



Medical Student Handbook 2016-2017

The University of New Mexico Student Handbook includes the requirements for the MD degree and provides incoming and current MD students the information necessary to successfully participate in the program. It also provides answers to the many questions students have about specific aspects of education and student life at the UNM School of Medicine (SOM).

Review of SOM academic and financial policies and/or curricular requirements may result in changes to rules and/or policies that are published in this document, which is updated annually. All students are expected to be familiar with the policies (and location thereof) of UNM School of Medicine and the University of New Mexico.

The University of New Mexico School of Medicine reserves the right to make changes to any of the policies, procedures, codes, standards, requirements, or services included in this handbook as it deems necessary. Changes will be applicable at the time they are approved to all students in attendance at the School of Medicine. Information contained herein supersedes that published previously.

Questions about this handbook and the information contained herein should be emailed to the Office of Medical Student Affairs at hsc-omsa@salud.unm.edu.

Revised 6/2016

Letter from the Chancellor for Health Sciences

Dear Student,

Welcome to the University of New Mexico's School of Medicine. I know that you had many educational options and am pleased that you chose to attend the University of New Mexico.

I invite you to explore how the School of Medicine's many programs and services can support your academic, extracurricular, and personal interests. The School of Medicine offers a wide range of opportunities and strives to make each student's experience here a pleasant and productive one.

This handbook contains valuable information that will assist you during your journey through medical school. Please take a few moments to familiarize yourself with its contents. Additional information is available at the School of Medicine website, <http://som.unm.edu>, and the Health Sciences Center website, <http://hsc.unm.edu>.

As a new medical student you may encounter situations not covered within this manual or matters which need clarification. There are several offices that will be more than happy to assist you: the Office of Medical Student Affairs, the Office of Undergraduate Medical Education located in Reginald Heber Fitz Hall, and the Office of Diversity, located in the Health Sciences and Services Building. I will also be available for any student who wishes to meet with me.

Again, I welcome you to the University of New Mexico's School of Medicine. Congratulations on being accepted to our program and best wishes as you embark on the next phase of your academic career.

Sincerely,

Paul Roth, MD, MS
Chancellor for Health Sciences
CEO, UNM Health System
Dean, School of Medicine

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The MD Programs at University of New Mexico

Doctor of Medicine (MD) Degree

The School of Medicine has gained national and international recognition for its constantly evolving curricular innovations that are aimed at adapting adult learning theory to medical education. Educational emphasis has shifted from primarily learning facts to teaching students how to apply knowledge and how to develop the skills they will need to be outstanding clinicians and effective lifelong learners. The University of New Mexico School of Medicine's four-year curriculum includes:

- Team-based, case-based and student-centered learning
- Early clinical skills learning coupled with real patient interactions
- Exposure to current Population Health issues
- Opportunities for scholarly activities
- Peer teaching
- Computer-assisted instruction
- An increased focus on student and physician wellness

Combined BA/MD Program

The Combined BA/MD Degree Program is designed to help address the physician shortage in New Mexico by assembling a class of diverse students who are committed to serving New Mexico communities. This partnership program between The University of New Mexico College of Arts and Sciences and The University of New Mexico School of Medicine is open to New Mexico high school seniors planning to begin college the fall semester after their high school graduation.

Students will first earn a baccalaureate degree through the College of Arts & Sciences (A&S) in a challenging four-year curriculum specifically designed to prepare them for medical school and ultimately to practice medicine in New Mexico.

Upon successfully completing the undergraduate academic and eligibility requirements of the program, students will then enter the School of Medicine (SOM) to complete their Doctor of Medicine (MD) degree.

MD/PhD Program

The MD/PhD program is designed to provide comprehensive training in both clinical sciences and a basic biomedical science discipline. The intent of the program is to provide students with an integrated and cohesive training experience while obtaining the MD/PhD degree. Students participate in activities common to both programs while involved in the medical school curriculum or engaged in PhD dissertation research.

The program consists of 2 years of the medical school curriculum followed by 3-4 years of graduate courses and PhD dissertation research, and concludes with the remaining 2 years of the medical school curriculum.

The program is designed to be completed in 7-8 years. The PhD and MD degrees are awarded simultaneously at the end of the entire training period. Students will take two or three one-month long rotations in research laboratories during the initial 20 months of the program. These experiences are meant to broaden the research experience of the students as they decide in what research area they wish to specialize. Students can pursue many lines of research activity performed by investigators in biomedical research in the School of Medicine.

MD/MPH Program

The MD/MPH program is designed to provide integrated learning and to enhance opportunities for medical students to acquire public health knowledge and skills. The program provides students an opportunity to increase their awareness, skills and knowledge in population based health strategies and interventions with the goals of; reducing disparities in health status within New Mexican populations, strengthening physician advocacy and leadership skills in health policy development, fostering evidence based interventions and using assessment skills to better determine population needs and interventions.

Medical School Curriculum

Three Phases of Medical School Curriculum

Phase I focuses on medical basic science education and the development of clinical and communication skills. Phase I blocks are: Health of New Mexico, Foundations of Medical Science (FMS), Musculoskeletal, Skin and Connective Tissue (MSCT), Hematology, Neuroscience, CV/Pulmonary/Renal (CVPR), Practical Immersion Experience (PIE), GI/Endocrinology/Metabolism (GINME), Infectious Disease, Human Sexuality/Reproduction, Transitions Block, Clinical Reasoning, Quantitative Medicine, and Doctoring.

Phase II comprises the required clinical clerkships in Family Medicine, Internal Medicine, Neurology, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery, as well as Continuity Clinic and Doctoring. 6 Students rotate through the clerkships in groups of approximately 18-22 students. The Office of Medical Student Affairs distributes information regarding scheduling prior to the end of Phase I via class meetings and email.

Phase III continues the clinical component of the curriculum. Phase III involves Clinical and Non-clinical electives, and sub-internships to satisfy specific credit requirements. Students are required to complete a total of 32 weeks of clerkships.

Scholarly Activity Requirement

Scholarship is an important component of the curriculum. The research requirement stimulates students to learn the scientific method and provides the students with a “hands on” experience solving a research question over time. Under the guidance of a faculty mentor, each student completes a scholarly project. Students can receive a commendation in research at graduation if they meet all the deadlines on time and present their research at a national research conference or have their research published or accepted for publication in a national peer-reviewed journal. Additionally, both the student’s mentor and another faculty reviewer must recommend their final scholarly paper for honors. If a student has either a Ph.D. in a bio-medical related field or a research/thesis-based Master’s degree in a bio-medical related field, the student may petition for an exemption from the research requirement. For more information about the research requirement, contact OARS: (505) 925-4441.

Phase I Grading and Promotion to Phase II

Phase I grades are given at the end of each block and are based on competency examinations that assess knowledge, skills, and abilities learned across lectures, small group activities, labs, clinical skills, and communication skills. Final grades are Credit/No Credit. Students must score a combined grade of 75% or higher to earn a grade of Credit in a block.

There is no class rank or GPA associated with Phase I. Phase I Honors is given at the end of Phase I for those students with a final average of $\geq 90\%$ for all the Phase I blocks. Students must satisfy the following four requirements in order to be promoted to Phase II of the curriculum:

- Achieve a grade of Credit for all Phase I courses
- Submit the required scholarly research proposal
- Demonstrate ethical and professional standards of behavior
- Pass USMLE Step 1

Phase II Grading and Promotion to Phase III

Students earn specific grades in Phase II that differ from the Credit/No Credit of Phase I. The grading scale is based on GPA (See below). For more specific information on Phase 2 grading, see the current

Phase II Student Handbook posted on the OMSA website.

3.5 – 4.00	Outstanding (O)
3.0 – 3.49	Good (G)
2.2 – 2.99	Satisfactory (S)
< 2.2	Fail (F)

Students must pass each of the seven Phase II clerkships clinically and must also pass the “Shelf Exam” (standardized NBME examination) administered on the last day of the clerkship.

Students that fail a Phase II shelf exam may continue on to Phase III. However, the exam must be remediated prior to graduation (see “Policy and Procedure on Student Promotion and Awarding the MD Degree” – in the “policies” section of the OMSA website:

<http://som.unm.edu/education/md/omsa/student-promotion-and-policies.html>

Professionalism

Appropriate professional conduct is a requirement for graduation. Students otherwise in good academic standing can be dismissed from medical school based on lapses in professional behavior.

United States Medical Licensing Examinations

The United States Medical Licensing Examination (USMLE) is a three-part examination required for licensure by all states. All students are required to take Steps 1, 2CK, and 2CS of the USMLE at specific times during the four years of medical school as part of the requirements for the MD degree. The School of Medicine’s use of USMLE Step 1 and Step 2 scores for promotion and graduation is detailed in the “Policy on Student Promotion and Awarding the MD Degree.”

USMLE Step 1 tests knowledge of the traditional basic science subjects of anatomy, behavioral sciences, biochemistry, microbiology, pathology, pharmacology, and physiology, as well as interdisciplinary topics. Step 1 is a computerized, one-day, eight-hour examination taken in seven 60-minute blocks of no more than 40 multiple-choice questions each. Step 1 is taken at the completion of Phase I. A passing score is required for promotion to Phase II.

USMLE Step 2CK (Clinical Knowledge) tests knowledge of the clinical disciplines covered in Phase II. It is a computerized, one-day, nine-hour examination taken in eight 60-minute blocks of no more than 40 multiple-choice questions per block. Step 2CK is taken during Phase III. A passing score is required for graduation.

USMLE Step 2CS (Clinical Skills) assesses the ability to demonstrate fundamental clinical and patient communication skills. It is a performance exam using 12 patient cases with simulated patients. It is offered at five testing centers across the nation: Los Angeles, Houston, Atlanta, Chicago, or Philadelphia. Step 2CS is taken during Phase III. A passing score is required for graduation.

USMLE Step 3 is completed by resident physicians as they finish the first year of post-graduate training.

Studying for Step exams – see “Student Resources” section.

Leave of Absence (LOA)

Students may need to miss class or clinical duties because of an acute illness. Certain weather conditions may affect the safety of students traveling to school. There are specific policies regarding sick leave and snow days, but in general, if a student will miss required activities, s/he should notify the relevant service

and the Office of Medical Student Affairs as soon as possible. Particularly in the clinical years, it is imperative that the students communicate their absences in advance, if at all possible. Students may contact OMSA, who will notify relevant individuals.

In Phase I, students should notify the appropriate block chair of any absences, especially if the absence falls on a test date. Assessment and Learning would then need to be involved as well.

In Phases II and III, leaves of three days or less need be approved only by the department within whose clerkship the student is studying. If the absence falls on a test date, Assessment and Learning would then need to be involved as well.

Absences over three days require not only the clerkship's approval but also the approval of the Associate Dean of Students in OMSA and often the Committee for Student Promotion and Evaluation (CPSE) as well.

Students may request a longer Leave of Absence (LOA) from the curriculum for personal or academic reasons. There are policies and procedures that govern LOAs in the Policy Library on the OMSA website <http://som.unm.edu/education/md/omsa/index.html>. All LOA requests must be approved by the Associate Dean of Students and any academic LOAs must be approved by CSPE. Students should call OMSA to make an appointment with the Associate Dean of Students: (505) 272-3414.

In the case of an emergency, the Associate Dean of Students or the Chair of CSPE may grant an emergency LOA.

Independent Study

In certain circumstances, medical students on an approved leave may register for a one-credit Independent Study to maintain their status as an active student. Registration for this course is limited to two semesters total during medical school. Students may choose to take these consecutively or spread them out, based on the timing of their leave(s). Students requesting this must:

1. Meet with SOM Financial Aid to understand the financial implications
2. Meet with the Associate Dean of Students, and the MD Registrar, to request the course be added to their schedule.

Students registering for Independent Study are charged a full semester of medical school tuition and fees. Tuition is not pro-rated. Independent Study courses are transcribed and will appear on the student's permanent record. A grade of Credit/No Credit is assigned at the end of the course based on completion of the student's submitted learning plan. For financial aid purposes only, a grade must be received in order to meet the guidelines for Satisfactory Academic Progress. For more information, contact OMSA at hsc-omsa@salud.unm.edu.

Student Academic Records

Student Access to Records

The Office of Medical Student Affairs (OMSA) maintains an academic record for each student. The record contains all grades and narrative evaluations submitted by faculty for academic work completed. The file is available for student review during regular working hours (Monday-Friday, 8AM-5PM). All student files are governed by the Student Records Policy of the University of New Mexico, found in the UNM Student Handbook, <http://pathfinder.unm.edu>.

Demographic Information

Students are responsible for keeping the SOM Office of Medical Student Affairs informed of current contact information including mailing address, cell phone, home phone, and emergency contacts. Any changes in contact information must be immediately updated. Students may communicate these changes via email (hsc-omsa@salud.unm.edu), signed fax (505-272-8239), or in person (Fitz Hall, room 107). Students should also update their information in the Demographic Self-Service section of LoboWeb at <http://my.unm.edu>.

Name Change

Name changes are processed only for currently enrolled students. Students must submit a name change request with the Office of Medical Student Affairs. This change requires a valid driver's license or state-issued ID and a social security card, both in the new name. OMSA will change the name in SOM records as well as UNM main campus records. It is important that students start this process with OMSA immediately after obtaining a new state ID and SSN so that academic records can be updated.

Course Scheduling and Registration

Phase I is a lockstep program and schedules are posted in One45. Phase II students are randomly assigned a course schedule in One45 that includes the seven required clerkships. Phase III students provide their schedule preferences to OMSA and are scheduled in MDWeb based on course availability.

Upon submission of the Registration Authorization Agreement, the Office of Medical Student Affairs will register students in both the UNM (LoboWeb) and SOM (One45/MDWeb) registration systems. As the UNM system is the Official Student System for all UNM students, all medical students have both a UNM NetID and an HSC ID/login for MDWeb. For more information about accessing LoboWeb or One45/MDWeb, contact OMSA: hsc-omsa@salud.unm.edu.

Grade Point Average and Class Rank

An overall grade point average is not calculated for students in the MD program. Grades appear on the MD Level of the UNM Transcript.

Phase I: Graded as Credit/No Credit and therefore produces no GPA. A Phase I class rank is calculated internally by the use of raw block scores for the purposes of Phase I Honors and awards such as Alpha Omega Alpha (AOA) Honor Society (see "Medical Honor Societies and Awards" section)

Phase II: GPA and Phase II rank are calculated using the numerical final clerkship grade.

Phase III: No numeric or relative rank calculated since academic programs are individualized in course requirements and student expectations. Grades assigned follow the O, G, S, F four-point schedule. Extramural (Away) elective credit may be earned only if the Phase III course has been approved by CSPE before the rotation, and the required Phase III Evaluation form is completed by the attending physician and returned to OMSA within four weeks of the completion of the course. The student is responsible for providing the host institution with the proper form and return guidelines.

Challenging a Grade

If a student receives a narrative evaluation or grade that s/he feels is unfair, s/he may follow this procedure:

- Informal resolution:
 - The student should approach the faculty involved and discuss the reasons the student believes the evaluation should be changed.
 - If the student and faculty member cannot reach agreement, the student should discuss the grievance with the chairperson or supervisor of the department or division
 - If the student is not satisfied with the outcome of the discussion, s/he may add a written response to the evaluation that will be included in the student's file.

- Formal appeals of academic matters
 - If the informal discussions do not resolve the grievance, the student may bring a formal appeal to the Executive Vice Dean of the School of Medicine, using the procedures set forth in Article 2.3 of the Pathfinder

- The policy and procedure for appealing an evaluation is governed by the Student Grievance Procedure found in the UNM Handbook: <http://pathfinder.unm.edu>.

Expectations of Students

Required Paperwork

All medical students must submit required paperwork and documentation prior to matriculation and annually as required by the Office of Medical Student Affairs. This paperwork and documentation includes but is not limited to: CPR certification, proof of immunizations, health insurance verification, release of information, and student honor code. Failure to submit this documentation by the posted deadlines will result in referral to CSPE for unprofessional conduct and may result in disciplinary action, which may include dismissal from medical school.

Required Criminal Background Check

In order to comply with the New Mexico Department of Health (NMDOH) hospital compliance 7.1.9 NMAC Caregivers Criminal History Screening (CCHS) requirements, all medical students are required to complete a yearly background check with fingerprints taken through an approved Department of Health vendor before any patient contact is applied in a patient care facility. Background checks are due before the spring semester of first year and then completed yearly until graduation.

Required Drug Testing

Medical students must pass a 10 panel drug screen before any contact with patients (i.e. before the spring semester of the first year) in order to meet affiliation agreement requirements between UNM SOM and partner facilities. Students must go through the Student Health and Counseling Center (SHAC) for testing. Drug screens are due before the spring semester of first year and then completed yearly until graduation.

Required Training

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA requires all health care organizations to ensure privacy and security of patient information. UNM Health Sciences Center offers a HIPAA training course online through Learning Central, which all enrolled students may access. Annual completion is required.

Blood Borne Pathogen (OSHA Training)

This training addresses universal precautions that should be observed to prevent contact with blood and other potentially infectious materials in the clinical setting. The course is offered online through Learning Central, which all enrolled students may access. Annual completion is required.

Basic Annual Safety Training

This module provides an overview of basic safety on UNM campus. Annual completion is required.

Required Insurance

Health Insurance

All students enrolled in the MD program are required to have personal health insurance. This insurance must cover them while at UNM as well as when on rotation within or outside the state of New Mexico. In most cases, students purchasing their own insurance will be eligible for financial aid to cover that cost. Students are required to complete an insurance waiver through UNM Human Resources and its insurance carrier to show proof of coverage. Students without

coverage or who wish to purchase UNM student insurance will be charged for the insurance to their UNM Bursar account.

Disability Insurance

All medical students are required to enroll in the disability insurance program offered through the University. Students may convert their disability income insurance upon graduation to an individual insurance policy. Students are billed separately from tuition and fees and must pay the premium during the fall semester.

Needle-Stick Exposure Insurance

Insurance coverage for body fluid and blood-borne pathogen exposure is mandatory for all medical students. Coverage is provided by the National Union Fire Insurance Company of Pittsburgh, PA. The fee is charged to students' accounts in September and February and is billed separately from tuition and fees.

Medical Liability / Malpractice Insurance

UNM SOM provides professional liability insurance for all enrolled students participating in school-sanctioned activities. Coverage is provided by the Risk Management Division, located within the General Services Division of the New Mexico State Government. UNM pays the yearly premium for all medical students. While working in a clinical setting as part of their medical school education, medical students have liability coverage of \$1,050,000 per occurrence. There is no aggregate amount of coverage explicitly stated in the NM State documentation. Each separate claim, whether it involves injury to a single person or more people, is capped at \$1,050,000. This statutory coverage is provided by the NM State Legislature.

Note: This policy applies only while students are acting within their duties as medical students under the supervision of the faculty of the School of Medicine or under appropriate supervision at other UNM-approved training programs as follows: Students participating in rotations away from UNM, either domestic or international, are covered by UNM professional liability insurance as long as prior approval has been received by CSPE for the educational experience. Examples include an approved fourth year rotation at an LCME accredited US medical school and an approved international clinical rotation. Students are cautioned against rendering medical services, except in an emergency, under any circumstance not described above.

Display of UNMH Security ID

All students are required by hospital policy to wear hospital photo identification badges issued by University Hospital Security while in University patient service facilities. A student who terminates or graduates from the School of Medicine must return the ID security badge to the SOM Office of Medical Student Affairs. Failure to do so may result in withholding the student's transcript and/or diploma.

Email

All medical students are assigned an HSC-designated email address through Outlook. This email system is where educational and personal information is exchanged among students, faculty, and staff. First-year students are issued a Salud email account and receive training through staff at the Health Sciences Library and Informatics Center (HSLIC) when classes begin. Email is an important method of communication and the use of this Salud email account by SOM faculty and staff is considered an official method of communication with students. Students are required to read and respond to email promptly (within 48-72 hours). Failure to respond to email inquiries may result in a referral to CSPE for a lapse in professional conduct. Because of FERPA regulations, student information cannot be sent to a non-@salud.unm.edu email address. This account is a secure, UNM-sanctioned method of communication to which only the student is given access.

Professionalism

The role of the medical professional encompasses more than just satisfactory acquisition of knowledge in courses. The medical professional must exhibit personal and professional behaviors, including honesty, integrity, and respect for others. Professionalism relates to timely completion of tasks, both academic and administrative. It relates to respect for peers and faculty in lecture, tutorial, and clinic. Breaches of professional behavior are considered an academic problem and will be dealt with through faculty communication and/or referral to the Committee on Student Promotion and Evaluation (CSPE). Students in good academic standing can be dismissed for a lapse in professional conduct. The School of Medicine is committed to both professionalism on the part of learners and a respectful learning environment in which to become a physician. The specific professionalism attributes expected of students are set out in the “Medical Student Code of Professional Conduct,” which students must sign upon admission to the MD program. This document is available online in the policy library of the OMSA website. Further information on faculty professionalism can be found within the “Student Mistreatment Policy” also in the policy library on the OMSA website.

Committee for Advancement of Professionalism and Ethics (CAPE)

CAPE is a student-run committee whose purpose is to provide students a forum for discussion and counsel on issues of ethics and professionalism, with particular emphasis placed on professional interactions between students and house staff/faculty.

Professional Dress

Students are encouraged to place a high value on grooming and personal hygiene. The following guidelines apply:

- UNMH ID badge worn at all times
- good personal hygiene
- hair should be neat and clean
- no open-toed shoes
- clothing should be clean and in good condition
- If a white coat is worn, it should be clean and wrinkle-free

Plagiarism

Plagiarism is the use of another person’s ideas, words, phrases, sentences, facts, graphics, charts, tables, graphs, graphics, audio-visuals, or other intellectual products without appropriately citing and crediting the original source(s). Plagiarism in any form constitutes academic misconduct and the UNM School of Medicine (UNMSOM) considers plagiarism a breach of medical student professionalism, which requires appropriate administrative inquiry and response. Appropriately citing sources brings deserved credit to the work of other writers, indicates the level and quality of research conducted, provides a scientific foundation for scholarship, builds solidarity in the academic community, and facilitates the reader’s ability to validate claims and pursue independent learning. Please see the “Plagiarism Policy” in the policy library on the OMSA website.

Student Health and Immunizations

Wellness

Medicine is a most rewarding and honorable profession. Becoming a physician, however, involves a long and rigorous journey. Gaining an understanding of the human body and the person who inhabits it is an ever-evolving lifelong task. **The challenges encountered in medical school provide some of the most satisfying, stimulating, and gratifying years** of a student's life. Those same challenges, however, may become overly stressful and result in feelings of disillusionment, fatigue, and burnout. While distressing, and possibly debilitating, these conditions respond to appropriate professional attention. It is with this intention that the Wellness Program was developed. For more information, refer to the "School of Medicine Administration and Services" section of this handbook.

Students may seek individual, confidential counseling from Dr. Liz Lawrence in the Office of Medical Student Wellness, Dr. Jonathan Bolton in the Office of Professionalism, Dr. Cheri Koinis in Family and Community Medicine, Dr. Jeffrey Dunn in Psychiatry, and/or their Learning Community Mentors. None of these faculty members are allowed to contribute to student assessment and promotion decisions.

Student Health and Counseling (SHAC) providers are employees of UNM and not of the UNM Health Sciences Center. These providers never encounter medical students on wards or in clinics, and these providers do not play any role in student assessment and promotion decisions.

Immunizations

Consistent with the recommendations of the Centers for Disease Control, all medical students are required to submit proof of immunization or immunity to rubeola, mumps, rubella, hepatitis B (along with Hepatitis B completion titer), and varicella. Students should also have received a booster for tetanus, diphtheria, pertussis (Tdap), as well as annual influenza. All of these immunizations and/or titers are available at the UNM Student Health & Counseling (SHAC) Immunization Clinic.

If you plan to obtain your immunizations and titers somewhere other than SHAC, please bring all of your records and labs to the SHAC Immunization Clinic. The SHAC nurses will verify your Immunization Requirements compliance. You are responsible for maintaining your records of immunization. The Office of Medical Student Affairs does not keep immunization records on file. In addition to the above requirements: initially, all students are required to have a two-step tuberculin skin test or T-Spot blood test. They will then be required to have this test done annually thereafter. The Student Health & Counseling (SHAC) Immunization Clinic may be reached at 277-7925.

Student Health and Counseling (SHAC)

Website: <http://shac.unm.edu>

Phone: (505) 277-3136

SHAC is a comprehensive outpatient health care service for UNM students. SHAC is located on the main campus north of Johnson Center and across the mall from (east of) the Student Union Building (SUB). Limited patient parking is available behind Student Health & Counseling. Students may obtain parking permits from the SHAC Reception Area, Counseling Services, or the Pharmacy. SHAC provides medical care, counseling and therapeutic services, and health education. SHAC is open Monday through Friday from 8 am to 5 pm. (On Tuesdays, SHAC is closed from 8 to 9 am.) Hours are subject to change; check website for updates. Medical services are offered by advanced or same-day appointments. Specialty services include acupuncture, dermatology, podiatry, psychiatry, and sports medicine. There are separate Women and Men's Health Services, plus an Allergy & Immunization Clinic which offers routine and travel immunizations. All patient information is held in strict confidence. Student Health and Counseling (SHAC) services are available to all currently enrolled UNM students.

Health Insurance

Phone: (505) 277-7943 or (505) 277-8000

SHAC accepts the following insurance plans:

- Most Aetna, BlueCross BlueShield, Cigna, Molina, Tricare, and United Healthcare
- Presbyterian – UNM Employee plan only
- Centennial Care Medicaid – BlueCross BlueShield, United Healthcare, and Molina only

For students without health insurance, a health and accident insurance policy is available. The plan provides hospital, surgical, and outpatient medical care beyond that provided by SHAC. The insurance provides coverage for a semester or a twelve-month period regardless of geographic location. Dependent coverage is also available. Students must enroll in the student health insurance program within 21 days from the policy effective date. Students who arrive on campus early may elect to purchase coverage for up to three weeks prior to the main campus semester start date at an additional cost per week. The SHAC Insurance Specialist is available to assist students with insurance claims and other insurance issues.

Counseling Services

Phone: (505) 277-4537

Licensed professionals staff the Counseling Services office. The most important services are emergency care for life-threatening situations, and same-day interventions for significant life crises. These services are provided on a walk-in basis and do not require prescheduled appointments.

Pharmacy

Phone: (505) 277-6306

The Pharmacy fills prescriptions and sells over-the-counter products to UNM students, faculty, and staff at competitive prices. The Pharmacy is located on the second floor of SHAC, and is open from 8AM to 5PM, Monday through Friday. (SHAC is closed from 8AM to 9AM on Tuesdays.) Hours are subject to change; check website for updates.

Travel Health Clinic

Phone: (505) 277-3136

This service is available to assist with international travel planning and immunization requirements. A healthcare provider will assess your travel arrangements and determine the best course of action; please contact the clinic at least two months prior to departure for information about recommended immunizations and health precautions by country. Call to schedule an appointment.

Family Practice Clinic

Phone: (505) 272-1735

This clinic provides comprehensive health care to medical students and their families. Call to enroll for care.

Blood & Body Fluid Exposure

After a blood or body fluid exposure, the students should wash wounds and skin sites that have been in contact with blood or body fluids with soap and water; mucous membranes should be

flushed with water. It is important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 – 4 hours. The student should report immediately to Student Health and Counseling (SHAC). SHAC Hours: 8 am-5 pm, Monday through Friday. (On Tuesdays, SHAC is closed from 8-9 am.) Hours are subject to change; check website for updates. A flowchart is available for download from the SHAC website:

http://shac.unm.edu/UNMH_BBP.pdf

Outside of these hours, the student should go immediately to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Note: If the incident occurs at the VA Hospital, the VA Employee Health Clinic will do the initial evaluation. The student should notify his/her supervisor immediately. A flowchart for seeking treatment at the VA is available here: http://shac.unm.edu/VA_BBP.pdf

To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/donor. For more information on testing and treatment decisions or protocols, contact:

- Director of Hospital Epidemiology and Infection Control: (505) 272-1670. Monday through Friday, 8AM – 5PM)
- PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)
- Student Health & Counseling: (505) 277-3136
- Student Health & Counseling Website: <http://shac.unm.edu>

School of Medicine Administration and Services

Administration

The UNM School of Medicine administrative offices work closely with students to support their academic endeavors. These offices include:

- Admissions
- Medical Student Affairs
 - Student Financial Aid
- Undergraduate Medical Education
 - Academic Multimedia Services (AMS)
 - Assessment and Learning
 - Curriculum Support Center
 - Office of Academic Resources and Support (OARS)
 - Office of Program Evaluation, Education, and Research (PEAR)
- Diversity
- Alumni Relations
- School of Medicine Committees

Office of Admissions

Website: <http://som.unm.edu/education/md/admissions/index.html>
Email: somadmissions@salud.unm.edu
Phone: (505) 272-4766
Location: Health Sciences Library and Informatics Center, room 125
Leadership: Robert Sapien, MD, Associate Dean of Admissions
Office functions: Process all applications submitted to the MD program

Office of Medical Student Affairs (OMSA)

Website: <http://som.unm.edu/education/md/omsa/index.html>
Email: hsc-omsa@salud.unm.edu
Phone: (505) 272-3414
Location: Reginald Heber Fitz Hall, room 107
Leadership: Sheila Hickey, MD, Associate Dean of Students
Office functions: Encompasses Student Affairs, MD Registrar, and SOM Financial Aid. The Office of Medical Student Affairs is the primary student services provider for UNM's medical students. OMSA is home to academic support services including:

- Advisement and mentoring
- Financial aid and scholarships
- Enrollment management – registration, scheduling, and maintenance of student records
- Event coordination – New Student Orientation, Match Day, Awards Ceremonies, Convocation, etc.

OMSA provides administrative support for the Learning Communities program, the Committee for Student Promotion and Evaluation, and the Student Appeal Committee. See “Student Registration” section for additional information.

Student Financial Aid

Website: <http://hsc.unm.edu/academicaffairs/financialaid/>
Email: finaid@salud.unm.edu
Phone: (505) 272-8008
Location: HSC Student Services, HSLIC Room 130A
Office Functions: The SOM Office of Student Financial Aid assists students in the financial aid application process for federal, state, and institutional resources. This office is responsible for all financial aid processes, paperwork, and disbursements.

Office of Medical Student Wellness

Website: <http://som.unm.edu/education/md/omsa/wellness.html>
Email: L.Lawrence@salud.unm.edu
Phone: (505) 272-3414
Facebook: <https://www.facebook.com/nmphysicianwellness/?fref=nf>
Location: Reginald Heber Fitz Hall, room 147
Leadership: Dr. Elizabeth Lawrence
Office Functions: The medical training years provide a number of challenging experiences which many students find rewarding and fulfilling; however, these same experiences may result in feelings of distress, confusion, and/or disillusionment. Often intervention with a trained professional can facilitate an individual's capacity to cope with and resolve problems in a constructive and growth-related manner. It is important that students be aware of the opportunities available to receive competent professional counseling. The University of New Mexico offers several different outlets to help students cope with the stresses of school and other challenges they may encounter.

Office of Undergraduate Medical Education (UME)

Website: <http://som.unm.edu/education/md/ume/index.html>
Phone: (505) 272-4823
Location: Reginald Heber Fitz Hall, room 106
Leadership: Paul McGuire, PhD, Associate Dean of Undergraduate Medical Education
Office Functions: UME is responsible for the coordination of the four-year undergraduate medical education program, including curriculum, assessment, faculty development, program evaluation, and academic support. This oversight requires collaboration with the School of Medicine faculty, committees, and other groups to develop policies and review course activities. UME coordinates the Phase I curriculum schedule and provides administrative support for several curricular elements including the Phase III Ambulatory Care rotation, the Medicine in New Mexico rotation, and the Phase I research block. UME may also fund and help arrange travel for faculty, staff, and students who represent UME at various conferences and national meetings throughout the year.

Academic Multimedia Services (AMS)

Website: <http://som.unm.edu/education/md/ume/ams.html>

Email: HSC-AMS@salud.unm.edu

Phone: (505) 272-0666

Location: Health Sciences Library & Informatics Center, room 140

Leadership: Gene Passariello, AMS Director

Office Functions: Enhances the learning process by advocating the seamless integration of educational technologies. This is accomplished by evaluating, developing, implementing, managing, supporting, educating, and utilizing technological tools for SOM students, faculty, and staff. The studio provides direct support with high quality digital, audio visual, and production services as well as classroom technical support.

Assessment and Learning (A&L)

Website: <http://som.unm.edu/education/md/ume/al.html>

Phone: (505) 272-8028

Location: Health Sciences Library & Informatics Center
Lower level, south side

Leadership: Ed Fancovic, MD, Executive Director of Assessment & Learning

Office Functions: Assessment and Learning supports students and faculty in the use of formative and summative assessment to aid learning. A&L coordinates the HSC-wide Standardized Patient Program and provides planning for and production of performance and written student assessments. This office reports grades for faculty, maintains test information for student review, and develops and provides learning support for patient interviewing, physical examination, patient communication, and ethics and professionalism skills. A&L also provides administrative support for the Patient Care Competency committee and supports and conducts educational scholarship.

Curriculum Support Center

Website: <http://som.unm.edu/education/md/ume/csc.html>

Phone: (505) 272-8042

Location: Reginald Heber Fitz Hall, room B65

Leadership: Paul Perea, Program Operations Director

Office Functions: Provides technical and curricular support to faculty across the UME curriculum.

Office of Academic Resources and Support (OARS)

Website: <http://som.unm.edu/education/md/ume/oars.html>

Phone: (505) 925-4441

Location: Reginald Heber Fitz Hall, room B80

Leadership: Pam DeVoe, PhD, OARS Director

Office Functions: Offers academic support services to all medical students. Learning Specialists assist students in assessing and addressing any of the following: study skills, test-taking strategies, test anxiety, time management, organizational skills, problem solving, learning skills, and issues related to clinical skills, communication skills, professionalism, and ethics. OARS can also direct students to internal or external resources, board review courses, diagnostic testing, etc. OARS sponsors a Peer Tutoring program for any student experiencing academic difficulties.

Office of Program Evaluation, Education, and Research (PEAR)

Website: <http://som.unm.edu/education/md/ume/pear.html>
E-Mail: HSC-PEAR@salud.unm.edu
Phone: (505) 272-8069
Location: Reginald Heber Fitz Hall, room B65G
Leadership: Rebecca Hartley, PhD
Office Functions: Provides evaluations of blocks, courses, and rotations, reports on student outcomes, and tracks graduates into practice. PEAR supports evaluation and research of educational initiatives in the health professions, including interdisciplinary and community-based projects and grants. Students are asked to evaluate courses and rotations throughout the curriculum. Most evaluations are available online and are completed by students both periodically through the course (weekly or biweekly evaluation of faculty) as well as at the end of the course (full evaluation). Students are invited to participate in the review of course evaluation data in Phase I as part of a continuous quality improvement process (CQI). Students are also randomly selected to attend student focus groups conducted about specific aspects of the curriculum.

Office of Diversity

Website: <http://hsc.unm.edu/programs/diversity/>
Email: diversity@salud.unm.edu
Phone: (505) 272-2728
Location: Health Sciences and Services Building (HSSB)
Leadership: Valerie Romero-Leggott, MD, Vice-Chancellor for HSC Diversity
Office Functions: Provides medical students with several support services including resource rooms, peer tutoring, laptop computer loan, resource library, and travel assistance. The Office of Diversity is responsible for a panoply of programs addressing faculty diversity, linguistic and cultural competence, K-20 educational pipeline, research data and analyses, family involvement and community engagement, and leadership on issues of inclusion and equity.

Office of Alumni Relations

Website: <http://som.unm.edu/alumni/>
E-Mail: UNMSOMAlumni@salud.unm.edu
Phone: (505) 272-5700
Location: Reginald Heber Fitz Hall, room 182B
Leadership: Amanda Bassett, Director of Advancement and Alumni Relations
Office Functions: The UNM School of Medicine is committed to improving health and healthcare in New Mexico by providing the best medical education, research, and clinical care. This is made possible by the generosity of alumni and friends who believe in the school's mission and have invested in its future.
Alumni Relations supports UNM SOM students and UNM house staff through a variety of activities and services. The Foundation issues scholarships and awards, assistance for books and equipment, medical programs, student travel, and financial assistance including: scholarships and awards, emergency loans, conference travel, White Coat Ceremony coats and certificates for equipment, Match Day co-sponsorship, and reunions to help Alumni reconnect with classmates.

School of Medicine Committees

School of Medicine committees are comprised of faculty, administrators, and students. Membership is by election and appointment by the Dean.

Admissions Committee

Leadership: Robert Sapien, MD
Committee Function: The Committee on Admissions is comprised on 35 – 40 members and includes the UNMSOM Faculty, community physicians / researchers who have volunteer faculty appointments, and medical students from the second, third, and fourth year classes. All SOM Committee on Admissions members are nominated by faculty, department chairs, and/or by current or past committee members. Student members are elected by their peers. All are confirmed by the Dean of the School of Medicine. This Committee has the final responsibility for selecting medical students for matriculation to the UNMSOM.

Committee on Student Promotion and Evaluation (CSPE)

Leadership: Chandra Cullen, MD, Chair of CSPE
Committee Function: CSPE is responsible for tracking students' progress through-out medical school, from Phase I through Phase III. This committee works with students who experience academic difficulty. It recommends students for awarding of the Doctor of Medicine degree. In general, all academic leaves of absence, Phase III credit requests, and deviations from the curriculum, academic performance issues, and professionalism issues are handled by this committee. For more information on the roles of CSPE, contact OMSA: hsc-omsa@salud.unm.edu.

Curriculum Committee

Leadership: Deborah Dellmore, MD, Chair of Curriculum Committee

Website: <http://som.unm.edu/education/md/ume/curriculum-committee.html>

Committee Function: The Curriculum Committee is responsible for reviewing the entire medical school curriculum and recommending necessary changes to the faculty. The committee also determines the student promotion policies and recommends to the faculty major policy changes and the awarding of the Doctor of Medicine degree. For more information on the roles of the Curriculum Committee, contact UME.

Services

Accommodations for Students with Disabilities

In accordance with University Administrative Policy 2310, Academic Adjustments for Students with Disabilities, if a student is seeking academic accommodations, the student must do so through the Accessibility Resource Center (ARC). Please contact the ARC Director, Joan Green, at (505) 277-3506 to assist you with that process, or visit their webpage at <http://as2.unm.edu/>.

Advisement / Learning Communities

MD students are assigned to a Learning Communities house in their first year of the program. Each house consists of 6 - 8 students and one faculty member. The Learning Communities program is designed to enhance the medical students' experience through the four years of medical school. Its mission statement is to: *“Facilitate the development of safe, significant relationships and a sense of community with faculty and peers while enabling each student to develop his/her unique professional identity and find meaning within his/her academic, personal and professional life.”*

Career Services - Curriculum Vitae & Interview Prep

OMSA will offer several opportunities for students to meet with Career Services personnel to learn tips for creating curriculum vitae (CV) and to practice their interview skills before residency interview season begins. These events are advertised to MD students via email and on Facebook. For more information, contact OMSA at hsc-omsa@salud.unm.edu. All students are encouraged to use the full range of free services offered at the UNM Office of Career Services. More information is available online at: <http://www.career.unm.edu/index.html>.

Graduate and Professional Student Association (GPSA)

All MD students are graduate students at UNM and can therefore take part in the many free services offered by GPSA. These services include, but are not limited to: grant funding opportunities for research, travel, and presentations at conferences; graduate scholarships; networking; computer lab with free printing (SUB 1021).

More information is available online at: <http://gpsa.unm.edu/index.html>.

Health Sciences Library and Informatics Center (HSLIC)

Website: <http://hslc.unm.edu/index.html>

Hours*: Monday-Thursday: 7 a.m. – 11 p.m.

Friday: 7 a.m. – 6 p.m.

Saturday: 9:30 a.m. – 6 p.m.

Sunday: 12:00 noon – 11 p.m.

**Subject to change. Holiday hours vary. Check website for updates.*

HSLIC offers a wide variety of services to students, including, but not limited to: library services (electronic resources, browsing privileges, course reserves, interlibrary loan, reference services, special collections), communication services (HSCLink/Outlook email, lecture capture, mobile device configuration, secure file transfer and sharing), consultation services, hosting services, IT support, network infrastructure, room reservation services, training, user accounts, and web and application development.

Parking and Commuting

All University parking lots required a UNM parking permit. Medical students are given the opportunity to purchase parking permits for the M lot. For more information, contact Parking and Transportation Services: <http://pats.unm.edu/>.

Photo Identification Badges

Medical students are issued a UNMH Security ID encoded with Lobo information. Students do not receive a separate LoboID. This security ID provides access to the following for all currently enrolled students:

- Reginald Heber Fitz Hall after 6 p.m. and on weekends
- HSC Student Lounge in Domenici, 24 hours, 7 days/week
- 10% food discount in the University Hospital cafeteria
- Library card – access to materials in all University Libraries
- Recreational services – access to the workout facilities at Johnson Center and in BRF as well as rentals of outdoor equipment from the Outdoor Shop
- Ticket card – discounted tickets to athletic events, as well as theater tickets for Popejoy Hall and other Fine Arts performances
- Student Health Center – access to health care and immunizations at the Student Health Center
- Computers – access to the many computer pods on campus
- Discounts – discounted city bus passes and discounts from participating merchants
- Elections – used for on-line voting for homecoming and student government elections
- Campus dining – students with campus meal plans have them loaded to this card

Student Lockers

Student lockers are managed by OMSA. During Phase I, all students receive a locker assignment on the ground floor of Fitz Hall. Students share lockers with one other student in their class. During Phase II and III, students may request a locker in the UNMH Pavilion on floors 2, 4, 6. These lockers are first come, first served and are not shared. OMSA makes the locker assignments and provides the combination locks. Lockers must be emptied at the request of OMSA or other SOM/UNMH officials, typically at the end of April, before the new academic year begins. Locks may be cut and items confiscated if students do not comply.

Student Lounge

Location: Fitz Hall, room B52

Access code: Contact Office of Medical Student Affairs

Currently enrolled medical students are allowed to use the lounge at their leisure to relax, eat meals, and study. Students are responsible for cleaning up after themselves. The lounge does not

need to be reserved. Student organizations or study groups that use the lounge to hold meetings or activities may not limit access to the lounge by non-participants.

Student Organizations and Interest Groups

The UNM SOM has many opportunities for students to be involved in clubs and interest groups. OMSA manages this program overall, but each group has its own faculty advisor. OMSA will offer each group advice on event planning and will assist with marketing.

Each organization is required to register with the Student Activities Center on UNM's main campus. Information (including policies, funding, and the Student Organization Handbook) are found online at: <http://sac.unm.edu/>.

Safety and Emergency Information

Ensuring the safety and security of students at the HSC is one of our primary concerns and obligations. Therefore, we strive to create a safe learning and work environment and to ensure that HSC students and employees feel confident to handle a wide variety of emergency situations.

We encourage you to become fully knowledgeable about the following critical elements of our safety and disaster-management program and that supplement the online UNM student handbook, The Pathfinder (<http://pathfinder.unm.edu/index.html>). Additional resources will keep you informed specifically about individual emergency preparedness, safety and security (<http://emanage.unm.edu> and <http://campussafety.unm.edu>).

At a minimum, please do the following:

- Register with LoboAlerts (<https://loboalerts.unm.edu/>) to receive announcements via phone texts and/or email. Your family and friends can register, too. If you are aware of any campus alerts, be sure you inform other students and faculty who are close by. LoboAlerts are also posted on digital signs in HSC buildings.
- Because you attend classes in many buildings, use the library and food services and are in clinical settings, know how to find the following in each location you visit:
 - o The nearest AED (Automated External Defibrillator) station for cardiac events
 - o Building emergency exits
 - o Fire alarm pull stations, extinguishers, and designated gathering places
 - o The best “shelter in place” location
 - o The nearest blue emergency phones, if outdoors
- Download the UNM LoboMobile app for your mobile devices (from the Apple Apps or Google Play Store) which includes an icon for “Emergency Info” with emergency numbers and a mobile version of the UNM Emergency Preparedness handout. (<https://mobile.unm.edu/>).
- Understand that in case of an emergency, your first action should be to ensure your own safety. Ensuring the safety and security of students at the HSC is one of our primary concerns and

obligations. Therefore, we strive to create a safe learning and work environment and to ensure that HSC students and employees feel confident to handle a wide variety of emergency situations.

We encourage you to become fully knowledgeable about the following critical elements of our safety and disaster-management program and that supplement the online UNM student handbook, *The Pathfinder* (<http://pathfinder.unm.edu/index.html>). Additional resources will keep you informed specifically about individual emergency preparedness, safety and security (<http://emanage.unm.edu> and <http://campussafety.unm.edu>).

At a minimum, please do the following:

- Remain registered with *LoboAlerts* to receive announcements via phone texts and/or email. Your family and friends can register, too. If you are aware of any campus alerts, be sure you inform other students and faculty who are close by. *LoboAlerts* are also posted on digital signs in HSC buildings.
 - LoboAlerts: The University's emergency text messaging system used to provide safety and weather alerts. The system also includes a warning siren, email alerts, and web page updates. Login to verify that your contact information is up to date.
 - For assistance with MyUNM or LoboWeb, contact the HR Service Center at 505-277-HRPR (4777). For assistance with Learning Central, contact EOD at eod@unm.edu or 277-1555.
- Because you attend classes in many buildings, use the library and food services and are in clinical settings, know how to find the following in each location you visit:
 - The nearest AED (Automated External Defibrillator) station for cardiac events
 - Building emergency exits
 - Fire alarm pull stations, extinguishers, and designated gathering places
 - The best “shelter in place” location
 - The nearest blue emergency phones, if outdoors
- Download the UNM *LoboMobile* app for your mobile devices (from the Apple Apps or Google Play Store) which includes an icon for “Emergency Info” with emergency numbers and a mobile version of the UNM Emergency Preparedness handout. (<https://mobile.unm.edu/>).
- Understand that in case of an emergency, your first action should be to ensure your own safety.
- LoboRESPECT (<http://loborespect.unm.edu/>)
 - All first year students will participate in “The Grey Area” training during orientation to help prevent sexual misconduct. Resources available to all students through the LoboRESPECT Advocacy Center will be discussed as well.

United States Medical Licensing Examination (USMLE) Preparation

The importance of scoring well on USMLE, particularly Step 1, cannot be overemphasized. The score is one of the most important tools used by residency program directors to rank medical students applying to their specialties. Time in the curriculum is allotted to allow you to study for these important tests.

It is important to strategic in studying for these exams. Developing a thorough and thoughtful schedule is a vital first step. Board review books are a good organizing tool for double-checking that the most important concepts have been covered and are understood. Textbooks and course notes may be helpful. Concept mapping or otherwise systematically organizing your notes may also be helpful. Working with a study group through Phase I may improve learning and help with

grouping key concepts for better retrieval. Practice doing test questions as often as possible using both book, computer-based formats, and study partners.

USMLE Resources

- OARS Learning Specialists
- OARS Library
- HSC Library
- ExamMaster – HSC Library online practice question bank
- Kaplan and USMLE World question banks
- NBME practice tests (www.nbme.org)

Wellness

The medical training years provide a number of challenging experiences which many students find rewarding and fulfilling; however, these same experiences may result in feelings of distress, confusion, and/or disillusionment. Often intervention with a trained professional can facilitate an individual's capacity to cope with and resolve problems in a constructive and growth-related manner. It is important that students be aware of the opportunities available to receive competent professional counseling. The University of New Mexico offers several different outlets to help students cope with the stresses of school and other challenges they may encounter.

Cheri Koinis, PhD

Cheri Koinis, PhD, is an Assistant Professor and clinical psychologist with the Department of Family and Community Medicine. She has had a long history of working with Health Sciences students, interns and residents to help with study skills, test-taking strategies, boards prep, and balancing life events with high stress and health sciences education.

Dr. Koinis currently practices behavioral medicine at the UNM Family Medicine Tucker Clinic. She is also the HSC ADA liaison for all HSC students and residents to the UNM Accessibility Resource Center. Further information is available at <http://arc.unm.edu/accommodations/arranging.html>

Dr. Koinis looks forward to meeting with all students from the UNM School of Medicine programs, as well as from the Colleges of Nursing and Pharmacy on issues including, but not limited to

- Depression
- Anxiety
- Relationships
- Academic pressures and worries
- Stress Management

- Communications
- Balancing academics and personal life.

Dr. Koinis is available by appointment. She can be reached at ckoinis@salud.unm.edu or by calling directly to (505) 272-3898.

Cameron Crandall, MD

Cameron Crandall MD is a professor in the Department of Emergency Medicine and he is also the Director for LGBT Equity and Inclusion at the UNMHSC Office of Diversity. His research interests include injury prevention, intersection of substance use and violence, and LGBTQ health disparities.

He is available to meet with students and can be reached by email or phone. Contact: CCrandall@salud.unm.edu Phone: 272-2728.

Liz Lawrence, MD

Liz Lawrence, MD, is Director of Physician Wellness at the UNM School of Medicine and Associate Professor in the Department of General Internal Medicine. Dr. Lawrence has worked with students throughout much of her career and as special expertise in the area of physician and trainee health and wellness.

Dr. Lawrence is available to meet with students in a safe and confidential setting to discuss any question, concern or problem that may arise concerning wellness. In this setting, options are explored and solutions sought. Problems are addressed utilizing an active short-term approach, and, if indicated, referrals will be made to professionals within the therapeutic community.

Dr. Lawrence is available by appointment. To schedule an appointment, please contact the Office of Medical Student Affairs at 272-3414, or contact Dr. Lawrence directly at ELawrence@salud.unm.edu.

Tuition and Financial Aid

Tuition

Tuition for the 2016-2017 academic year is \$15,798.86 for New Mexico residents and \$45,375.98 for non-residents. Tuition is not prorated by number of credit hours taken and one credit hour is considered fulltime

Students entering with approved benefits from states participating in the Western Interstate Commission for Higher Education (WICHE) student exchange program pay resident tuition. Those accepted under the exchange program are required to maintain WICHE certification throughout their tenure at UNM SOM.

All students are required to pay tuition, or may payment arrangements, through the Bursar's Office prior to the beginning of each session. Checks or money orders for tuition and fee payment should be made payable to The University of New Mexico and mailed to:

The University of New Mexico – Cashier's Office
MSC01 1310
1 University of New Mexico
Albuquerque, NM 87131-0001

Medical students are also assessed various fees each year, including: GPSA, disability insurance, needle-stick insurance, and curriculum fees. More information is available online at:
<https://bursar.unm.edu/tuition-fees/understanding-your-charges.html>

Financial Aid

Website: <http://hsc.unm.edu/academicaffairs/financialaid/>
Email: finaid@salud.unm.edu
Phone: (505) 272-8008

There are many opportunities available to students seeking financial assistance to cover the cost of attendance while in medical school.

Free Application for Federal Student Aid (FAFSA)

Website: www.fafsa.gov
School code: 002663

The FAFSA is required for all students seeking any need-based aid and/or student loans. This must be on file with UNM before the awarding of any student loans can begin. Many scholarships also require this to determine students' eligibility for need-based aid.

Scholarships

The SOM Financial Aid office will notify students of upcoming scholarship and loans for service programs. It is the mission of the SOM to limit the amount of student indebtedness after graduation and students are strongly encouraged to apply for many UNM, state, and national awards.

La Tierra Sagrada Society

Website: <http://som.unm.edu/giving/la-tierra-sagrada.html>

Spanish for “the Sacred Earth,” La Tierra Sagrada Society was established in 1996 by Dean Paul Roth, MD. A member-driven organization dedicated to medical education, research, and healing, the society’s mission is to promote the excellence of the UNM School of Medicine with the community and to provide financial assistance, fellowship, and volunteerism through membership. Since 2003, La Tierra Sagrada Society has contributed more than \$528,000 in support of medical student scholarships and community-based grants. For more information, contact Lori Peterkin, Assistant Director, Advancement and Special Events: lpeterkin@salud.unm.edu.

Medical Honor Societies and Awards

Honor Societies

Alpha Omega Alpha (AOA) Honor Society

Website: <http://alphaomegaalpha.org>

Alpha Omega Alpha honorary medical society was organized nationally in 1902 and the New Mexico Alpha chapter was chartered in 1968. The aims of the society are the promotion of scholarship and research in medical schools, the encouragement of high standards of character and conduct among students and graduates, and the recognition of high attainment in medical science, practice, and related fields. Faculty, house staff, and student AOA members elect students who have demonstrated leadership and academic promise of future achievement.

Membership is limited to no more than one-sixth of any class. Elections are generally held in August for Phase III students.

All students who rank academically in the top quarter of their class are considered for election.

AOA sponsors a Spring Visiting Lecturer (if schedules allow) on a topic of current in the field of medicine. The HSC community is invited to this lecture.

Gold Humanism Honor Society (GHHS)

Website: <http://humanism-in-medicine.org>

The Gold Humanism Honor Society was organized in the late 1990s and the New Mexico Chapter was chartered in 2009. The goal of the GHHS is to elevate the values of humanism and professionalism within the field of medicine. The GHHS honors senior medical students, residents, and faculty who are recognized for, in the words of the Arnold P. Gold Foundation which sponsors and administers the program, “demonstrated excellence in clinical care, leadership, compassion, and dedication to service.”

Membership is limited to no more than 15% of the junior class with selection taking place in Spring of the junior year. Peers from the junior class nominate students and a selection committee composed of faculty, administrators, and GHHS members makes the final selection of students with outstanding clinical and interpersonal skills. Members of the GHHS chapter will annually conduct a service project and hold an educational event to promote humanism and professionalism in the wider HSC community.

Honors and Awards

Phase I Honors

Phase I Honors is awarded at the end of Phase I to those students who have achieved an overall raw score average of greater than or equal to 90% (all blocks weighted equally) and are in otherwise good standing. Phase I Honors does not appear on the student’s transcript, there is no individual course grade of Honors, and no honors are awarded for any individual curricular component.

<u>Included Courses:</u>	<u>Courses not included:</u>
Foundations of Medical Science	Doctoring
Musculoskeletal, Skin, & Connective Tissue	Research block

Hematology
Neurosciences

Transitions

Cardiovascular/Pulmonary/Renal
GI/Nutrition/Metabolism/Endocrine
Infectious Disease
Human Sexuality & Reproduction

Continuity Clinics
PIE

Clinical Reasoning

Quantitative Medicine

Phase II Clerkship Awards

The recipients of the Phase II Clerkship awards are selected by the School of Medicine Faculty in each of the seven core clerkships (Family Medicine, Internal Medicine, Neurology, Obstetrics & Gynecology, Pediatrics, Psychiatry, and Surgery). Faculty selection is based on excellence in professionalism, clinical work, and academic domains.

Alumni Sponsored Student Awards

Alumni Humanitarian Award

Given to a senior student who has an outstanding record of reaching out to fellow students or community members in humanitarian works and service. This student has gone the extra mile to help others.

Alumni Leadership Award

Given to a senior student who has attained a leadership position either within the School of Medicine or in a community organization and who has used the position to promote community service.

Alumni Award for Assistance to the Underserved

Given to a senior student who has demonstrated an ongoing commitment to improving quality of life for the underserved, either in service work or involvement in advocacy or both.

Alumni Community Service Award

Given to a senior medical student who has an outstanding record of community service. Student must be in good academic standing but academic performance is not emphasized.

Max Bennett Service Award

Given to a senior student who has provided outstanding service to medical education at the SOM.

HSLIC Excellence in Informatics, Excellence in Information Seeking & Critical Appraisal, and Excellence in Teaching Service

The Health Sciences Library and Information Center gives these three awards to medical students who have made the best use of information services in the course of their tutorials, research, and teaching activities.

The Leonard Tow Humanism in Medicine Award presented by the Arnold P. Gold Foundation

The Leonard Tow Humanism in Medicine Award recognized one graduating senior student and one faculty member who best demonstrate the Foundation's ideals of outstanding compassion in the delivery of care, respect for patients, their families and healthcare colleagues, as well as demonstrated clinical excellence. The student winner is chosen by vote of his/her classmates and faculty winner is chosen by vote of clinical faculty peers.

Career Counseling and Residency Planning

Careers in Medicine

AAMC Website: <https://www.aamc.org/cim/>

Planning for postgraduate training involves decisions that will greatly impact one's future professional and personal life. The process of deciding on a specialty requires knowledge about the various specialties and knowledge of one's own interests, skills, and lifestyle preferences. Planning for postgraduate training should begin during the first year of medical school, but students should not worry about choosing a specific specialty at this point. There is time during Phase II and the beginning of Phase III to confirm specialty. Planning is facilitated by a series of class meetings, specialty seminars and printed material offered by the administrators and faculty at appropriate times during medical school.

Match Advisor Program

The purpose of the Match Advisor Program is to provide comprehensive residency application assistance. In January of Phase II, students are asked to identify a specialty they may be interested in choosing as a career. They are assigned a "match advisor" in that specialty. Match advisors are residency program directors, clerkship directors, and/or fourth year rotation directors who have agreed to advise medical students on the residency application process. The match advisor assists students in:

- Determining the fourth year schedule
- Giving advice about competitiveness for the specialty
- Reviewing the CV and personal statement
- Counseling about programs to consider, getting letters of recommendation, audition rotations, etc.
- Developing a rank list

Match advisors are required to sign off on students' Phase III (fourth year) schedules and continue to meet with students throughout Phase II and Phase III. Students are assigned a different match advisor if they change specialty choice. Additionally, all students meet with the Associate or Assistant Dean of Students in February of their third year to review their proposed Phase 3 schedule and again early in their fourth year to review their progress in the fourth year and for advice on matching. Several class meetings are held to discuss Electronic Residency Application System (ERAS), interviewing, and rank ordering. Additionally, the Phase III Handbook is updated yearly. This handbook serves as a guide for the residency application process with tips, advice and samples of CVs and personal statements, etc.

Students will create a resume or curriculum vitae (CV) for residency applications. Particularly for competitive residencies, it is helpful to have participated in certain activities during medical school. Seek out opportunities to participate in activities during Phase I.

- School organizations and clubs, particularly leadership positions
- Participation on school of medicine committees (CSPE, Curriculum committee)
- Community service projects
- International travel and/or language acquisition
- Research projects, particularly those you can present (oral or poster) or publish