each graduate program, and UMKC School of Medicine affiliated institutions.