

# STUDENT RECRUITMENT FOR COMMITTEE PARTICIPATION

## E-2018 Seattle students:

There are a number of committees within or supported by Academic Affairs that aim to have student involvement and participation. This document provides students with an overview of the various opportunities for participation so that they can think about which, if any, they might be interested in being involved with. Below is a brief description of each of the committees. Each has its own process for recruiting and selecting students, so keep your eyes out for emails with specific information about how to apply for the student positions. Let us know if you have any questions by contacting Emily Slager at [eslager@uw.edu](mailto:eslager@uw.edu).

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# AAMC's Organization of Student Representatives (OSR)

## The purpose of the committee or group

The OSR is the student branch of the Association of American Medical Colleges (AAMC). The AAMC is comprised of and represents undergraduate and graduate medical education in the U.S. Representatives from member institutions include the Council of Deans (COD), Council of Academic Societies (CAS), Council of Teaching Hospitals (COTH), the Organization of Resident Representatives (ORR), and the OSR. The OSR is charged with the representation of undergraduate medical student body of the U.S. to the academic medicine community; the OSR's constituency comprises all medical students. The concerns of the OSR lie exclusively within academic medicine and medical education.

## The structure of the committee or group

OSR representatives are selected by AAMC member medical schools to monitor activities at their institutions, represent student opinions to the OSR Administrative Board, and relay national OSR and AAMC priorities to the students and staff of their institutions. OSR representatives may include up to one primary and three alternate institutional representatives from each of the 145 U.S. LCME accredited medical schools. In addition, the OSR appoints students to serve as liaisons to various national committees of import to the AAMC.

## The role of student members

Some topics that have been discussed recently at our meetings and at UW include:

- Medical student wellness and institutional responses to tragedy
- Increasing diversity within our medical schools and promoting cultural competence and discussion of health disparities in medical education
- Student debt and how it may affect specialty choice
- Medical student duty hours in the clinical curriculum
- Teaching professionalism in medical education

Students have the opportunity to serve as regional or national delegates to one of the AAMC OSR's five standing committees: medical education, student affairs, communications, diversity and community, and legislative and business affairs.

OSR Representatives also work on the faculty nomination process for the Arnold P. Gold Humanism in Medicine award, which occurs in early Spring.

## **The number of student members**

1 member per class – any Foundation Site

## **The approximate time commitment, including meeting times and frequency**

Overall, this position is extremely flexible. Typical requirements for this position are attendance at the annual national meeting in the fall and the western regional meeting in the late spring (travel is sponsored by UWSOM), assuming you do not have exams and/or clinical duties. These meetings can be anywhere in the country. There are often issues to communicate to the MSA or student body after the meetings, and you will likely work closely with the Associate Dean for Student Affairs.

## **The duration of participation**

Throughout tenure as a UWSOM student.

## **The application process**

A call for applications will be distributed partway through fall quarter. If you are interested in this position, you will be asked to submit a short letter (2-3 paragraphs) outlining your reasons for wanting to serve as the OSR rep, relevant qualifications, and specific interests in medical education and the AAMC and your CV/resume to the MS2 representative.

It is expected that the E-2017 student representative will begin serving in March 2017. The applications will be reviewed by the current OSR representatives and the top applicants will be selected for interviews. After the interview, the final selectee will be approved by the Dean's office before appointment.

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# College Student Leadership - Seattle

## **The purpose of the committee or group**

To provide student input and feedback to College heads and College faculty and create events to build community within the College.

## **The structure of the committee or group**

From each College group of 5 students one student will be selected to serve as the representative from their group. Thus, each College will have 10 College Student Leadership Team (CSLT) Representatives (one from each mentoring group). From the 10 representatives in each College, one will be selected as the CSLT Leader for that College.

## The role of student members

- Serve a liaison between students and College faculty
- Help to create community identity and activities for the individual College
- Meet regularly with College Head and the FCM Co-Director to provide feedback related to College activities and College faculty (individual students are always encouraged to bring any concerns directly to their College mentor, College Head, or the Associate Dean for the Colleges)
- One of the CSLT Representatives in each College will serve as “Student Block Partner” for the FCM course, meeting regularly with the FCM Co-Directors (and the PCP Directors as needed). In this capacity, they will also participate regularly in Student Block Partner meetings (see the description of that group for information student roles and time commitment).
- Collaborate across sites and years with student leadership in other Colleges
- There may be additional responsibilities that may be filled by other CSLT Representatives from each College (for example, serving on a UWSOM Learning Communities Institute Student Committee, working with faculty on the Primary Care Practicum)

## The number of student members

Ten student representatives in each College (one from each College group).

## The approximate time commitment, including meeting times and frequency

- The CSLT Representatives will meet with the College Head and FCM Co-Director for their College 1-2 times each term.
- There may be additional time commitments for the CSLT leader or for other responsibilities noted above -- for example, for the student who serves as a Student Block Partner for FCM (see the description of that group), work with the Learning Communities Institute Student Committee, and/or possibly work with the PCP Directors.
- Student representatives / leaders across all years may meet annually or more often as needed, and may also meet with student leadership from regional sites.

## The duration of participation

The main responsibilities will be during the Foundations Phase of the curriculum, but there may be opportunities to continue to work with the College heads and faculty throughout medical school.

## The application process and timeline for application

One student will be selected from each College mentor group early in the first year to serve as their CSLT Representative. From the group of 10 students, one will be selected to serve as the CSLT Leader for their College.

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# Committee on Admissions

## **The purpose of the committee or group**

To select each incoming class of medical students.

## **The structure of the committee or group**

The committee is composed of a diverse group of about 200 faculty members, medical students, and community members, who all interview applicants. The Associate Dean of Admissions chairs the committee. The Executive Committee is composed of members of the Admissions Committee who have served as interviewers for at least 3 years or who have interviewed at least 60 applicants. The Executive Committee members screen applications for interview invitations and review applications and interview comments to determine acceptance.

## **The role of student members**

Student members interview applicants and make recommendations to the Executive Committee. At this time, we are only able to accommodate student interviewers at the Seattle campus interview site.

## **The number of student members**

The number of student members varies based on committee needs, but in the past several years the committee included approximately 80 to 90 students.

## **The approximate time commitment, including meeting times and frequency**

Student committee members are expected to attend a mandatory Orientation each fall (2 hours) and do at least 10 interviews a year. It takes approximately a half hour to review an application in advance, then an hour per interview (half an hour for the interview itself, half an hour to record notes and a recommendation on the applicant). Interviews are held at 8am, 9am, 10am, 2pm, 3pm, and 4pm from October through February. Committee members sign up with their available times to interview and are notified at least one week ahead of time with a confirmation or cancellation.

## **The duration of participation**

Once students are members of the Admissions Committee, they may serve during their entire tenure at UWSOM. During the clinical phase of the curriculum, particularly while doing clerkships, student members are not expected to interview, but are welcome to do so if it does not interfere with their clinical schedule.

## The application process & timeline

A call for applications is sent out to the medical student email list serves at the end of each school year. Students who will be in Seattle and have completed **at least one year of medical school** are eligible to apply via a Catalyst survey. A volunteer student committee (made up of current Admissions Committee student members) reviews redacted applications and makes recommendations to the Associate Dean for Admissions who reviews the applications and the recommendations and makes final decisions. Students are notified in August. To avoid a conflict of interest, students may not serve on the committee while participating as mock interviewers or while a family member or significant other is applying.

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# Admissions Ambassador Program

## The purpose of the committee or group

The Admissions Ambassadors Program is a voluntary service group that offers opportunities for students to connect with prospective and current applicants to UWSOM. Interacting with current medical students can have a profound impact on potential future doctors, including:

- middle and high school kids who may not be sure they can accomplish their goals
- current applicants who need a calming, supportive influence on their interview day
- accepted students who want to determine if UWSOM is the right fit for them

Being an ambassador is an opportunity to have an impact on the future of the medical field.

## The structure of the committee or group

The program is composed of current medical student volunteers from all years of study. The Administrative Manager of Admissions oversees the group. The role of student members

## The number of student members

There is no cap on the number of students who can be involved at this time.

## The approximate time commitment, including meeting times and frequency

Ambassadors are expected to respond to email requests to participate in opportunities, as they are able, throughout the year. Opportunities will be available to applicants across the region, will vary based on the needs of each site, and typically take between a few minutes (responding to an email) to a few hours (participating in a recruitment event). Opportunities to volunteer may include:

- Interview day help (varies by site): attending meals with interviewing applicants, offering volunteer tours, hosting applicants, and sitting on student panels (1-2 hrs)
- Helping coordinate and execute Second Look (Spokane and Seattle) (including hour-long meetings to determine plan of action and volunteering during the Second Look day for several hours)
- Participating in informational and recruitment events, including talking to middle and high school students as well as current college students, usually as part of a panel or at a pre-med conference (1-4 hrs)
- Contact List: Current applicants will be provided with Ambassador names and email addresses on the password-protected Interview Day website or if they contact the office with questions for students. Prospective applicants will provide their information and staff will email Ambassadors to reach out to them. (Answering emails should take 3-5 min)

### **The duration of participation**

Once students are members of the Admissions Ambassador Program, they may serve during their entire tenure at UWSOM. During the clinical phase of the curriculum, particularly while doing clerkships, student members are not expected to volunteer, but are welcome to do so if it does not interfere with their clinical schedules.

### **The application process & timeline**

A call for volunteers is sent out to the medical student email list serves at the end of each school year. Incoming MS1s are contacted to sign up in the summer before Orientation and Immersion. Students fill out a Catalyst Survey with their contact information when they sign up, and are contacted with opportunities as they arise throughout the year.

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## **Continuous Professionalism Improvement (CPI)**

### **The purpose of the committee or group**

The UW School of Medicine Committee for Continuous Professionalism Improvement (CPI) was created in 2007 by Dr. Paul Ramsey, and is charged with overseeing and promoting professionalism throughout the medical school and all teaching sites. This diverse, engaged committee has provided a key leadership role on efforts such as creation of the UW Medicine Conflict of Interest Policy and the Policy on Professional Conduct, and on improving the learning environment for both teachers and learners, in research, education, and clinical settings.

## **The structure of the committee or group**

The CPI committee consists of residents/fellows, students, clinical and basic science faculty members, representatives from the Dean's office, nurses, and other members of the health care, research and education communities at UW SOM (typically ~20 committee members). Students on the CPI committee comprise the UW CPI Student Advisory Council, which is a team of up to 5 total medical students from each entering class (including students from regional sites and Seattle). All students on the CPI Student Advisory Council are full CPI committee members. There is a single CPI committee Chair.

## **The role of student members**

Students on the CPI Advisory Council work with faculty leaders to share broader concerns and successes regarding professionalism within the student body and School of Medicine, and to collaboratively consider how best to lead efforts to bring positive visibility for professionalism and/or address concerns with MSA and Honor Council.

Students on the CPI Student Advisory Committee are invited and welcomed to full CPI committee meetings, are encouraged to participate as full members as they are able. The CPI committee membership strongly values student voice, and greatly appreciates when students contribute to meetings.

## **The number of student members**

The CPI Student Advisory Council includes up to 5 total medical students from each entering class. Up to 3 students will be selected in Term 1 from statements of interest submitted to CPI (at least 1 of these students should from Seattle and at least 1 from another regional site); 1 student will be a liaison from the Medical Student Association in Foundations (identified by MSA); 1 student will be a liaison from Honor Council in Foundations (identified by Honor Council).

## **The approximate time commitment, including meeting times and frequency**

The CPI Student Advisory Council meets once monthly for 1 hour (meetings at mutually agreeable times for involved students across the region, usually around lunchtime). These meetings are conducted with a Zoom videoconference.

The CPI full committee meets monthly on the 1<sup>st</sup> Thursday of every month from 3:30-5pm PST at UW School of Medicine in Seattle (Health Sciences Building, with videoconferencing by Zoom at all meetings) - students are welcome to join this meeting when/if they are able.

## **The duration of participation**

Students selected in Term 1 are expected to serve at least through the end of Foundations. Most students stay and participate on the committee throughout their tenure in medical school, though this is



not mandated. If a student needs to step away for other efforts, CPI will work within the class to identify another representative.

## The application process and timeline for application

Term 1 students who are interested in serving on CPI committee should submit a statement of interest (no longer than 1 page) to the Chair (Dr. Molly Blackley Jackson, [blackley@uw.edu](mailto:blackley@uw.edu)). The first year CPI student representatives are selected by senior medical students and faculty leaders on the CPI committee. Students who are interested in participating as liaisons from MSA or Honor Council should make their interest in professionalism and the CPI committee known within that group once they are selected/elected into those groups, so they can be considered for the liaison position.

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## Curriculum-related Committees:

The various School of Medicine Phase Committees are granted the authority and accountability for oversight of learning objectives, curriculum implementation, and evaluation procedures for the curriculum in the relevant phase of the curriculum. All Governing Curriculum Committees by-laws, membership and meeting minutes are available online at <https://blogs.uw.edu/somcurr4/committees/>.

### Application Process & Timeline

The Curriculum Committee requires student members to be elected by the student body. For all other phase committees, students self-nominate and/or are selected by the nominating committee consisting of four people (Assistant Dean for Student Affairs; a regional Assistant Dean; and two Medical Student Association representatives, one from the WWAMI region and one from Seattle). The number of open positions on each committee varies, due to staggered student terms. Every fall, curriculum will send out notifications to students announcing open positions on each committee.

## Committee 1: Curriculum Committee

### The purpose of the committee or group

The Curriculum Committee has both the authority and accountability for oversight of the learning objectives, curriculum implementation, and evaluation procedures for the four-year medical school curriculum, as specified by the Liaison Committee on Medical Education. The Curriculum Committee reviews Foundation, Patient Care and Explore and Focus Phase Committees and Themes Committee plans for curriculum content and pedagogical methods to be utilized in each block or clerkship, to assure overall coherence of learning objectives, curriculum, and evaluation methods.

## **The structure of the committee or group**

Twelve elected faculty with a minimum of 4 from the WWAMI region; four chairs of the Phase/Theme Committees (Foundations, Patient Care, Explore and Focus and Themes); and 4 elected student representatives: one each from the WWAMI and Seattle Foundations Phase; two students in the Clinical Phases, one of whom completed Foundations in the WWAMI region and one of whom completed Foundations in the Seattle region. The Curriculum Committee will include five student representatives who are students in good standing: two students from the WWAMI region and one from Seattle Foundations Phase; and two students in the Clinical Phases, one of whom completed Foundations in the region and one of whom completed Foundations in Seattle.

## **The role of student members**

All Committee members are expected to contribute to the Committee's activities, attending at least 2/3 of regular meetings. Service on the Curriculum Committee requires a primary commitment to the general well-being and advancement of medical education at the University Of Washington School Of Medicine and an interest in and commitment to continuous curriculum improvement.

## **The approximate time commitment, including meeting times and frequency**

Student committee members serve two-year terms, with half rotating each year. No student will serve more than two consecutive years. The Committees meets monthly on Monday's from 4pm-5:30pm.

## **The application process**

A nominating committee consisting of four people (Assistant Dean for Student Affairs; a regional Assistant Dean; and two Medical Student Association representatives, one from the WWAMI region and one from Seattle) will prepare a slate of eight student candidates to elect four student representatives. Of the candidates, two each will be the WWAMI and Seattle Foundations Phase; and four students in the Clinical Phases, two of whom completed Foundations in the WWAMI region and two of whom completed Foundations in Seattle. The slate of candidates will put to an electronic vote of the entire UW School of Medicine student body. The voting process will be open for ten days. In order to ensure that no student votes twice, the vote will be confidential rather than anonymous.

## **Committee 2: Foundations Committee**

### **The purpose of the committee or group**

The Foundations Phase Committee is delegated authority by the Curriculum Committee and the Vice Dean for Academic, Rural and Regional Affairs and has accountability for assuring delivery and evaluation of the Foundations curriculum that meets UW School of Medicine learning objectives and is equivalent across all WWAMI sites.

### **The structure of the committee or group**

The Foundations Phase Committee will consist of up to 15 faculty members in good standing at or above the rank of assistant professor, clinical assistant professor or research assistant professor, with half from WWAMI training sites. The Foundations Phase Committee will include four student representatives who are students in good standing: two students from the Foundations Phase and two students from the Patient Care and Explore and/or Focus Phase. Half of the student members will be from WWAMI sites (if possible, one from Foundations Phase and one from Patient Care and/or Explore and Focus Phase). These individuals may be self-nominated or selected by the Nominating Committee consisting of one Foundations Dean, Assistant Dean for Student Affairs, and Medical Student Association student representative. Student committee members will serve 12 to 15 months; the dates of service may vary by phase of training. Foundations Phase students will serve from January 1 to March 1 of the following year, with a three-month overlap of students to achieve continuity of student input. Patient Care Phase and Explore and Focus Phase students will serve from April 1 to April 1.

### **The role of student members, time commitment, including meeting times and frequency**

All Committee members are expected to contribute to the Committee's activities, attending at least 2/3 of regular meetings. Service on the Foundations Committee requires a primary commitment to the general well-being and advancement of medical education at the University Of Washington School Of Medicine and an interest in and commitment to continuous curriculum improvement. The Committees oscillates monthly meetings on Monday's from 4pm-5:30pm and Tuesday's 9am-10:30am.

## **Committee 3: Patient Care Committee**

### **The purpose of the committee or group**

The Patient Care Phase Committee is delegated authority by the Curriculum Committee and the Vice Dean for Academic, Rural and Regional Affairs and has accountability for assuring delivery and evaluation of the Patient Care curriculum that meets UW School of Medicine learning objectives and is equivalent across all WWAMI sites.

### **The structure of the committee or group**

The Patient Care Phase Committee will consist of about 20 members in good standing at or above the rank of assistant professor, clinical assistant professor or research assistant professor, with approximately half from WWAMI training sites, with specific roles to be filled. The Patient Care Phase Committee will include three student representatives who are students in good standing, have completed the Patient Care Phase, and include one student each representing traditional clerkships, Track, and LIC. These individuals may be self-nominated or selected by the Nominating Committee

consisting of one Foundations Dean, Assistant Dean for Student Affairs, and Medical Student Association student representative. Student committee members will serve one year terms (April to April).

### **The role of student members, time commitment, including meeting times and frequency**

All Committee members are expected to contribute to the Committee's activities, attending at least 2/3 of regular meetings. Service on the Patient Care Committee requires a primary commitment to the general well-being and advancement of medical education at the University Of Washington School Of Medicine and an interest in and commitment to continuous curriculum improvement. The Committee meets monthly on Monday's from 4pm-5:30pm.

## **Committee 4: Explore and Focus Committee**

### **The purpose of the committee or group**

The Explore and Focus Phase Committee is delegated authority by the Curriculum Committee and the Vice Dean for Academic, Rural and Regional Affairs and has accountability for assuring delivery and evaluation of the Explore and Focus curriculum that meets UW School of Medicine learning objectives and is equivalent across all WWAMI sites.

### **The structure of the committee or group**

The Explore and Focus Phase Committee will consist of about 20 members in good standing at or above the rank of assistant professor, clinical assistant professor or research assistant professor, with approximately half from WWAMI training sites, with specific roles to be filled. The Explore and Focus Phase Committee will include three student representatives who are students in good standing, and have completed the Patient Care Phase. These individuals may be self-nominated or selected by the Nominating Committee consisting of one Foundations Dean, Assistant Dean for Student Affairs, and Medical Student Association student representative. Student committee members will serve one year terms (April to April).

### **The role of student members, time commitment, including meeting times and frequency**

All Committee members are expected to contribute to the Committee's activities, attending at least 2/3 of regular meetings. Service on the Explore & Focus Committee requires a primary commitment to the general well-being and advancement of medical education at the University Of Washington School Of Medicine and an interest in and commitment to continuous curriculum improvement. The Committee meets monthly on Monday's from 4pm-5:30pm.

## **Committee 5: Themes Committee**

### **The purpose of the committee or group**

The Themes Committee is delegated authority by the Curriculum Committee and the Vice Dean for Academic, Rural and Regional Affairs and has accountability for assuring delivery and evaluation of the themes curriculum that meets UW School of Medicine learning objectives and is equivalent across all WWAMI sites.

### **The structure of the committee or group**

The Themes Committee will consist of up to 20 members in good standing at or above the rank of assistant professor, clinical assistant professor or research assistant professor, with approximately half from WWAMI training sites, with specific roles to be filled. The Themes Committee will include two student representatives who are students in good standing: one from the Foundations Curriculum and one from the Explore and Focus portion of the curriculum. These individuals may be self-nominated or selected by the Nominating Committee consisting of one Foundations Dean, Assistant Dean for Student Affairs, and Medical Student Association student representative. Student committee members will serve one year terms.

### **The role of student members, time commitment, including meeting times and frequency**

All Committee members are expected to contribute to the Committee's activities, attending at least 2/3 of regular meetings. Service on the Themes Committee requires a primary commitment to the general well-being and advancement of medical education at the University Of Washington School Of Medicine and an interest in and commitment to continuous curriculum improvement. The Committees meets monthly from 4pm-5:00pm.

## **Committee 6: Program Evaluation and Assessment Committee (PEAC)**

### **The purpose of the committee or group**

The PEAC is delegated authority by the Curriculum Committee to assure UWSOM collects and uses a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which medical students are achieving medical education program objectives, milestones, competencies, and other requirements and to enhance medical education program quality. These data will be collected

during program enrollment and after program completion. In Program Improvement, to assure UWSOM has in place formal processes to collect and consider medical student and faculty peer evaluations of courses, clerkships and teachers, and other relevant information.

### **The structure of the committee or group**

The Curriculum Committee will appoint to PEAC one faculty member from each of the Phase and Theme Committees with expertise and interest in PEAC areas of accountability. At least one of these individuals will be from a WWAMI site or state other than Western Washington.

Four medical student representatives, one from each phase of the curriculum and a fourth representing the MD-PhD students, will be appointed by the Associate Dean for Curriculum with the advice of the Associate Dean for Student Affairs, the Associate Dean for Admissions, and the Associate Dean for the Colleges. At least two of the students will have begun medical school at a regional site.

A Foundations Phase and a Clinical Dean from outside of Seattle will be appointed by the Vice Dean for Academic, Rural, and Regional Affairs

By virtue of their roles in program and student evaluation in the curriculum, the following individuals will be members of the committee: Director of Educational Evaluation, Director of Educator Development, Director of Academic and Learning Technologies, Director of the Objective Structured Clinical Examination Program. Faculty will service terms coinciding with their term on the Phase and Theme Committees. Student committee members will serve for the length of the phase he or she represents. Dean-level members will serve three-year terms renewable for one additional consecutive term. Professionals will serve terms concurrent with their tenure in the administrative position.

### **The role of student members, time commitment, including meeting times and frequency**

Although members are selected to ensure broad representation of the School of Medicine, members have the responsibility to function as “members of the whole,” working to optimize the curriculum for the Themes, rather than representing the interests of a particular constituency. Meetings will be at least every other month for approximately 90 minutes.

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## **Honor Council - Seattle**

### **The purpose of the committee or group**

The University of Washington School of Medicine (UWSOM) Honor Council is charged with maintaining and interpreting the Honor Code in collaboration with the student body, faculty, staff and administration of the UWSOM. Students are elected by their peers to serve on the council and remain

members until graduation. The council's primary focus is to address concerns from students about issues of professional conduct, academic integrity, and student mistreatment. When deliberating such issues, the council's primary intent is to facilitate dialogue among students, faculty, staff and/or administration. It serves strictly in an advisory capacity: it is neither charged with, nor does it have the authority for, taking disciplinary action against any member of the UW community.

### **The structure of the committee or group**

Honor Council is made up of a group of students from all years that work together to respond to concerns raised by their classmates about ethical problems seen during their time at UWSOM. There is a single faculty member, whose role is not to debate the cases themselves, but rather to support the members of the council when asked.

### **The role of student members**

The council members discuss cases that are submitted via a confidential online catalyst forum. This process begins by a submission from a student that is delegated to a pair of council members who hear the student's concerns and desired course of action. These cases are then anonymized and sent to the larger council for discussion. A plan is then created to address the student's concerns, which often involves mediating discussions between parties. If the student who submits their concern wishes to raise their concern beyond honor council to the administration, the council will help them do so.

### **The number of student members**

Forty-eight UWSOM student members are currently serving as Honor Council members. For each entering year cohort, the following number of students are elected onto the council:

- Anchorage (1) • Bozeman (2) • Laramie (1) • Moscow (2) • Seattle (4) • Spokane (4)

### **The approximate time commitment, including meeting times and frequency**

The time commitment is minimal with a meeting once every few months lasting about 1 hour. These meetings can be accessed via the web as well as attended in person. Otherwise, approximately an hour a month is required to review cases on the anonymous catalyst board and form opinions. If a student is assigned a case as one of the two main case handlers, time requirements increase and will vary. Students can accept or decline cases as their schedule permits.

### **The duration of participation**

Throughout tenure at UWSOM.

### **The application process and timeline for application**

New members of Honor Council are elected from the incoming class each year. The sitting members of Honor Council request nominations from new MS1s, and then hold elections shortly thereafter.

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# Medical Student Association (MSA) - Seattle

## **The purpose of the group**

The MSA is a student organization of elected senators from the entire student body responsible for overseeing student activities. The MSA is considered the "umbrella" organization for student activities and organizations. The Academic Affairs Office regularly turns to the MSA members for student input on educational issues and concerns that arise throughout the year.

## **The structure of the committee or group**

This group is a student-run group. Officer positions are: President, Vice President, Secretary, Treasurer, WWAMI Liaison, and Webmaster.

## **The role of student members**

Some responsibilities of the MSA include developing educational and community initiatives, the funding of other student organizations, the planning of various social events, addressing student concerns with the Academic Affairs Office, and the organization of tours for medical school applicants. Serving as a class senator provides unique opportunities not only to interact with students from other classes but also with the Academic Affairs deans and administrative directors.

## **The approximate time commitment, including meeting times and frequency**

The amount of commitment that the MSA is substantial. Students must commit to attending two meetings per month as well as an additional 1-12 hours per week depending on the position and the time of year.

## **The duration of participation**

Throughout tenure as a SOM student. Senators are encouraged to participate in meeting throughout their third and fourth years to ensure issues regarding the clinical curriculum and academic and support services are discussed.

## **The application process**

In the fall, the MSA will open a Catalyst survey to fill out for those who are interested in a position on the MSA. They will send out an e-mail to the class with more information about the application and selection process.



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# Service Learning Advisory Committee (SLAC) - Seattle

## The purpose of the committee or group

The Service Learning Advisory Committee (SLAC) supports and promotes all service learning and advocacy activities at the UWSOM. The SLAC is also the governing body responsible for vetting and approving service learning and advocacy projects to ensure that they comply with all safety and legal requirements of the University. The SLAC strives to encourage and assist students in creating and developing innovative and sustainable service learning and advocacy projects, rooted in the core principles of health equity, social justice, and compassion.

## The structure of the committee or group

The committee is composed of UWSOM faculty, staff and importantly, student representatives.

## The role of student members

- Attend at least 80% of the scheduled meetings. The SLAC meets the first Friday of every month from 8:30-10:00am, PST (conference capabilities are available for WWAMI student participation). Flexibility will be granted for students whose schedules conflict with the meeting time.
- Act as a communication liaison with members of your class by providing updates on the activity of the committee and supporting students to develop and participate in service learning projects.
- Gather information and feedback to represent the student point of view on specific topics at meetings.
- Provide information to committee chairs and SLAC members on emerging issues.
- Meet with the Service Learning Manager on a quarterly basis.
- Serve on ad hoc subcommittees (such as the service award or mini-grant subcommittee) as requested.
- First year students will serve for the duration of their foundations curriculum (18 months). Members may opt in to continue to serve during their clinical clerkships.
- This is an opportunity to
  - Make your voice heard in policy development around service learning.
  - Build relationships with UW faculty members committed to ethical community engagement practices.
  - Gain valuable skills related to community engagement, program development and implementation of service experiences.

### **The number of student members**

There is one first year medical student member from each regional site, two first year student members from the Seattle site (due to the large number of service learning projects). Student may opt in to continue to serve during their clinical clerkship years.

### **The approximate time commitment**

One 90 minute SLAC meeting per month (see above for meeting times). Occasional subcommittee meetings depending on interest. Likely 30-60 minutes per month meeting with student leaders to gather updates, and disseminating information generated at SLAC meetings.

### **The duration of participation**

There will be an initial 18-month commitment (during Foundations Phase) for entering students. After the completion of the initial 18 months, students have the opportunity to opt in to additional years of service on the committee depending on interest. For clerkship students they can apply on a year-to-year bases and have a service term of 12 months.

### **The application process and timeline for application**

This year we are looking for an MS1 from each WWAMI site, MS2s, MS3s, MS4s may also apply. Applications are due September 21<sup>st</sup>. The selection process will be conducted by the Service Learning Advisory Committee. Students will be notified on September 28<sup>th</sup> and expect to attend the October 5<sup>th</sup> SLAC meeting.

If you are interested in serving on this committee, please go to this [link](#) at the Service Learning Canvas site. You will also receive an e-mail with this information. Questions? Contact Leonora Clarke ([clarkel@uw.edu](mailto:clarkel@uw.edu)), Service Learning Manager.

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# Student Advisory Board for UWSOM Career Advising

## The purpose of the committee or group

The Student Advisory Board of the UW Career Advising Office provides input on the needs and trends among UW medical students as it relates to their career development.

## The structure of the committee or group

The group is composed of medical students representing each of the four classes (MS1-MS4s) throughout the WWAMI region.

## The role of student members

- Ensure career advising services and resources are relevant, engaging, and helpful for medical students by offering input on the current career planning system
- Give feedback on new projects and communicates with UWSOM Career Advising about any areas of improvement
- May serve as a liaison to their cohort between Career Advisors and fellow medical students

## The approximate time commitment, including meeting times and frequency

- One virtual evening meeting in Fall and Spring (via Zoom/phone)
- Response to emails seeking input on career planning topics

## The duration of participation

Annually, with the option of reapplying yearly to stay on the Advisory Board throughout medical school.

## The application process and timeline for application

By 10/8/2018, please email SoM Career Advisor, Linh Ngo at [medadv@uw.edu](mailto:medadv@uw.edu) if you are interested in joining our Fall 2018 meeting. You can contact our office throughout the year as well if you are interested in joining later.

The email should include:

1. First and Last Name
2. WWAMI region (for your first year site)
3. Email address

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# Student Block Partners - Seattle

## The purpose of the committee or group

To provide student input and feedback to faculty leaders for each block in the curriculum.

## The structure of the committee or group

The group is composed of about 24 students from the entering class in Seattle with 1-2 students for each block and thread. During the fall, we will have block partners from both the term 1 and term 3 group (so a total of about 30-40 participants).

## The role of student members

- Partner with the block leader and key faculty in working to improve the block
- Solicit feedback from peer students on a regular basis to provide to block faculty. (For example, the student block reps may make requests to the class for feedback)
- Review comments from the “anonymous feedback button” for each block in order to evaluate, edit, organize and distribute them to relevant faculty and/or administrators
- Student block representatives may survey the entire class about issues brought to their attention to determine the relative importance of issues raised (a strategy used successfully in the past by student members of the basic science curriculum committees)
- Reinforce the idea with peers that students taking the course are encouraged to provide feedback to student block reps at any time
- Meet with faculty block leaders after the block ends to review the block and participate in discussions regarding revisions for the coming year
- Observe and provide feedback to the Associate Dean for Curriculum, Curriculum Committee and other relevant individuals and groups regarding the effectiveness of topic integration over the entire Foundations curriculum

## The number of student members

1-2 students for each block and thread for each year, for a total of about 24 students. For the fall, the student members in term 3 will meet with the group.

### **The approximate time commitment, including meeting times and frequency**

The group will meet regularly throughout the year, approximately once a month. Students will probably meet with faculty for their blocks while the block is being taught, but also might meet for preparation before the block and debriefing after the block. Students for a given block may also meet individually during the block for planning and discussion.

### **The duration of participation**

Students will participate during the Foundations Phase of the curriculum. There may also be opportunities during clinical training to meet with the current student block partners as part of a larger curriculum student advisory group.

### **The application process and timeline for application**

Students will be sent a link to a catalyst website at the start of the year. Interested students will log on to a Catalyst site to sign up to be a block or thread partner for a specific block or thread. If we have more than two students interested in any block, we will randomly select two students.

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## **Wellness Council - Seattle**

### **The purpose of the committee or group**

The UWSOM Wellness Council is a student-directed group that offers information, supports initiatives, promotes events, and creates opportunities around activities that foster balance in students' lives and enrich their mental, physical, and social well-being. The group aims to instill lifelong habits that medical students will bring to their careers as physicians.

### **The structure of the committee or group**

This group is student-run in terms of deciding what projects and initiatives to pursue. This group is supported by the Associate Director of Student Affairs and the UWSOM mental health counselors. Students decide which programs, initiatives, projects, and events to devote time and money to, and take primary roles in planning and executing these.

### **The role of student members**

- Attend quarterly Wellness Council meetings to represent student interests and needs in terms of student wellbeing.
- Review current wellness-related programming and provide input as to its continuation or improvement.

- Offer creative ideas for promoting opportunities for practicing wellness to the student body.
- Actively seek to provide opportunities to increase student wellness by planning, promoting, and coordinating activities and events (about one to two per month).
- Advocate for student wellness by seeking out input and feedback from students on a regular basis.

### **The number of student members**

5 MS1's and 5 MS2's. Representatives are also selected at each Foundations Site.

### **The approximate time commitment, including meeting times and frequency**

The group holds approximately 1 meeting per quarter. Students can choose which wellness initiatives they wish to be involved with. They are often working with other wellness council representatives to share the work burden. Each project is supported by a Student Affairs staff member (e.g. reserving space, ordering supplies, etc.)

### **The duration of participation**

Students are involved throughout their Foundations Phase. While we hope that students remain involved in their Clerkship Phase, we realize this can be challenging due to the nature of clerkship rotations.

### **The application process**

Please submit a paragraph explaining your interest in medical student wellness and why you would be a good fit on the wellness council. Selected students will be contacted at the end of September. Submit paragraphs of interest here, by September 14<sup>th</sup> : <https://goo.gl/forms/4wHBdISieEoESydo2>