


**Takin' Care of Business...**

**Advising Students, Residents, and Fellows How Best to Prepare for the Future**

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**Hello There Ladies & Gentlemen....**

**Goal for this session:**  
Generate a plan for advising trainees during recruitment and other transitional points in training, resulting in their forever job




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**Won't you please, please help me....**

**Medical Students**


- . Pre Match
- . Post Match

**Residents**

- . Applying for Fellowship
- . Preparing to Enter Fellowship

**Residents/Fellows**

- . Entering Practice




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*You've got a friend...*

*Helping the junior medical student...*

- Mentor in specialty
- Advice regarding specialty
  - Competitiveness
  - Need for "away" rotation
  - Research time if necessary
  - Timing of Step II
  - Choosing programs
  - Scheduling a home 'audition' rotation

Recruitment Timeline

- ERAS dates/interview 'season'
- Personal statement/CV (what and what not to include)
- Letters of recommendation (who, how, when)
- Which match to register for

Provide an ear, calm my fears...

Get well connected faculty involved

Offer proof reading




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*Welcome to the Jungle...*



Post-Match Medical Students heading to Residency

1. Lifesaving certification specific to specialty and/or institution
2. Medical School diploma
3. USMLE score reports
4. Immunization records
5. Update CV
6. Keep medical school contact info

Advise students to keep copies (paper & electronic) of important documents in safe place!




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For current residents:

Assist with fellowship applications

- ❖ send LORs
- ❖ proofread docs
- ❖ provide ITE scores
- ❖ fill in gaps on CV




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Well I guess this is growing up....

### Residency to Fellowship

- ✓ Medical licenses (all held)
- ✓ Residency certificate of completion/summative evaluation
- ✓ Final case/procedure log
- ✓ Lifesaving certifications
- ✓ Immunization records
- ✓ NPI #, malpractice coverage during training
- ✓ Addresses of residency program personnel (PD, mentor, etc.)
- ✓ Lab coat size
- ✓ Credentialing paperwork (for non-accredited programs)
- ✓ Change address - DEA, Medicare Enrollment, medical license
- ✓ Certifying Board Exam - where, when, study plan, start date

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## Time for me to fly...

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### Trainee to practitioner

- Academic Practice
- Community/hospital practice
- Solo practice
- Other



- Faculty to review contracts
- Credentialing/privileges paperwork
- Medical license
- Training certificate of completion/summative evaluation
- Final case/procedure log
- Lifesaving certifications
- Immunization records
- NPI #, malpractice coverage during training
- Addresses of training program personnel (PD, mentor, etc.)
- Change address - DEA, Medicare Enrollment, medical license
- Oral Board exam prep (if applicable)

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*Life's been good to me so far...*

- ▼ Let trainee know what you keep on file
- ▼ Remind them to make copies of important documents before framing
- ▼ Keep in touch via social media



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