



Tomorrow's Doctors, Tomorrow's Cures®

Organization of Student Representatives

2016 Handbook

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WELCOME TO THE OSR

Welcome to the Organization of Student Representatives, the student branch of the Association of American Medical Colleges (AAMC). It is a great honor to be selected to serve as the OSR representative for your school to the AAMC; your participation is welcome and the AAMC hopes that you find your involvement a rewarding and educational experience.

It is now your responsibility to represent your medical school student body on a national level. This handbook is provided to facilitate your transition into this new role and as a reference guide for future questions. Here you will find an overview of the association, the student organization, the mission statement of the OSR, and national priorities, as well as descriptions and expectations of various OSR positions. This information provides a strong foundation of knowledge on the OSR, as well as a framework for how you can best utilize your position to:

- Voice the concerns of the students at your school.
- Act as a resource for the students and administration.
- Contribute on a national level to an evolving educational experience.

Because of their unique position within the AAMC, OSR representatives have the ability to effectively express the student perspective on issues facing academic medicine, including students' concerns and desires for changes and modifications. Utilize this opportunity to bring forth new ideas and issues, to network and discuss with students from other institutions, and to further your leadership development.

Whether you are involved on the local level or in national leadership positions, it is only through your active participation that the OSR can remain an organization that makes a difference in academic medicine.

We look forward to working with you!



THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES (AAMC)

The AAMC represents all 144 accredited U.S. and 17 accredited Canadian medical schools; nearly 400 major teaching hospitals and health systems, including 51 Department of Veterans Affairs medical centers; and 90 academic and scientific societies. Through these institutions and organizations, the AAMC represents 148,000 faculty members, 83,000 medical students, and 115,000 resident physicians.

Through its many programs and services, the AAMC strengthens the world's most advanced medical care by supporting the entire spectrum of education, research, and patient care activities conducted by our member institutions. The AAMC and our members are dedicated to the communities we serve and steadfast in our desire to earn and keep the public's trust for the role we play in improving the nation's health.

AAMC Vision

The vision of the AAMC and its members is a healthy nation and world in which:

- America's system of medical education, through continual renewal and innovation, prepares physicians and scientists to meet the nation's evolving health needs.
- The nation's medical students, biomedical graduate students, residents, fellows, faculty, and the health care workforce are diverse and culturally competent.
- Advances in medical knowledge, therapies, and technologies prevent disease, alleviate suffering, and improve quality of life.
- The nation's health system meets the needs of all.
- Concern for compassion, quality, safety, efficacy, accountability, affordability, professionalism, and the public good guide the health care community.
- Medical schools and teaching hospitals continually earn the trust and support of the public for their special missions.
- The AAMC and our members are a dynamic force in realizing this vision.

AAMC History

In June 1876, as America prepared to celebrate its first century as a nation with a gala centennial exhibition in Philadelphia, representatives of 22 medical schools met in that same city and formed the Provisional Association of American Medical Colleges. The call for the meeting stated that "the object of the convention is to consider all matters relating to reform in medical college work."

Over the course of several days, the group considered eight questions and one resolution, and adopted a constitution, bylaws, and articles of confederation. From this modest beginning, the AAMC began its existence, firmly grounded in the notion that it should lead its members "in the advancement of medical education in the United States, and the establishment of a common policy among medical colleges in the more important matters of college management."

The association's beginnings were fraught with disagreement among its members about the appropriate course of action necessary to improve medical education. Just a few years after its initial meeting, one medical journal of the day stated that "the late meeting of this association at Richmond was a pronounced failure and the indications are that it was the beginning of the end of the organization."



Today, the AAMC survives and thrives, a testament to medical schools' impetus to provide the best possible education for tomorrow's doctors. Although the improvement of medical education is still its core purpose, the AAMC's agenda now also encompasses the biomedical research that underpins that education, the health care system that reaps its benefits, and the management of the medical schools and teaching hospitals where that education occurs.

AAMC Membership

AAMC member institutions include:

- 144 accredited U.S. medical schools
- 17 accredited Canadian medical schools
- Nearly 400 major teaching hospitals and health systems
- 51 Veterans Affairs medical centers
- 93 Academic and scientific societies

The AAMC also represents the nation's 83,000 medical students and 115,000 residents. Each AAMC member medical school has one primary and up to three alternate student participants in the Organization of Student Representatives. Members of the Organization of Resident Representatives are appointed by academic societies that represent department chairs and program directors.

AAMC Board of Directors

The AAMC is governed by a 17-member Board of Directors that is responsible for providing fiduciary and strategic oversight and general guidance to the work of the AAMC:

- Chair, Chair-elect, and Immediate Past Chair
- President/CEO
- Chair and Chair-Elect of each AAMC membership Council (Academic Societies, Deans, Teaching Hospitals and Health Systems)
- Seven at-large members to include a student, a resident, and a public member

Under the direction of Darrell G. Kirch, M.D., President and CEO, the association's full-time staff of more than 600 is organized into six areas:

Academic Affairs

Academic Affairs builds capacity in academic medicine to improve the health of the nation. We strengthen institutions, develop leaders, turn data into information, and support those who serve. Academic Affairs supports several constituent groups and organizations: the Organization of Student Reps (OSR), Council of Deans (COD), Group on Business Affairs (GBA), Group on Institutional Planning (GIP), Group on Student Affairs (GSA), Group on Women in Medicine and Science (GWIMS), and the Group on Faculty Affairs (GFA). We also maintain critical relationships with entities and organizations such as, the Veterans Affairs (VA), the American Medical Association (AMA) section on Medical Schools, the Joining Forces (JF) initiative, National Resident Matching Program (NRMP), National Board of Medical Examiner (NBME) and others. Key areas within Academic Affairs are:



- **Student Affairs and Programs** supports medical school efforts in the areas of admissions, academic progress and promotion, career development, student diversity, records and financial aid. The unit staffs the Group on Student Affairs and the Organization of Student Representatives and implements FIRST and Careers in Medicine.
- **LCME and Accreditation Services** serves as the AAMC Secretariat to the Liaison Committee on Medical Education (LCME), the nationally recognized accrediting authority for M.D. programs in the United States and Canada.
- **Member Organizational Development** offers campus/site specific assessment of organizational culture and a variety of services to help organizations to be better stewards of limited resources, help leaders to develop a future oriented perspective, and help the faculty and staff implement solutions to problems that often appear to be intractable.
- **Medical School Operations** develops meaningful resources and scholarship that directly strengthens the operational capacity of our member medical schools. The unit includes the GIP and GBA, whose Group membership is comprised of operational and administrative leadership at our medical school schools, along with internal staff support around data, project management, and resource dissemination.
- **Academic Affairs Programs and Engagement** helps medical school deans, hospital CEOs, faculty, and administrators manage and accomplish the missions of their institutions through specially tailored forums, services, and executive and faculty development programs. The unit staffs the COD, GWIMS, GFA, and Faculty Forward.
- **Policy and Constituency** manages and executes a wide range of administrative, operational and executive activities in support of the Academic Affairs cluster and the Chief Academic Affairs Officer. The unit works with the LCME Council, the VA, and JF as its programmatic focus.

Health Care Affairs

Health Care Affairs (HCA) links the academic health care delivery system with the missions of academic medical education and training and clinical research. HCA's products such as educational programs, policy and advocacy materials, relevant data collection and analyses, and, surveys and special reports support the unique missions of teaching hospitals, health systems, faculty practice plans, and graduate medical education programs. HCA convenes key national policy and professional development groups such as the Council of Teaching Hospitals and Health Systems, Chief Medical Officers Group, Group on Resident Affairs, Group on Information Resources, Group on Faculty Practice, and Compliance Officers Forum, as well as the Advisory Panel on Health Care Delivery and ad hoc expert meetings on timely and key health care delivery topics. In addition, HCA leads the AAMC's Center for Workforce Studies, regulatory affairs, and clinical transformation unit focused on alternative payment and delivery system reform.

Medical Education

The Medical Education Cluster collaborates with constituents and other education associations to transform the current models of physician education and workforce preparation across the continuum. Current initiatives aim at leveraging the integration of a competency-based framework for the purpose of creating a true continuum that will prepare physicians for safe, current, compassionate and collaborative patient-centered care.

Initiatives include:

- Development of new tools for assessment of personal competencies in medical schools applicants.
- Faculty development and creation of collections of resources in MedEdPORTAL linked to competencies for inter-professional collaborative practice, quality improvement and patient safety, oral health in medicine, care of LGBT patients. Medical Education is "home" for MedEdPORTAL.



- A four-school pilot in pediatrics to test feasibility of advancement by competencies across UME and GME.
- A multi-year pilot and other activities focused on implementation and assessment of the Core Entrustable Professional Activities for Entering Residency, published by the AAMC in March 2014.
- Coordination of initiatives across AAMC and with partner organizations aimed at improving learning in GME, especially in areas currently seen as in need of improvement such as quality improvement/patient safety, interprofessional collaboration, systems-based practice.

Medical Education staff convene, connect, engage, support, inform and stimulate community among constituents to advance medical education to better meet the needs of the public we serve. The unit supports the Group on Educational Affairs, Group on Regional Medical Campuses and Organization of Resident Representatives.

Operations and Services

Operations and Services oversees and coordinates support for both internal operations of the AAMC as well as the major revenue-producing services it sponsors. The unit is also responsible for many of the data collections and data services that the Association provides.

Internal operations that the cluster supports include the following:

- **Finance and Administration** manages the association's finances, including accounting, financial planning, and investments; human resources; and business services including facilities management.
- **Legal Services** manages provides legal counsel and services in support of AAMC's mission, vision, and strategic priorities, including amicus briefs, contracts, ethics and fraud prevention, intellectual property, privacy, records management, and court papers.
- **Information Technology** is responsible for the association's communications and technology infrastructure, software development, data warehouse, and information security, and also provides a variety of enterprise services that are critical to sound business management.
- **Business Strategy and Development** provides guidance and assistance in the development of new ventures and revenue-producing opportunities, expanding existing services, and coordinating work with members or vendors.
- **Application Services** is responsible for the American Medical College Application Service (AMCAS), the Electronic Residency Application Service (ERAS), the Find-a-Resident program, the Visiting Student Application Service (VSAS), and an emerging new program, Global Health Learning Opportunities (GHLO).
- **Admissions Testing Services** is responsible for the Medical College Admission Test (MCAT) and related programs.
- **Research and Data Programs** houses many of the AAMC databases on medical schools, medical school faculties, and medical students. It conducts studies and issues reports that support medical school accreditation, strengthen medical school management, and inform policy.

Policy, Strategy, and Outreach

Policy, Strategy, and Outreach leads AAMC's advocacy and strategy efforts to represent medical schools and teaching hospitals in their missions of teaching, research and clinical care. The cluster was renamed and expanded in 2013 to incorporate the Learning and Leadership unit to create education and leadership development programs that help drive transformation in academic medicine.

- **Government Relations** directs advocacy efforts to meet the federal legislative challenges that face medical schools and teaching hospitals on a wide range of issues, including Medicare and Medicaid funding, federal



support for medical research and public health, federal student loan programs, health professions education funding, and veterans' medical care and health research. The office supports the Government Relations Representatives, the GME Advocacy Committee, the Deans' NIH Working Group, and coordinates several external coalitions, such as the Ad Hoc Group for Medical Research, and the Health Professions and Nursing Education Coalition, as well as the Friends of the VA Medical Care and Health Research.

- **Communications** spearheads the AAMC's efforts to advance public understanding and support of America's medical schools and teaching hospitals. Communications is responsible for the association's strategic and advocacy communications campaigns, public opinion research, message development, marketing strategy, brand and reputation management, digital and print publishing, social media, and institutional advancement programming. This unit also supports the Group on Institutional Advancement and is responsible for Project Medical Education, a unique program that brings policymakers and their staff, as well as opinion leaders and shapers, to AAMC-member institutions to experience the process of medical education and training.
- **Diversity Policy and Programs (DPP)** ensures diffusion of promising practices that increase diversity within the faculty and student body of the nation's medical schools and teaching hospitals. DPP has reframed and repositioned diversity and inclusion as drivers of institutional excellence with the target outcome of improving the health of all. DPP supports the Group on Diversity and Inclusion, offers professional development programming for aspiring physicians and mid-career faculty members, and delivers technical assistance to build organizational capacity for diversity and inclusion.
- **Strategy and Innovation Development** is responsible for the development of overall AAMC strategy, through which we fulfill our mission to improve the health of all; for measuring the AAMC's organizational performance to determine how successful we are in achieving our mission; and for spreading the tools and processes of innovation throughout the AAMC by leveraging the creativity and passion of AAMC staff.
- **Learning, Leadership Development and Evaluation (LLE)** spearheads the design, development and delivery of learning and leadership development programs for the AAMC. The unit was formed in 2013 and is focused on driving excellence in practice in the creation of learning programs targeted to a diverse set of member constituent groups. LLE works collaboratively with other units across AAMC as well as with strategically positioned partners in the creation of learning programs and has primary responsibility for planning and delivering Learn, Serve, Lead; the AAMC Annual meeting. Learning programs are developed based on identified needs and are consistently evaluated for their effectiveness in addressing those needs. LLE develops learning opportunities that can be delivered in multiple formats and is focused on expanding our portfolio of programs using emerging technologies. LLE programs address individuals at all levels within medical schools and teaching hospitals with the goal of building the next generation of leaders in academic medicine.

Scientific Affairs

Scientific Affairs interacts with policy makers and funders regarding medical research and supports the research efforts of medical schools, teaching hospitals, and their faculty to conduct of the full scope of medical research, from basic science to clinical trials, population health, and community-based research. By providing tools and resources and advancing national policy-making processes that benefit AAMC members, Scientific Affairs strengthens medical schools' and teaching hospitals' capacities to sustain and foster research, and promotes high standards of ethics and integrity in academic research. The unit supports the efforts of the Council of Faculty and Academic Societies, the Graduate Research Education and Training Group, the Forum on Conflict of Interest in Academe, the Group on Research Advancement and Development, the Research on Care Community, and the Advisory Panel on Research.



AAMC PROFESSIONAL DEVELOPMENT GROUPS

The AAMC supports a number of professional development groups for individuals in leadership positions at member medical schools, teaching hospitals, and academic societies. AAMC professional development groups foster growth and leadership skills and provide opportunities for networking and information sharing. All individuals at U.S. and Canadian medical schools with an interest in medical education may join the Group on Educational Affairs. Membership in all other groups requires appointment by the medical school dean, teaching hospital executive, or academic society president.

- Chief Medical Officers Group (CMOG)
- Governmental Relations Representatives (GRR)
- Graduate, Research, Education, and Training Group (GREAT)
- Group on Business Affairs (GBA)
- Group on Diversity and Inclusion (GDI)
- Group on Education Affairs (GEA)
- Group on Faculty Affairs (GFA)
- Group on Faculty Practice (GFP)
- Group on Information Resources (GIR)
- Group on Institutional Advancement (GIA)
- Group on Institutional Planning (GIP)
- Group on Regional Medical Campuses (GRMC)
- Group on Research Advancement and Development (GRAND)
- Group on Resident Affairs (GRA)
- Group on Student Affairs (GSA)
- Group on Women in Medicine and Science (GWIMS)

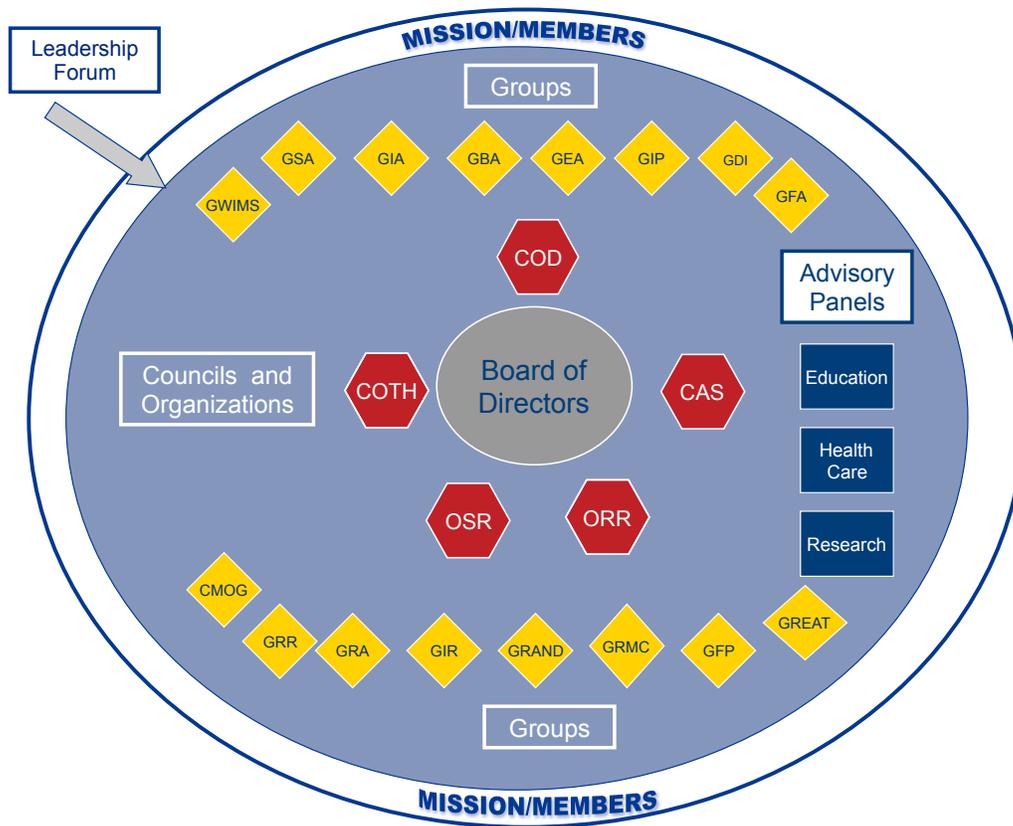
Membership Councils and Organizations

- Council of Academic Societies (CAS)
- Council of Deans (COD)
- Council of Teaching Hospitals and Health Systems (COTH)
- Organization of Resident Representatives (ORR)
- Organization of Student Representatives (OSR)

Forums

- Compliance Officers' Forum (COF)
- Forum on Conflict of Interest (FOCI)

AAMC GOVERNANCE ORGANIZATIONAL CHART

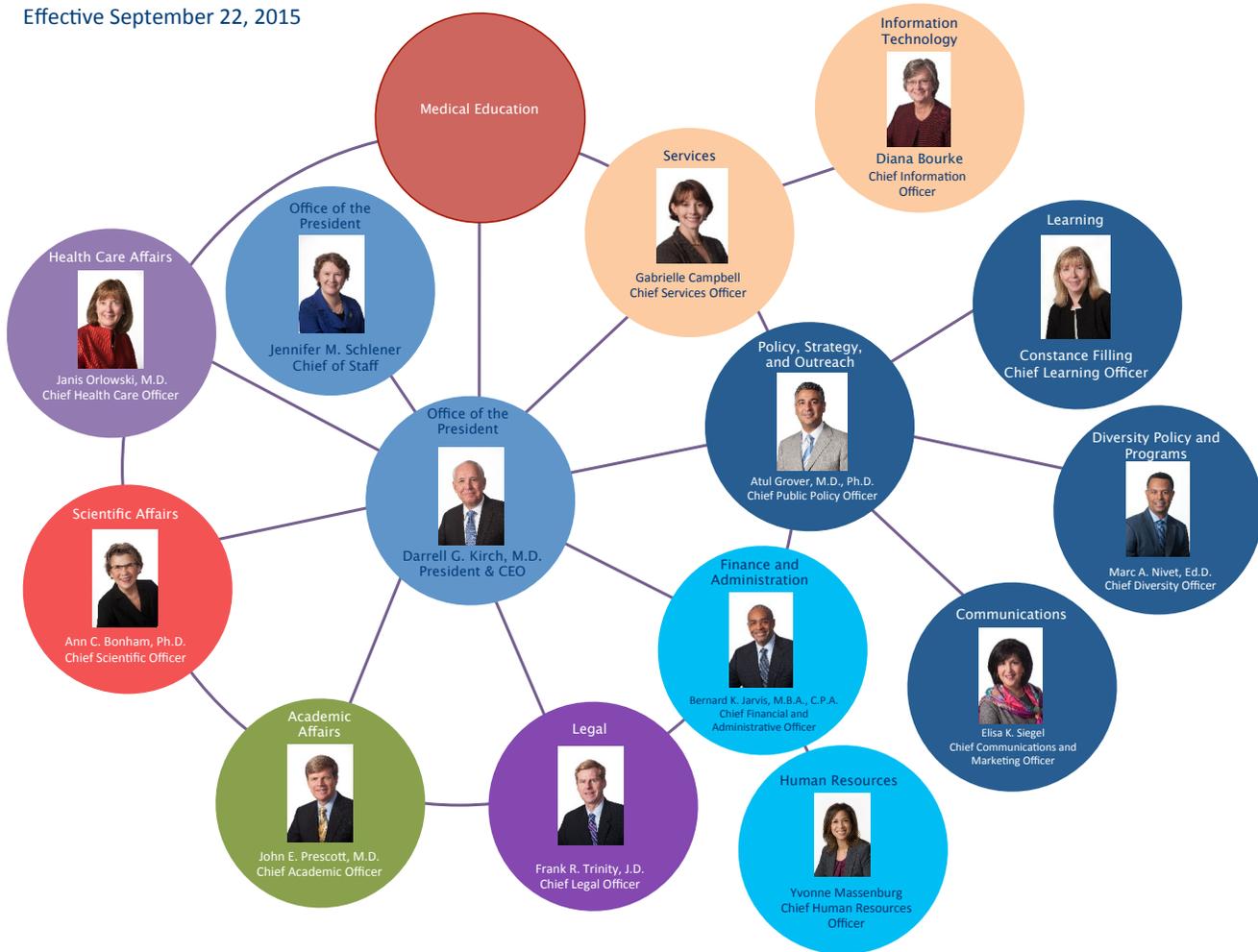




AAMC LEADERSHIP TEAM

AAMC Leadership Team

Effective September 22, 2015





The Group on Student Affairs (GSA)

The purpose of the Group on Student Affairs (GSA) is to advance medical education and, specifically, to represent the interests of medical schools and medical students in the areas of admissions, financial aid, student diversity affairs, student affairs, and student records. The function of the GSA is to provide a means of communicating among, and to facilitate interaction of the AAMC with institutional representatives with responsibilities in these areas. The GSA advises AAMC on matters of policy relating to the GSA's area of interest and expertise and may recommend such policy to AAMC governance for consideration. GSA activities involve project analysis, program development, and data gathering about emerging trends to assist GSA and the AAMC to anticipate and respond effectively to environmental changes as they affect medical education, medical schools, and medical students in the areas of the GSA's interest and expertise.

Student Affairs and Programs

The AAMC's student affairs and programs section provides services, support, resources, and information to medical school student affairs officers as well as students in order to advance medical education and, specifically, to represent the interests of medical schools and medical students in the areas of admissions, diversity affairs, financial aid, student affairs, and student records. The section is led by Geoffrey Young, Ph.D., Senior Director. The areas in SAP include:

- Aspiring Docs
- Careers in Medicine
- FIRST (Financial Information, Resources, Services, & Tools)
- Group on Student Affairs
- Medical School Admissions Requirements (MSAR)
- Organization of Student Representatives

THE ORGANIZATION OF STUDENT REPRESENTATIVES (OSR)

OSR's Relationship to the AAMC

The OSR is the student component of the AAMC, representing medical students enrolled in the 144 accredited U.S. medical schools to the AAMC. The concerns of the OSR lie exclusively within academic medicine and medical education and many of the OSR's initiatives are relayed to AAMC leadership for further development. The OSR, located in AAMC's Academic Affairs, reports directly to the Council of Deans (COD) and works closely with the Group on Student Affairs (GSA). The OSR does not operate independently outside of the AAMC; all initiatives, projects, etc. are subject to final approval by the Council of Deans.

The OSR is comprised of one primary and three alternate representatives from each of the 144 accredited U.S. medical schools. The seventeen medical schools from Canada are also invited to participate in OSR activities, although they do not have voting privileges. The OSR's Administrative Board is comprised of the Chair, Chair Elect, Immediate Past Chair, four Regional Chairs and five National Delegates. In addition, the OSR appoints OSR representatives to serve as liaisons to various national committees.



OSR Mission Statement

Approved by the OSR Administrative Board — September 21, 1994

Approved by the OSR representatives at Annual Meeting — October 30, 1994

Approved by the AAMC Council of Deans — June 21, 1995

Approved by the AAMC Executive Council — September 21, 1995

The Organization of Student Representatives (OSR) fulfills a unique role among medical student organizations. As part of the AAMC, it provides all United States allopathic medical students with a voice in the nation's largest association dedicated solely to the advancement of academic medicine. The OSR provides medical students with an active role in achieving AAMC's mission to improve the nation's health through the advancement of academic medicine. Additionally, the OSR seeks to ensure that students actively participate in directing their educations, preserving their rights, and delineating their professional responsibilities. To this end, the OSR provides medical students with a voice in academic medicine at the national level and strives to foster student involvement and awareness in this arena at a local level.

OSR Strategic Goals

TO PROVIDE medical student input on issues addressed by the AAMC and state and federal governments that will impact student education, quality of life, or professional development.

TO DEVELOP AND IMPLEMENT OSR initiatives and aid in the development and implementation of AAMC initiatives.

TO FACILITATE communication between student bodies of different medical schools and between medical student organizations regarding issues relevant to medical student life and education.

TO ENCOURAGE education techniques and objectives that provide medical students with the intellectual skills, professional standards, and knowledge required to meet the needs of an evolving health care system.

TO ASSURE a safe, supportive learning environment for medical students that is free of abuse, unreasonable health risks, bias, and inequities.

TO ASSURE that all medical students possess equal freedom and opportunity to pursue the career directions of their choice.

TO ADVANCE the development of leadership skills among medical students through participation in local and national OSR positions.



OSR National Priorities

- Student debt and the cost of medical education
- Institutional mental health services and resources
- Diversity recruitment efforts
- GLBTI issues and concerns
- ACGME U.S. residency program match data
- Guidelines for use of medical interpreter services
- Diversity of representation within the OSR
- National Board of Medical Examiners' issues
- National Resident Matching Program issues
- Humanism in medicine
- Physician workforce increase
- Academic medical centers and industry conflicts of interest
- Strategic planning for the OSR
- Communication with other medical student groups
- Assuring the continued strength of the academic environment under health care reform and managed care

OSR Representation

Representatives are selected by their medical schools to monitor activities at their institutions, represent student opinions to the OSR Administrative Board (Ad Board), and relay national OSR and AAMC priorities to the students and staff of their institutions. The OSR includes one primary and three alternate institutional representatives from each of the 144 accredited U.S. medical schools. OSR associate representatives are medical students who are enrolled in Canadian medical schools.

How to Become an OSR Representative

The students selected as OSR representatives must be willing and capable of undertaking all the accompanying responsibilities. The AAMC does not dictate the selection process employed by schools, but offers the following recommendations as guidelines:

- The selection process should facilitate representative input from the entire student body or the student government; individuals involved in the selection process should understand the structure and function of the OSR.
- Three alternate OSR representatives should be selected, preferably from different classes and/or regional campuses, to assist the primary representative. This assures continuity in representation at the school level and provides an alternate to carry out the responsibilities of the OSR primary representative, if necessary.



OSR Institutional and Associate Representatives must be certified by the Student Affairs Dean of his/her school: https://www.aamc.org/download/114264/data/osr_certification_form.pdf

Voting

Each AAMC institutional member medical school has the right to cast one vote at OSR meetings; that vote is cast by the OSR Institutional Primary Representative, or, in the OSR Institutional Primary Representative's absence, by an OSR Institutional Alternate Representative. OSR Associate Representatives do not have voting privileges.

Funding

Funding for OSR representatives' attendance for all meetings (regional in the spring and annual in the fall) is provided by your medical school. You should discuss funding and budgetary issues with your student affairs office well in advance of meetings; the AAMC strongly recommends that OSR representatives attend regional and annual meetings. Funding for OSR Administrative Board meetings (travel, food, and accommodations) is provided by the AAMC. OSR liaisons are funded to attend committee meetings by the respective committee. Funding for OSR Administrative Board projects on the national level is provided by the AAMC.

Local Representatives' Role:

- Attend OSR national and regional meetings – bring a list of your school's issues
- Represent student opinion and school concerns to the OSR Administrative Board
- Monitor activities at your individual institutions by working with and maintaining contact with:
 - Student governments (attend meetings)
 - Student groups
 - Student Affairs offices / GSA representatives
- Stay abreast of OSR information and activities
- Act as a resource for students at home institutions by informing them of AAMC opportunities, services, and programs
- Relay OSR national priorities to the students and staff of your institution
- Write reports on OSR meetings attended for your student body and Student Affairs office
- Administer your school's Arnold P. Gold Foundation Humanism in Medicine Award nomination process
- Utilize the OSR website and listserves
- Poll your student body for issues/concerns and notify the OSR Ad Board
- Run for office



OSR NATIONAL POSITIONS

Administrative Board

The OSR Administrative Board (Ad Board) is comprised of 12 primary institutional OSR representatives. The OSR Ad Board sets the agenda and priorities for the OSR and manages all of the activities and projects. The OSR Chair's position is a three-year commitment (Chair-Elect, Chair, Immediate Past Chair) to ensure continuity and long-range planning. The other members of the Ad Board include four Regional Chairs and five National Delegates. All of the positions on the Ad Board are time consuming and require a tremendous amount of dedication and hard work. These positions are opportunities to work with other leaders on a national level to address the concerns and issues of all medical students.

Basic responsibilities of all OSR Ad Board members:

- Strong commitment to expressing the perspective of medical students at large (as opposed to personal opinions)
- Attend four OSR Ad Board meetings in Washington, DC, the regional meeting in the spring, and the AAMC Annual Meeting in the fall
- Attend monthly Ad Board conference calls
- Become familiar with AAMC groups, staff, and operations
- Plan the OSR Annual Meeting program
- Review proposals and projects
- Work with OSR staff on the completion of projects
- Serve on the nominating or humanism in medicine selection committee
- Submit a written update two weeks before each Ad Board meeting
- Read and answer email promptly
- Communicate effectively
- Commit to improvements in medical education and the OSR
- Maintain contact with local OSR reps
- Provide serious and substantial input during meetings
- Work as a team to reach consensus
- Listen
- Work hard!

Chair-Elect

This position is a three-year commitment that requires not only attendance at meetings throughout the three-year term, but also hard work, writing, communication, and research between meetings. The first year as Chair-Elect is spent learning AAMC and OSR processes and assisting the OSR National Chair in the planning and implementation of OSR activities and projects. Although the Chair-Elect is primarily a year of training and apprenticeship to the Chair, it is an important position with many time intensive duties. The second year as Chair, is even more time consuming, requiring attendance at numerous organizational meetings and setting the agenda for the Ad Board. The third year, as Immediate Past Chair, is spent aiding the transition for the new Ad Board and completing projects.

**Other Responsibilities:**

- Chair the OSR Annual Meeting Program Planning Committee
- Serve on the OSR Nominating Committee
- Weekly conference calls with OSR staff
- Oversee and communicate with OSR liaisons
- Serve on the Group on Educational Affairs (GEA) or Group on Student Affairs (GSA) Steering Committee (attend two meetings, usually in January and July)
- Preside or otherwise serve in the absence of the Chair
- Succeed the Chair in that office at the completion of his/her term of office

Chair

The Chair of the OSR represents student concerns and serves as the OSR's primary voice to the AAMC and to outside student organizations. The Chair guides the operations of the OSR Ad Board, sets the agenda for Ad Board meetings and conference calls, and directs long-term planning for the organization. The year as Chair is time consuming and requires hard work, commitment, communication, research, action, and careful review of proposed items. The position demands a team attitude and a conception of leadership that emphasizes helping others to succeed in their projects and ideas. The Chair of the OSR guides and nurtures the process of developing leadership for him/herself, the Ad Board, and for the entire OSR. The most valuable products of the OSR, ultimately, are developing leaders for the future of academic medicine.

Other responsibilities include:

- Represent fairly and accurately the issues, initiatives, and interests of all medical students, the OSR, and the OSR Ad Board
- Guide the consensus process to reach decisions
- Listen carefully
- Weekly conference calls with OSR staff
- Chair the Arnold P. Gold Foundation Humanism in Medicine Award Selection Committee
- Serve on the Group on Educational Affairs (GEA) or Group on Student Affairs (GSA) Steering Committee (attend two meetings, usually in January and July)
- Represent the OSR to other student organizations

Immediate Past Chair

The third year, as Immediate Past Chair, is spent helping with the transition for the new Ad Board and completing projects. The Past Chair also chairs the Nominating Committee.



Regional Chairs

The Regional Chairs organize OSR regional meetings held in the spring in conjunction with the GSA, direct attention towards region-specific issues, serve as a conduit of information from the OSR Ad Board to individual OSR representatives, and coordinate information exchange within the region. Regional Chairs are elected within each region (northeast, southern, central, and western) at the spring meetings; they serve on the Ad Board for a year, beginning with the Annual Meeting following their election.

Other responsibilities include:

- Ensure that students in the region are informed of AAMC and OSR Ad Board activities
- Maintain contact with regional reps via e-mail
- Communicate and work with regional delegates on regional issues
- Utilize regional reps to complete regional projects

National Delegates

Five National Delegates are members of the OSR Ad Board and in addition, each chairs a “standing committee” that includes a regional delegate from each region. These committees work on specific projects within their interest area during their one-year term. In the past, projects have included formulating a student approach to curriculum reform, implementing cross-cultural education modules, and developing tools for student use.

- Maintain contact with regional delegates via email and regularly scheduled conference calls (at least four calls per year)
- Provide support and ideas for regional projects and efforts

Communications — Assist with keeping reps informed of Ad Board and AAMC activities through listserv messages and written reports. Oversee OSR communications.

Community & Diversity — Promote cultural awareness, community service, and diversity within medical education.

Legislative Affairs — Stay abreast of what is occurring on Capitol Hill regarding medical education and communicate with the AAMC’s Office of Governmental Relations.

Medical Education — Includes classroom and curricular issues. Within this arena, there are many opportunities for student involvement: discussion of model curricula for particular topics, professionalism in both pre-clinical and clinical settings, and policy for major, compulsory exams.

Student Affairs — Address student well-being issues and work with the GSA on student issues and concerns.



Regional Delegates:

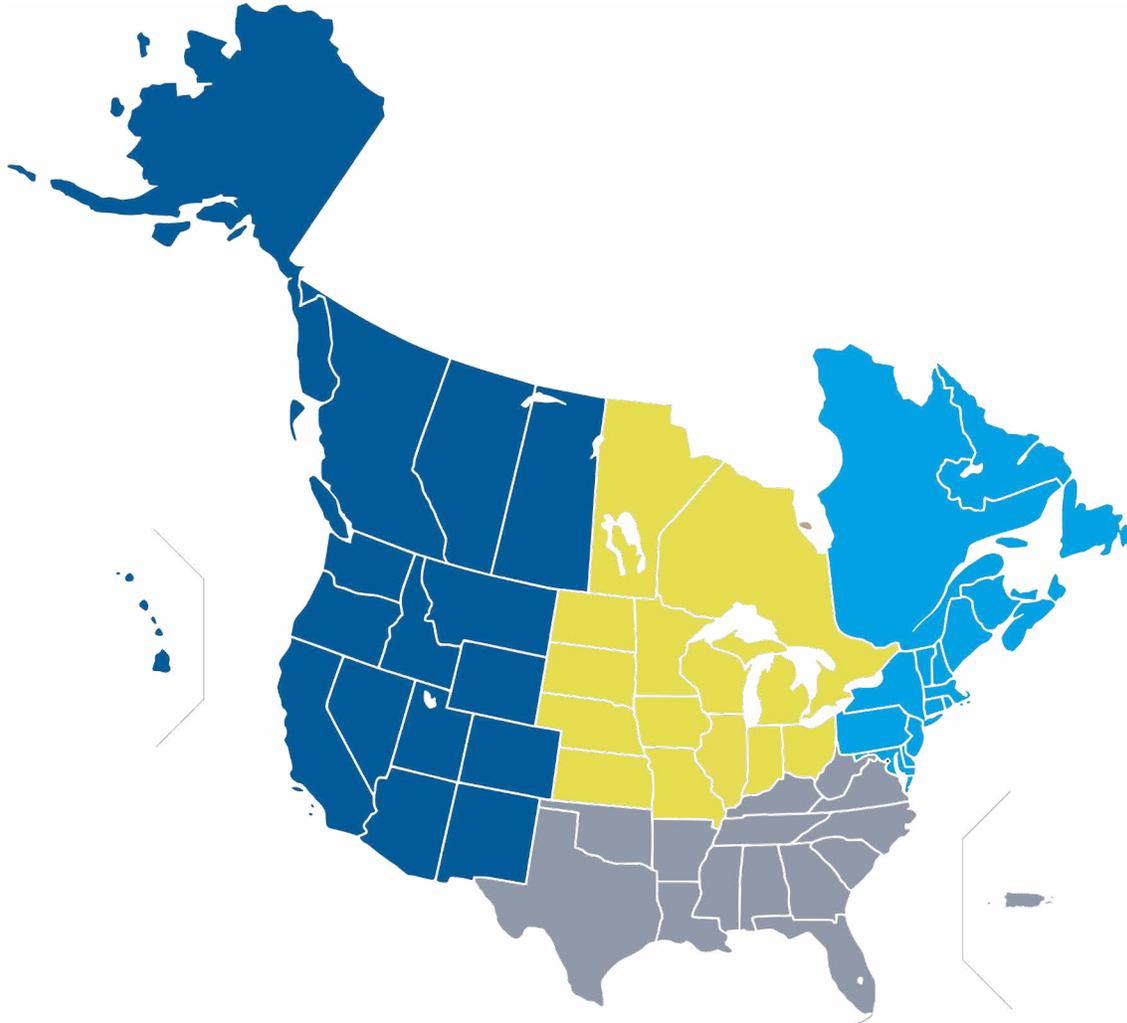
- Elected during spring regional meetings
- Attend OSR Annual and regional meetings
- Work with respective National Delegate/committee to initiate and complete projects
- Initiate and collaborate on regional projects
- Participate in committee conference calls
- Distribute information to reps in your region about national projects
- Work as a team
- Read and respond to email

National Elections

During the AAMC Annual Meeting held each year in the fall, five National Delegates and the Chair-Elect are elected. Interested persons should submit a CV and personal statement and be prepared to present a five-minute speech for the Chair-Elect position or a three-minute speech for a National Delegate position. To serve on the Administrative Board, you must be your school's Primary Institutional Representative at the start of your term. Each AAMC member medical school is entitled to one vote.



AAMC Regions Map



CENTRAL REGION	NORTHEAST REGION	SOUTHERN REGION	WESTERN REGION
Illinois	Connecticut	Alabama	Alaska
Indiana	Delaware	Arkansas	Alberta
Iowa	District of Columbia	Florida	Arizona
Kansas	Maine	Georgia	British Columbia
Manitoba	Maryland	Kentucky	California
Michigan	Massachusetts	Louisiana	Colorado
Minnesota	New Brunswick	Mississippi	Hawaii
Missouri	New Hampshire	North Carolina	Idaho
Nebraska	New Jersey	Oklahoma	Montana
North Dakota	New York	Puerto Rico	Nevada
Ohio	Newfoundland & Labrador	South Carolina	New Mexico
Ontario	Nova Scotia	Tennessee	Oregon
South Dakota	Pennsylvania	Texas	Saskatchewan
Wisconsin	Prince Edward Island	Virginia	Utah
	Quebec	West Virginia	Washington
	Rhode Island		Wyoming
	Vermont		



AAMC U.S. MEMBER MEDICAL SCHOOLS (BY REGION)*

CENTRAL REGION

(34 Medical Schools)

Illinois

- Chicago Medical School at Rosalind Franklin U. of Medicine & Science
- Stritch School of Medicine Loyola University Chicago
- Northwestern University The Feinberg School of Medicine
- Rush Medical College of Rush University Medical Center
- Southern Illinois University SOM
- U. of Chicago Division of the Biological Sciences
The Pritzker SOM
- University of Illinois COM

Indiana

- Indiana University School of Medicine

Iowa

- U. of Iowa Roy J. and Lucille A. Carver COM

Kansas

- University of Kansas School of Medicine

Michigan

- Central Michigan University COM
- Michigan State U. College of Human Med.
- Oakland U. William Beaumont SOM
- University of Michigan Medical School
- Wayne State University School of Medicine
- Western Michigan University Homer Stryker M.D. School of Medicine

Minnesota

- Mayo Medical School
- University of Minnesota Medical School

Missouri

- Saint Louis University School of Medicine
- University of Missouri-Columbia SOM
- University of Missouri-Kansas City SOM
- Washington University in St. Louis SOM

Nebraska

- Creighton University School of Medicine
- University of Nebraska College of Medicine

North Dakota

- University of North Dakota SOM & Health Sciences

Ohio

- Boonshoft School of Medicine Wright State University
- Case Western Reserve University SOM
- Northeast Ohio Medical
- University College of Medicine Ohio State University College of Medicine
- The University of Toledo COM
- University of Cincinnati COM

South Dakota

- Sanford SOM The University of South Dakota

Wisconsin

- Medical College of Wisconsin
- University of Wisconsin SOM & Public Health

NORTHEAST REGION

(40 Medical Schools)

Connecticut

- Frank H. Netter MD SOM at Quinnipiac University
- University of Connecticut SOM
- Yale School of Medicine

Washington, DC

- George Washington U. SOM & Health Sciences
- Georgetown University School of Medicine
- Howard University College of Medicine

Maryland

- Johns Hopkins University SOM
- University of Maryland School of Medicine
- USUHS F. Edward Hebert SOM

Massachusetts

- Boston University School of Medicine
- Harvard Medical School
- Tufts University School of Medicine
- University of Massachusetts Medical School



New Hampshire

Geisel School of Medicine at Dartmouth

New Jersey

Cooper Medical School of Rowan University
Rutgers New Jersey Medical School
Rutgers Robert Wood Johnson Medical School

New York

Albany Medical College
Albert Einstein College of Medicine
Columbia U. College of Physicians & Surgeons
Hofstra North Shore – LIJ School of Medicine
Icahn School of Medicine at Mount Sinai
New York Medical College
New York University School of Medicine
SUNY Downstate Medical Center COM
SUNY Upstate Medical University
Stony Brook University SOM
CUNY School of Medicine
U. at Buffalo SUNY SOM & Biomedical Sciences
University of Rochester SOM & Dentistry
Weill Cornell Medical College

Pennsylvania

Drexel University College of Medicine
Pennsylvania State University COM
Perelman SOM at the University of Pennsylvania
Sidney Kimmel Medical College at Thomas Jefferson University
Temple University School of Medicine
The Commonwealth Medical College
University of Pittsburgh School of Medicine

Rhode Island

The Warren Alpert Medical School of Brown University

Vermont

University of Vermont College of Medicine

SOUTHERN REGION

(51 Medical Schools)

Alabama

University of Alabama School of Medicine
University of South Alabama COM

Arkansas

University of Arkansas for Medical Sciences COM

Florida

Charles E. Schmidt COM at Florida Atlantic U.
Florida International University Herbert Wertheim COM
Florida State University College of Medicine
University of Central Florida College of Medicine
University of Florida College of Medicine
University of Miami Leonard M. Miller SOM
University of South Florida Health Morsani COM

Georgia

Emory University School of Medicine
Medical College of Georgia at Georgia Regents U.
Mercer University School of Medicine
Morehouse School of Medicine

Kentucky

University of Kentucky College of Medicine
University of Louisville School of Medicine

Louisiana

Louisiana State University SOM in New Orleans
Louisiana State University SOM in Shreveport
Tulane University School of Medicine

Mississippi

University of Mississippi SOM



Organization of Student Representatives

North Carolina

Duke University School of Medicine
The Brody SOM at East Carolina University
University of North Carolina at Chapel Hill SOM
Wake Forest SOM of Wake Forest Baptist Medical Ctr.

Oklahoma

University of Oklahoma COM

Puerto Rico

Ponce Health Sciences University School of Medicine
San Juan Bautista School of Medicine
Universidad Central del Caribe SOM
University of Puerto Rico SOM

South Carolina

Medical University of South Carolina COM
University of South Carolina SOM Columbia
University of South Carolina SOM Greenville

Tennessee

East Tennessee State U. James H. Quillen COM
Meharry Medical College
University of Tennessee HSC COM
Vanderbilt University School of Medicine

Texas

Baylor College of Medicine
Texas A&M HSC COM
Texas Tech University HSC Paul L. Foster SOM
Texas Tech University HSC SOM
The University of Texas at Austin Dell Medical School
The U. of Texas SOM at San Antonio
U. of Texas Medical Branch SOM
U. of Texas Medical School at Houston
U. of Texas Southwestern Medical Ctr. Southwestern Medical School

Virginia

Eastern Virginia Medical School
University of Virginia School of Medicine
Virginia Commonwealth University SOM
Virginia Tech Carilion School of Medicine

West Virginia

Marshall University Joan C. Edwards SOM
West Virginia University SOM

WESTERN REGION

(19 Medical Schools)

Arizona

University of Arizona College of Medicine
University of Arizona College of Medicine-Phoenix

California

California Northstate University College of Medicine
Keck SOM of the University of S. California
Loma Linda University School of Medicine
Stanford University School of Medicine
University of California, Davis, SOM
University of California, Irvine, SOM
University of California, Los Angeles David Geffen SOM
University of California, Riverside, SOM
University of California, San Diego, SOM
University of California, San Francisco, SOM

Colorado

University of Colorado SOM

Hawaii

University of Hawaii, John A. Burns SOM

New Mexico

University of New Mexico SOM

Nevada

University of Nevada School of Medicine

Oregon

Oregon Health & Science University SOM

Utah

University of Utah School of Medicine

Washington

University of Washington SOM

*Please check the AAMC website for the most updated list



AAMC CANADIAN MEMBER MEDICAL SCHOOLS

(17 Medical Schools)

Alberta

University of Alberta Faculty of Medicine and Dentistry
University of Calgary Cumming School of Medicine

British Columbia

University of British Columbia Faculty of Medicine

Manitoba

University of Manitoba Faculty of Medicine

Newfoundland & Labrador

Memorial University of Newfoundland Faculty of Medicine

Nova Scotia

Dalhousie University Faculty of Medicine

Ontario

McMaster University Michael G. DeGroot SOM
Northern Ontario School of Medicine
Queen's University Faculty of Health Sciences
The University of Western Ontario – Schulich SOM & Dentistry
University of Ottawa Faculty of Medicine
University of Toronto Faculty of Medicine

Quebec

Laval University Faculty of Medicine
McGill University Faculty of Medicine
University of Montreal Faculty of Medicine
University of Sherbrooke Faculty of Medicine

Saskatchewan

University of Saskatchewan College of Medicine

*Please check the AAMC website for the most updated list



OSR LIAISONS

Each year, a formal application process enables OSR representatives to apply for a liaison position to a committee in which they have a special interest. For each committee with an opening, the OSR Ad Board nominating committee selects a nominee and submits his/her name to the committee's chair, which formally appoints committee members.

Students selected by the OSR to serve in this capacity are the primary link between the OSR Ad Board, AAMC committees, and medical students. Liaisons are responsible for facilitating communication concerning timely topics of interest to students and must attend 1–2 committee meetings per year. Liaisons are expected to give an OSR update (provided by the OSR Chair) at each committee meeting, submit a written update to the OSR Administrative Board regarding the committees' current activities and areas of concern, and maintain contact with OSR staff. The respective committee covers travel expenses to the meetings. Positions are open to all official OSR primary and alternate representatives.

Liaisons must be enrolled medical students at an AAMC member institution and be certified as an OSR primary or alternate representative at the time of application. Liaisons must retain OSR primary or alternate representative status throughout their tenure as OSR liaisons.

Candidates are expected to have good communication skills, proven leadership in their area of interest, and a strong commitment to expressing the perspective of medical students at large (as opposed to personal opinions). Most liaison positions are renewable yearly until graduation.

Call for applications

A call for applications is issued each fall for candidates. Applications are available at the OSR Annual Meeting and on the OSR website; they will also be e-mailed to all OSR official primary and alternate representatives. Deadlines may vary.

Committees with OSR Liaisons

› Careers in Medicine Advisory Committee

The Careers in Medicine Advisory Committee provides guidance and counsel on the development and implementation of the Careers in Medicine program and on its future direction. It may be involved in a range of activities, including reviewing manuals, providing comment and direction in the development of the CiM website and other materials that support the CiM mission, and representing CiM in various capacities. Members of the committee may be called upon to assist in the provision of training new Careers in Medicine liaisons and advisors and in the presentation of workshops at AAMC annual meetings, relevant professional development conferences, or meetings of other professional organizations. The Careers in Medicine student liaison will be responsible for communicating the Careers in Medicine activities to the OSR, to support the ongoing evaluation of the CiM program especially as it relates to the development of an annual student satisfaction survey, and will serve as the mechanism for communication between the Careers in Medicine Advisory Committee and staff, the OSR, and the medical student population. The appointment begins in July of each year.

Staff Contact: George Richard, Ph.D., Director, Careers in Medicine, g理查德@aamc.org



» **ERAS (Electronic Residency Application Service) Advisory Committee**

ERAS was developed to transmit residency and fellowship applications from applicants and supporting credentials from designated dean’s offices to training programs using the Internet. OSR representatives are asked to provide input from a student’s point of view. Each member is asked to provide a brief report (about five minutes) to the committee at each meeting, sharing any feedback on their experiences and suggestions for future improvements to the system. This may be collected by surveying students who have used ERAS. The Advisory Committee advises AAMC staff regarding policy and implementation and meets twice a year in Washington, DC, usually in February and September. The AAMC covers expenses to both meetings, excluding the AAMC Annual Meeting. Computer expertise is not required, but desirable.

Staff Contact: Amy Mathis, Senior Director, ERAS, amathis@aamc.org

» **Group on Regional Medical Campuses (GRMC) Steering Committee**

The Group on Regional Medical Campuses (GRMC) serves as a forum to explore and promote common interests of regional campuses of medical schools. The focus of the group is on regional campuses with a significant portion of the medical educational program (e.g., all of the required pre-clinical and/or clinical clerkships) at a site geographically distant from the medical school. Overall, the group advocates for the continued development of academic medical programs at regional campuses and has the following goals:

- Education – Help campuses capitalize on the unique characteristics of regional locations to facilitate educational innovation and connect with new populations.

At the same time the GRMC recognizes a social obligation to be responsive to community needs and will use this platform to focus attention within the following areas:

- Community Health – Engage the diverse communities in which we serve in offer to improve health.
- Workforce – Develop the health care workforce to meet the community’s needs and partner with like-minded entities to advance the overall goals of each regional campus community.
- Research – Focus on fostering a rich research agenda on regional campuses especially in the area of the social determinants of health and distributed medical education.

The GRMC steering committee generally meets in person twice a year, once at the AAMC Annual Meeting and once during the summer, though additional meetings are held as necessary. The committee also meets via conference call on a bi-monthly basis. The AAMC will reimburse OSR liaisons to the GRMC for expenses incurred in conjunction with attending in-person meetings held outside of the AAMC Annual Meeting (travel, hotel, and meals); the AAMC does not reimburse student liaisons for travel expenses related to the Annual Meeting.

Staff Contact: Stephen McKenzie, Sr. Specialist, Regional Educational Affairs, smckenzie@aamc.org

» **Group on Student Affairs – Committee on Admissions (GSA-COA)**

The GSA Committee on Admissions provides guidance on national policy and procedural issues regarding the admission of students to medical school and the admission of transfer students or candidates with advanced standing. The committee receives regular reports regarding two services of the AAMC: the American Medical College Application Service (AMCAS) and the Medical College Admission Test (MCAT). The committee discusses issues of national interest that are brought to its attention by GSA constituents or AAMC staff. The committee assists in the development of plans for sessions for the AAMC Annual Meeting and for Professional Development Conferences (PDC) for consideration by the GSA Steering Committee. The Committee may identify projects,



(e.g. a national survey or the development of a bulletin) where an issue is of national importance and interest. The committee advises the GSA Steering Committee, makes regular reports to the GSA Steering Committee, and seeks approval of the GSA Steering Committee for special projects.

This committee generally meets in Washington, DC once in the summer and winter of each year. The AAMC will reimburse the liaison's expenses (travel, hotel and meals) for the in person meetings. Conference calls are generally held once per month, on a set day and time, for approximately one hour. An extended conference call lasting approximately three hours is held immediately prior to the AAMC Annual Meeting. Additional, ad-hoc, conference calls may be scheduled throughout the year as hot topics arise. In the years when a Professional Development Conference occur, the student is eligible to attend but is not typically reimbursed by the AAMC, unless a committee meeting is held in conjunction of the meeting. Student liaisons are not reimbursed for travel expenses associated with the Annual Meeting, it is expected that the liaison's institution will cover any Annual Meeting expenses.

Staff Contact: Nashieka Knight, Senior Specialist, ndknight@aamc.org

› Group on Student Affairs – Committee on Student Affairs (GSA-COSA)

The Committee on Student Affairs provides guidance on issues related to medical students, including personal and career counseling and advisement, health services for medical students, the ethical and professional development of students, and preparation of students for the transition to residency training. The committee discusses issues of national interest that are brought to its attention by GSA constituents or AAMC staff. The committee assists in the development of plans for sessions for the AAMC Annual Meeting and for Professional Development Conferences for consideration by the GSA Steering Committee. The committee may identify projects where an issue is of national importance and interest, such as Student Wellness, The Match and SOAP. In that the committee is advisory to the GSA Steering Committee, it makes regular reports to the GSA Steering Committee and seeks approval of the GSA Steering Committee for special projects.

This committee generally meets in Washington, DC once in the summer and winter of each year. The AAMC will reimburse the liaison's expenses (travel, hotel and meals) for the in person meetings. Conference calls are generally held once per month, on a set day and time, for approximately one hour. An extended conference call lasting approximately three hours is held immediately prior to the AAMC Annual Meeting. Additional, ad-hoc, conference calls may be scheduled throughout the year as hot topics arise. In the years when a Professional Development Conference occur, the student is eligible to attend but is not typically reimbursed by the AAMC, unless a committee meeting is held in conjunction of the meeting. Student liaisons are not reimbursed for travel expenses associated with the Annual Meeting, it is expected that the liaison's institution will cover any Annual Meeting expenses.

Staff Contact: April Morrow, Senior Specialist, Group on Student Affairs, aamorrow@aamc.org

› Group on Student Affairs – Committee on Student Diversity Affairs (GSA-COSDA)

The GSA Committee on Student Diversity Affairs (GSA-COSDA) provides guidance on student-related diversity issues, on a local, regional, and national basis, with respect to student recruitment, admissions, and retention. The committee discusses issues of national interest that are brought to its attention by GSA constituents or AAMC staff. The committee also works with AAMC Diversity Policy and Programs on such projects as the Minority Student Medical Career Awareness Workshops and Recruitment Fair, in promoting MSAR, the Summer Medical and Dental Education Program (SMDEP), and other student related activities.



The Committee develops plans for sessions at the fall AAMC Annual Meeting for consideration by the GSA Steering Committee. The committee is advisory to the GSA Steering Committee and as such, makes regular reports to the GSA Steering Committee and seeks approval of the GSA Steering Committee for special projects. COSDA is represented on all GSA national committees, on the GSA Steering Committee, and on the Group on Diversity and Inclusion (GDI). In addition, liaison members of the COSDA include representatives of the AAMC Organization of Student Representatives (OSR), the National Association of Advisors for the Health Professions (NAAHP), and the Association of American Indian Physicians (AAIP).

This committee generally meets in Washington, DC once in the summer and winter of each year. The AAMC will reimburse the liaison’s expenses (travel, hotel and meals) for the in person meetings. Conference calls are generally held once per month, on a set day and time, for approximately one hour. An extended conference call lasting approximately three hours is held immediately prior to the AAMC Annual Meeting. Additional, ad-hoc, conference calls may be scheduled throughout the year as hot topics arise. In the years when a Professional Development Conference occur, the student is eligible to attend but is not typically reimbursed by the AAMC, unless a committee meeting is held in conjunction of the meeting. Student liaisons are not reimbursed for travel expenses associated with the Annual Meeting, it is expected that the liaison’s institution will cover any Annual Meeting expenses.

Staff Contact: Lisa Jennings, M.A., M.Ed., Senior Specialist, GSA Diversity Constituent Services, ljennings@aamc.org

» **Group on Student Affairs – Committee on Student Financial Assistance (GSA-COSFA)**

The Committee on Student Financial Assistance (COSFA) consists of representatives of financial aid administrators from four geographical areas, a committee chair, the GSA national chair, a liaison from the Committee on Student Diversity Affairs, and an OSR liaison. The OSR liaison reports students’ concerns to COSFA and in turn she/he is expected to update students on COSFA’s current activities and areas of concern. This is accomplished via the OSR listserv and by written reports to COSFA and the OSR Administrative Board.

This committee generally meets in Washington, DC once in the summer and winter of each year. The AAMC will reimburse the liaison’s expenses (travel, hotel and meals) for the in person meetings. Conference calls are generally held once per month, on a set day and time, for approximately one hour. An extended conference call lasting approximately three hours is held immediately prior to the AAMC Annual Meeting. Additional, ad-hoc, conference calls may be scheduled throughout the year as hot topics arise. In the years when a Professional Development Conference occur, the student is eligible to attend but is not typically reimbursed by the AAMC, unless a committee meeting is held in conjunction of the meeting. Student liaisons are not reimbursed for travel expenses associated with the Annual Meeting, it is expected that the liaison’s institution will cover any Annual Meeting expenses.

Staff Contact: Kristen Earle, Sr. Specialist, Group on Student Affairs, kearle@aamc.org

» **Group on Student Affairs – Committee on Student Records (GSA-COSR)**

The GSA Committee on Student Records (COSR) provides guidance on legislative and regulatory issues regarding student records, both during medical school and related to the medical licensure process. The committee receives regular reports from AAMC staff on the status of projects related to student records. The committee discusses issues of national interest that are brought to its attention by GSA constituents or AAMC staff. The committee develops educational and support programs and activities to assist medical school registrars. The committee assists in the development of plans for sessions for the AAMC Annual Meeting and for professional development conferences for consideration by the GSA Steering Committee. The committee may identify projects, such as a resource manual for student records administrators, where an issue is of national importance and interest. In that the committee is



advisory to the GSA Steering Committee, it makes regular reports to the GSA Steering Committee and seeks approval of the GSA Steering Committee for special projects.

This committee generally meets in Washington, DC once in the summer and winter of each year. The AAMC will reimburse the liaison's expenses (travel, hotel and meals) for the in person meetings. Conference calls are generally held once per month, on a set day and time, for approximately one hour. An extended conference call lasting approximately three hours is held immediately prior to the AAMC Annual Meeting. Additional, ad-hoc, conference calls may be scheduled throughout the year as hot topics arise. In the years when a Professional Development Conference occur, the student is eligible to attend but is not typically reimbursed by the AAMC, unless a committee meeting is held in conjunction of the meeting. Student liaisons are not reimbursed for travel expenses associated with the Annual Meeting, it is expected that the liaison's institution will cover any Annual Meeting expenses.

Staff Contact: Geoffrey Young, PhD, Senior Director, Student Affairs and Programs, gyoung@aamc.org

» Group on Women in Medicine and Science (GWIMS) Steering Committee

The Group on Women in Medicine and Science (GWIMS) serves as a national forum to advance women's success in medicine and science by addressing: gender equity, recruitment and retention, awards and recognition, and career advancement. The mission of GWIMS is to advance the full and successful participation and inclusion of women in all roles within academic medicine. The GWIMS Steering Committee meets by conference call once a month for one hour and in person twice a year for two days in Washington, DC (travel and hotel arrangements for committee meetings is covered by the AAMC; GWIMS does not cover liaison expenses to attend the AAMC annual or regional meetings). Any individual may hold only one office on the Steering Committee at a time.

The Group on Women in Medicine & Science Steering Committee shall be composed of:

- The Chairperson (one year term)
- The Chair-Elect (one year term, served in the year immediately preceding serving as Chair)
- The Immediate Past-Chair (one year term, held in the year immediately following serving as Chair)
- Up to seven At Large Members (three year term). At Large Members may serve for a single additional term, such that their service does not exceed two terms total.
- Any individual may hold only one office on the Steering Committee at a time.

Additional Members will consist of the following:

- One liaison each from the Council of Deans, Organization of Student Representatives and Organization of Resident Representatives, with terms consistent with their group's Rules and Regulations.

Organization of Student Representatives (OSR) liaison (appointed by OSR)

Term defined by the OSR.

Roles

- Provide student input on policy development and programmatic activities.
- Serve as point of contact to the OSR.



Expectations

- Participate in monthly committee calls and report on OSR activities of interest to GWIMS. Liaisons are required to participate in at least 50% of the scheduled calls.
- Attend twice-yearly Steering Committee meeting (cost covered by AAMC) and AAMC Annual Meeting to participate in and promote the GWIMS sessions.
- Provide GWIMS updates for posting to the OSR website
- Participate in work while at the Steering Committee meeting and off-line between meetings
- Maintain visibility within and outside the GWIMS community through participation in various arenas.

Staff Contact: Diana Lautenberger, M.A.T., Director, Women in Medicine & Science, dlautenberger@aamc.org

» **Integrating Quality (IQ) Steering Committee**

The AAMC Integrating Quality (IQ) mission is to lead and support AAMC members in achieving safe, high-quality, high-value health care that is driven by continuous quality improvement and implemented throughout interprofessional education and clinical practice.

The purpose of the IQ Steering Committee is to serve in an advisory role to AAMC staff and to provide recommendations and feedback on existing and potential quality and patient safety strategies, activities, and resources that the AAMC might pursue in support of the IQ mission and vision.

The IQ Steering Committee is comprised of clinical and educational leaders from AAMC member teaching hospitals and medical schools, as well as designees from other health professions schools/organizations. In 2013, the committee was expanded to include liaisons from the AAMC Organization of Student Representatives (OSR) and Organization of Resident Representatives. The committee meets bi-monthly by conference call, and one to two times per year in person (one of these meetings is held in conjunction with the annual June IQ national meeting; the AAMC covers travel and hotel for Steering Committee members to attend these meetings).

Additional information about the initiative can be found on the IQ website: www.aamc.org/iq

AAMC Staff Contact: Meaghan Quinn, Senior Program Specialist, Health Care Affairs, mquinn@aamc.org

» **National Board of Medical Examiners (NBME) Advisory Committee for Medical School Programs**

This group includes representatives from academic and medical associations and medical student organizations. The Advisory Committee is charged to improve communication and to enhance relationships between the medical education community and the NBME in areas of mutual interest.

Staff Contact: Aggie Butler, Ph.D., Vice President, Medical School Services, abutler@nbme.org

» **Student Survey Advisory Group**

The Student Survey Advisory Group is made up of representatives from the GSA, GEA, GDI, ORR and OSR. The Group meets face-to-face once or twice each year, typically in September or October and if necessary in February and March, and by conference call several additional times. The Group is charged with advising the AAMC staff responsible for the surveys administered to medical school applicants and medical students on the content of these surveys and the timing and format of the national surveys. The Group has established four main users of the data from the student surveys: Medical School Staff, Medical School Researchers, AAMC Staff and LCME.

Staff Contact: Marie Caulfield, PhD, Data Operations and Services Manager, mcaulfield@aamc.org



AAMC-OSR MEETINGS

Annual Meeting

Each year, AAMC holds a large meeting for all AAMC constituents; the meeting location rotates among large cities throughout the country. An updated listing of Annual Meeting dates and locations can be found on the AAMC website. Major plenary sessions and focus sessions feature topics of national interest to the entire medical education community. The OSR sponsors three days of programming at the beginning of the Annual Meeting geared towards sessions of particular interest to OSR representatives and medical students. Other AAMC professional development groups sponsor sessions of interest to their representatives. Anyone attending an Annual Meeting is welcome at any open session listed in the program. OSR representatives are advised to consult the GEA program, as well as the GSA program, for sessions of interest.

Regional Meetings

The OSR's strength as an organization is achieved through activities in each of four geographic regions: West, Central, South, and Northeast. In each region, regional OSR officers are elected annually. The regional meetings are not sponsored/supported by the AAMC, although AAMC staff attend the meetings. The GSA is primarily responsible for the planning of regional meetings.

Each regional OSR plans activities appropriate to the region, usually in conjunction with a spring meeting planned with the GSA. The spring meeting is intended to focus on issues within the responsibility of the OSR and the GSA. OSR Regional Chairs are included on the program planning committee so that appropriate meeting accommodations will be available for the complete program, which include those sessions targeted for all participants as well as sessions with a focus on the needs of medical students.

Every four years, all four regions meet jointly with the GSA (Group on Student Affairs) and GDI (Group on Diversity and Inclusion) for a national regional meeting, organized and planned by the GSA, GDI, OSR, and AAMC staff.

ARNOLD P. GOLD FOUNDATION HUMANISM IN MEDICINE AWARD

The Association of American Medical Colleges (AAMC), through the generous support of the Arnold P. Gold Foundation, annually recognizes a medical school faculty physician who exemplifies the qualities of a caring and compassionate mentor in the teaching and advising of medical students. The AAMC's Organization of Student Representatives (OSR) administers the Arnold P. Gold Foundation Humanism in Medicine Award; the recipient is recognized during an OSR luncheon and honored during a formal awards ceremony conducted during the AAMC Annual Meeting each fall. For more information, visit the OSR website: <https://www.aamc.org/members/osr/humanism/>



OSR FAQs

Can my school have more than four reps if we have more than one campus? Each member medical school, regardless of the number of regional or satellite campuses, can designate one primary OSR representative and up to three OSR alternate representatives.

How do I get started once I am a certified OSR rep?

- You will receive a welcome and introductory e-mail which will also explain and provide access to password protected OSR resources.
- An OSR handbook and materials will be sent to you via email to help get you started and explain the OSR.
- You will automatically be subscribed to the OSR national listserve as well as your respective regional listserve. You may send a message to the listserve at any time.
- Contact your Regional Chair or an OSR Ad Board member for information about issues and activities in your region.
- Log onto the OSR Online Community website; this password-protected site is designed to facilitate increased communication among OSR representatives via electronic discussions, exchange of ideas, consultation, and document sharing (blogs, chat rooms, discussion boards, profiles with pictures, wikis, and more.)

How many votes does my school get during OSR elections and business meetings?

Each AAMC member medical school is entitled to one vote; that vote is cast by the OSR Institutional Primary Representative, or, in the OSR Institutional Primary Representative's absence, by the OSR Institutional Alternate Representative. OSR Canadian Associate Representatives do not have voting privileges.

What's the difference between OSR Canadian Associates and OSR U.S. representatives?

The main difference between OSR Canadian associates and OSR institutional (US) representatives is that associate members are not permitted to run for office or to vote in elections per AAMC bylaws.

Can an alternate rep serve on the OSR Administrative Board?

In order to serve in a national OSR Administrative Board position, you must be your school's primary representative.

Why doesn't the OSR vote on AAMC resolutions, proposals, initiatives, etc. pertaining to issues in academic medicine at business meetings?

- The AAMC represents one voice for all institutional members.
- The AAMC is governed by a 17-member Board of Directors, which includes a student member.
- The 12-member OSR Administrative Board is elected to represent medical student opinion on issues to the AAMC via the OSR Chair.
- OSR-specific issues such as changes to the OSR Rules and Regulations, are approved by the OSR Administrative Board, the OSR at large, the Council of Deans, and AAMC Board of Directors. Issues not exclusive to the OSR are reviewed and approved by the AAMC Board of Directors.
- The OSR does not operate independently outside of the AAMC. All initiatives, projects, etc. are subject to final approval by the Council of Deans.



Where can I find contact information for OSR reps?

You can search for OSR reps by rep status, name, school, or state within the password-protected online representative directory.

Where can I find out what's going on in the OSR?

Updates from the OSR Ad Board and OSR liaisons are available via the OSR website:
<https://www.aamc.org/members/osr/committees/>

What is the timeline for applying to an OSR liaison position?

Liaison openings are announced each year during the AAMC Annual Meeting in the fall (early November). Applications for open positions are accepted from November through the end of January. A nominating committee from the OSR Administrative Board selects the liaisons in February and notifications are sent in March.

How long is the term for liaisons?

Liaison terms typically run from July of one year to June the following year; positions are renewable yearly until graduation.

Can a student who is not an OSR representative apply for a liaison position?

OSR liaisons must be enrolled medical students at an AAMC member institution and be certified as an OSR primary or alternate representative at the time of application. OSR liaisons must retain OSR primary or alternate representative status throughout tenure as an OSR liaison.

Can 4th year students run for liaison positions?

As the majority of liaison appointments are not made until spring, near the time of graduation, a fourth year student who applied in the fall would no longer be eligible to serve in a liaison position at the time of appointment. OSR liaisons must be enrolled medical students at an AAMC member institution and be certified as an OSR primary or alternate representative at the time of application. OSR liaisons must retain OSR primary or alternate representative status throughout tenure as an OSR liaison.

Is the LCME® student position only available to OSR representatives?

This particular liaison position is open to any medical student going into their final year of medical school; however, students are nominated by their medical school dean, not self-nominated through the OSR. The OSR Ad Board Nominating Committee reviews the applications and makes recommendations to the AAMC and LCME regarding the student member from the AAMC. For details, see <http://www.lcme.org/>.

I have an idea for an OSR project, what do I do?

Send an e-mail to a member of the OSR Ad Board or to the OSR Director, Mary Halicki, mhalicki@aamc.org, describing what you have in mind so that we can point you in the right direction regarding resources, etc., to help get you started. Once you have your idea for a project/issue, write a proposal and submit it the OSR Administrative Board for review, feedback, and approval.

**Things to Consider:**

- What problem are you attempting to address and why is this of particular concern?
- What do you want to do about it?
- What resources will be required to carry out your plan?
- What are the end results/goals that you hope to achieve?
- How will you evaluate the impact or effectiveness of the final product?

Project Template:

TO: OSR Administrative Board

FROM:

SUBJECT: Template for OSR Project Proposals

All ideas for OSR projects/resources must go through the project proposal process:

- 1) Create a project proposal and send to OSR leadership and OSR Director for review.
- 2) Update the proposal accordingly based on feedback received and submit to the OSR Administrative Board for review and approval through the OSR office/Director.
- 3) Think about expectation levels for projects, goals, metrics for success, and overall impact of the final outcome: how will this project help the OSR/medical students?

Issue: What is the issue you would like to address?

Background:

- Give some background on the issue.
- What resources and knowledge already exist?
- Why are these resources insufficient?
- What gaps exist that you would like to try and fill i.e. why is this project needed and by whom?

Proposed Initiative:

- How would you like this issue addressed?
- Give a basic timeline of when you anticipate the given steps will be addressed and completed.
- Be sure to include steps such as seeking IRB approval (if necessary), contacting OSR reps or schools, distributing a questionnaire, etc.
- Provide any information on the roles that different committees, the OSR Ad Board, and OSR staff members would have.
- How will this project help the OSR/medical students?

Resources required:

- What steps will require significant staff time to complete?
- What will/might require OSR funding to be used?
- Roughly how much will it cost?

**Anticipated collaborators:**

- Are there other groups within the AAMC or external stakeholders who will be involved?
- What will be their responsibilities/roles?
- Will they be expected to contribute substantial resources?
- What communication have you had that indicates that they might be interested in this issue?
- Is their involvement critical to the proposed project or could you still move forward if they decline to become involved?

Final product:

- What will be the final product(s)? What will the OSR produce/publish/be able to demonstrate/etc.?
- Do you envision a product from the AAMC, guidelines, recommendations, etc.?
- How do you think this project and its outcomes could be utilized by OSR reps and/or medical students at large?
- What, ideally, would be the impact on the issue by implementing this project?

Anticipated evaluation and follow-up:

- How will you evaluate both your process and product?
- What will you do so that the lessons you learn can be used in the future?
- What are the metrics for determining success of the project?

I need information and want to conduct a questionnaire, what do I do?

- OSR reps may submit questions or informal questionnaires on issues to the OSR national listserve at any time on any issue that is related to medical schools, academic medicine, the OSR, etc.
- Please first review information that has already been collected: <https://www.aamc.org/members/osr/questionnaires/>
- If you send questions and or an informal questionnaire to the OSR listserve, please compile your responses and send them to OSR staff so that they can be placed on the OSR website.
- If you need more substantial data, you may create and send a questionnaire through the OSR Online Community. Contact an OSR Ad Board member for more information.
- If you would like to create a questionnaire for an OSR project, please first follow the steps above for a project proposal. Any official OSR questionnaire for eventual project outcomes must first receive OSR Ad Board review and approval, staff review and approval, COD review and approval, and external IRB review and approval. This process takes several months.

OSR Questionnaire Distribution Request Guidelines

The AAMC Organization of Student Representatives and its Administrative Board will not review questionnaires from organizations or individuals external to the AAMC for content, structure, validity or ultimate use. Those wishing to distribute questionnaire materials to the OSR are encouraged to contact the OSR primary representative at their home institutions.



Does the AAMC provide funding or subsidize fees for OSR representatives to attend meetings?

The AAMC does not provide funding or subsidize any of the costs associated with meeting attendance. Your medical school is responsible for providing funding to send you to the AAMC Annual meeting and the spring regional meetings.

How is the registration fee determined and what does it cover?

The registration fee for the AAMC Annual Meeting is determined by how much it will cost for the AAMC to cover expenses for each attendee. These costs include food, meeting materials, meeting program/agenda books, audio visual equipment, speaker's fees, etc. The student and resident registration fees are typically half of faculty/staff fees. The registration fees are determined so that the AAMC breaks even on the meetings regarding cost.

Why are the registration fees and lodging cheaper for the regional meetings?

The regional meetings, planned by the GSA and not the AAMC, are typically cheaper because there are fewer attendees (200–400 vs. 3,500), therefore, requiring less meeting space and fewer materials. The meetings are usually held in smaller cities than the AAMC Annual Meetings; therefore, the cost of the meeting is less expensive.

How can I stay involved with the AAMC after I graduate?

The mission of the AAMC's Organization of Resident Representatives (ORR) is to improve resident physician education and training for the purpose of improving the quality of health care. The ORR will improve residency education through programming and professional development and support AAMC initiatives and goals by providing the resident voice in the AAMC. ORR members are appointed by the member societies of the AAMC Council of Academic Societies. Each society may appoint two residents to the ORR. The term of appointment is two years. Terms begin July 1 and end June 30. Website: <https://www.aamc.org/members/orr>

OSR COMMUNICATIONS

Website

The OSR's website contains many items of interest to OSR reps, including highlights, updates, activities, meetings calendar, committee reports and important links. The site is updated weekly, so please check frequently for current information. <https://www.aamc.org/members/osr/>

OSR Communications

With approximately 380 OSR primary and alternate representatives, communication, at times, may be complex and confusing. The resources on this web page are available to encourage continuing communication among OSR reps and communication with school administrators, students at your institutions, and with the Ad Board. <https://www.aamc.org/members/osr/resources/>



Listserve

The OSR listserve provides a venue for the exchange of information among OSR representatives.

National: All official primary and alternate representatives are automatically subscribed upon certification by their Student Affairs offices. Based at the AAMC, this listserve is maintained by OSR staff.

Regional: The AAMC provides regional listserve for all official primary and alternate representatives in their respective regions.

AAMC maintained regional listserve:

- Northeast
- Central
- Southern
- Western

Legislative Affairs: This list is a forum for discussion of legislative affairs topics pertinent to OSR reps and to encourage communication among reps with interest in legislative affairs issues.

The listserve is not an appropriate avenue for distributing surveys/personal research projects without Ad Board knowledge. If you have a question about whether or not your project is appropriate for distribution on the listserve, please contact the OSR Director, Mary Halicki, mhalicki@aamc.org

OSR Representatives Directory

An online, password-protected directory designed to provide contact information for each designated OSR representative from AAMC member medical schools.

AAMC-OSR Staff Support

The OSR has AAMC staff members who work as liaisons between the OSR and AAMC, provide administrative support, and ensure continuity within the organization. The OSR Director provides general strategic guidance for the OSR and coordinates all OSR activities and projects. For assistance with the AAMC, OSR, questions concerning medical education, or additional resources outside the organization, please contact:

Mary Halicki

Director, OSR and Student &
Community Service Programs
(202) 741-5493
mhalicki@aamc.org

Monique Mauge

Administrative Specialist
(202) 862-6006
mmauge@aamc.org

Michelle Harrison

Administrative Specialist
(202) 862-6020
mharrison@aamc.org



MODES OF OSR COMMUNICATIONS

Email

The OSR Ad Board communicates on a weekly basis via email. The OSR Chair, Chair-Elect, Immediate Past Chair, five National Delegates, and four Regional Chairs handle a high volume of email traffic about ongoing AAMC and OSR issues and projects.

Conference Calls

The Ad Board holds monthly conference calls to provide updates about projects, ask for suggestions or assistance, and proffer feedback on various issues. The OSR Chair prepares an agenda and Mary Halicki, OSR Director, moderates each call and prepares notes and action points that are emailed out for follow-up.

OSR Ad Board Meetings

The OSR Ad Board meets four times per year at AAMC headquarters in Washington, D.C. Meetings are typically one to one and half days in length (December, February, June and September). A number of AAMC staff members give presentations on issues such as student debt, curriculum reform, student insurance, admissions, and standardized testing. The Ad Board members also use this time to discuss national and regional projects, respond to student interests and issues, and plan the OSR portion of the AAMC Annual Meeting.

Annual and Regional Meetings

The annual and regional meetings provide a forum for OSR reps to discuss student opinions, school concerns, national and regional priorities and projects. The meetings provide an opportunity for reps to convey issues and initiatives to the OSR Administrative Board.

Website

The OSR website <https://www.aamc.org/members/osr> is a fantastic resource for OSR reps and medical students. It provides up to date information including Ad Board and liaison updates, OSR newsletters, quick links and resources for medical students, survey results, the OSR representatives directory and an OSR Online Community site (both password required), and much more! The AAMC website connects you to news about medical education, research, and patient care as well as a variety of other resources. Regularly checking the AAMC and OSR websites will keep you in the loop about current issues and link you to other students and physicians in academic medicine.

Email, Listserve

Emailing through the OSR national listserv (OSR primary and alternate reps are automatically subscribed upon OSR certification) is a fast and convenient way to disseminate information, conduct surveys, and communicate with OSR reps across the nation. Regional listserves have also been created if you want to direct a question or comment to those in a particular area of the country. For information about using the listserves, contact an OSR staff member.



Questionnaires

OSR Reps can conduct questionnaires through the national and regional listserves; this is a power tool for soliciting information from other medical students. Previous topics have included student wellness, alcohol policies, testing procedures, addressing professionalism, etc. Once you have conducted a questionnaire, please compile the results and send them to Monique Mauge, mmauge@aamc.org for posting on the OSR website.

OSR Information

There are a variety of ways to disseminate information from the AAMC and OSR to the student body at your school. The most effective way to do this is individually tailored by OSR reps at each school and it is up to you to decide how best to communicate information locally. Many use email, create fliers, and distribute information sheets. In an attempt to assist you with this process, information about the OSR, including a PowerPoint presentation and OSR brochure, is available at OSR Communications: <https://www.aamc.org/members/osr/resources/>

Student Organizations

OSR reps can introduce regional and national priorities and projects to colleagues at their schools through other student organizations. This might mean targeting the leaders of student organizations via e-mail, speaking with them directly, or attending group meetings to share ideas with students. These groups of students congregate based on a common interest, which makes them easy to communicate with when the OSR has something specific to contribute to their cause.

Meetings with Deans

The administrators at your school should be kept in the loop about the AAMC-OSR by meeting with you before and/or after annual and regional meetings. Most Deans are very receptive to OSR reps and appreciate efforts to keep them informed. They also contribute to your awareness of local issues and how national issues may impact students at your school.

Presentations & Reports

Many OSR Reps give presentations to student groups at their schools based on their own initiatives or ideas gleaned from other reps. Many reps share PowerPoint presentations, reports, and talks with each other to help generate ideas about how to transmit information to medical students and administrators.

To contact OSR National Delegates or Regional Delegates, please go to:

<https://www.aamc.org/members/osr/committees/49120/adboard.html> or

<https://www.aamc.org/members/osr/committees/49126/regionalofficers.html>



AAMC PUBLICATIONS

The Association's publications provide comprehensive information about member institutions and their missions. The following are publications distributed by the AAMC to OSR reps as part of your school's membership.

AAMC Reporter

The Association's monthly flagship newsletter, and through news articles, feature stories, opinion pieces, and standing columns, covers the latest, and most significant, developments and innovations in academic medicine.

Washington Highlights

The AAMC's weekly news bulletin covering legislative and regulatory events in Washington. To subscribe: <https://www.aamc.org/advocacy/washhigh/>

AAMC STAT

The Association's free newsletter, emailed to subscribers each Monday morning. "Short, Topical, and Timely" (STAT), offers brief and immediate news bites summarizing the latest AAMC initiatives, policy statements, and other activities, plus relevant national news and links. To subscribe: <https://www.aamc.org/newsroom/news-pubs/386534/subscribestat.html>

MedEdPORTAL®

Promotes educational scholarship and collaboration by facilitating the open exchange of peer-reviewed health education teaching and assessment resources. MedEdPORTAL is an open education resource and publication service provided by the Association of American Medical Colleges in partnership with the American Dental Education Association. MedEdPORTAL now features approximately 2,000 peer-reviewed educational resources that span the continuum of medical and dental education. The international reach of MedEdPORTAL continues to grow and now includes more than 10,000 medical and dental education institutions from over 195 countries. Over 1,000 MedEdPORTAL publications are accessed each week from users across the globe. <https://www.mededportal.org/>

Note: Please refer to the on-line AAMC Publications catalog on the AAMC Publications website (<https://members.aamc.org/eweb/DynamicPage.aspx?webcode=PubHome>) for a more complete listing and procedures for ordering.

SERVICES AND RESOURCES

AAMC Website

www.aamc.org This web site provides information regarding the association's programs and services, meetings, staff contacts, and Annual Meeting program, as well as special initiatives of the association. The website also includes a student and applicant hub containing information for those considering medicine as a career, applicants to medical school, enrolled medical students, and residents. In addition to the public web pages, each AAMC Council, Organization, and Group has a web page. Information and documents of interest to particular groups of constituents are updated frequently. <https://www.aamc.org/students/>



American Medical College Application Service® (AMCAS®)

AMCAS is a centralized application processing service available to applicants in the first-year entering classes at participating U.S. medical schools. AMCAS collects, verifies, and delivers application information, letters of evaluation, and MCAT® exam scores to each school designated by the applicant. Each participating school is then responsible for making its own individual admissions decision.

AMCAS provides a host of resources, including:

- **Centralized Primary Application:** Applicants can apply to multiple medical schools by submitting just one online application and one set of official transcripts to AMCAS. In addition, the AMCAS website provides information about the application process, application deadlines, program types, and links to medical school websites.
- **Centralized Application Processing:** A team of verifiers compare applicant-entered coursework to official transcripts. Once verified, AMCAS computes normalized science, non-science, and cumulative GPAs, and then transmits applicant data, including MCAT scores, to an applicant's designated schools.
- **Criminal Background Check Service:** The AAMC-facilitated criminal background check service is conducted to prevent applicants from paying additional fees at each medical school to which they are accepted.
- **AMCAS Letters:** The AMCAS Letter Service enables medical schools to receive letters of evaluation electronically via AMCAS and enables authors to send all letters to be considered by schools participating in this service to AMCAS, rather than each school.
- **Admission Processing Solutions:** AMCAS provides admissions processing software to medical schools, ensuring their ability to identify and select the applicants who are the best fit for their institution in the most informed and efficient manner possible.
- **Support:** The AAMC Services Contact Center and AMCAS Medical School Relations teams respond to inquiries from applicants, pre-health advisors, and medical school admissions staff.
- **School and National Reports:** AMCAS offers web-based reporting, provides a tool for generating customized reports, and provides access to acceptance and joint acceptance reports, rosters of applicants, and admission action summary data.

To learn more, please visit www.aamc.org/amcas.

Key Contact: Kelly Begatto, Sr. Director, AMCAS, kbegatto@aamc.org

Aspiring Docs

The Aspiring Docs website (aamc.org/aspiringdocs) provides inspiration and resources so that anyone can aspire to be a physician.

As a medical student, you can get involved by:

- Doing an Inspiring Story interview about your path to medicine: www.aamc.org/students/aspiring/inspiring-stories/
- Writing for the Aspiring Docs Diaries blog about your medical school experiences: www.aspiringdocsdiaries.org
- Answering questions on a specific medical school topic for a "What's It Like" fact sheet: <https://www.aamc.org/students/aspiring/296544/factsheets.html>



If you would like to participate in any of these, please email: aspringdocs@aamc.org

Key Contact: Tami Levin, Director, MSAR and Aspiring Docs Programs, tlevin@aamc.org

Careers in Medicine® (CiM)

Careers in Medicine (CiM) is an AAMC-sponsored career-planning and -development program designed to equip medical students with the skills and information needed to make an informed specialty choice. CiM helps students examine their interests, values, and skills in light of the myriad specialty options available to them; provides resources for researching and exploring specialties; and then assists them in choosing a specialty and applying to a residency program that fits their career goals. The four-stage model that forms the core of the program includes Understand Yourself, Explore Options, Choose a Specialty, and Land a Residency.

The CiM website includes information and tools, including a variety of online career assessments, information on more than 120 medical specialties and subspecialties, and advice for choosing a specialty and navigating the residency application process. Users must sign in to access the full program on the website. CiM's online newsletter Choices provides another resource for career-planning and specialty choice information. Published four times a year, Choices includes features such as Match Corner, Ask the Advisor, and Spotlight on Specialties.

To assist you in implementing career planning and advising in your institution, information and training for student affairs staff and faculty is available through a CiM Workshop, school-hosted advisor trainings, regular presentations at GSA and AAMC meetings, and advisor information available on the CiM website: www.aamc.org/cim.

Key Contacts: George V. Richard, Ph.D., Director, Careers in Medicine, grichard@aamc.org

Electronic Residency Application Service (ERAS®)

The Electronic Residency Application Service (ERAS) is a service that electronically transmits the MyERAS application, letters of recommendation, the Medical Student Performance Evaluation (MSPE), transcripts and other supporting documents from applicants and medical schools to residency and fellowship training programs.

The process begins with the Dean's Office Workstation (DWS) generating an electronic token (a unique alphanumeric number) for each applicant. Applicants then register on the MyERAS website using the token provided by their designated dean's office. Once registered, applicants complete their MyERAS applications, select programs, and create and assign supporting documents. At this point, the designated dean's office starts attaching documents in support of each applicant and transmits them to the ERAS PostOffice for processing. Residency and fellowship programs use the Program Director's Workstation (PDWS) to then download, review, sort, print, and evaluate applicant materials.

For ERAS 2015, 4,500 participating allopathic and osteopathic residency programs, as well as all Army PGY1 residencies, will utilize the ERAS service during the season. We have also added several new specialties for ERAS 2015, including: Neurology, Complex General Surgical Oncology, Pain Medicine, and Vascular and Interventional Radiology. Additionally, we have added the programs in the Osteopathic Fellowship specialty, Transplant Hepatology.

As ERAS' popularity among the fellowship community continues to increase, we are seeing a higher demand for participation in ERAS as well with over 3200 fellowship programs participating in ERAS 2015. Visit the website for a complete list of participating specialties and programs: <https://services.aamc.org/eras/erasstats/par/index.cfm>

Key Contact: Amy Mathis, Senior Director, ERAS, amathis@aamc.org



FindAResident® (FAR)

Find-A-Resident® is an online position search service designed to provide a direct and efficient way for eligible students, residents, and fellows to connect with program directors. Residency and fellowship programs share information about open positions, while applicants post their resumes for programs to review. FAR complements the Electronic Residency Application Service (ERAS) offering year-round access to unfilled positions posted by training programs. FAR provides information on vacant residency and fellowship positions, ranging from PGY1 through PGY6, in a variety of ACGME and ABO+G accredited specialties. To learn more, please visit: <http://www.aamc.org/findaresident>

Key Contact: Amy Mathis, Senior Director, Find -A- Resident , amathis@aamc.org

FIRST for Medical Education

Financial Information Resources, Services, and Tools (FIRST)

FIRST for Medical Education is an unbiased, objective resource for information and data about medical school financial aid topics. Designed to help members of the academic medicine community navigate the complexities of student debt, FIRST offers a full range of resources for applicants, medical school students, residents, advisors, and financial aid officers. Our goal is to support financial aid professionals in our member schools and to help medical school borrowers expand their financial literacy, make smart decisions about student loans, and manage their student debt wisely. To learn more, please visit: https://www.aamc.org/services/first/first_for_students/

Key Contact: Julie Fresne, Director, Student Financial Service, jfresne@aamc.org

Global Health Learning Opportunities (GHLO®)

The Global Health Learning Opportunities GHLO pronounced “glow”) Collaborative is an AAMC international program whose mission is to build a community of health professionals transformed by global experiences. More than 80 institutions in 38 nations have been accepted into this dynamic network that facilitates clinical, global health, and research elective rotations globally for final year medical students through a web-based application service.

In addition to facilitating student mobility, the Collaborative promotes institutional engagement and faculty collaboration to enhance dialogue, exchange ideas and best practices, and conduct joint research towards innovation and building global dimensions of medical education.

To learn more, please visit: www.aamc.org/services/ghlo/ or send an email to: ghloadmin@aamc.org to attend a GHLObinar or to receive an institutional application.

Key Contact: Janette “Jenny” Samaan, Ph.D., Director, Global Health Learning Opportunities (GHLO), jsamaan@aamc.org

GMETrack®

GMETrack is a Web-based application service that supports the National GME Census. This service is jointly conducted by the AAMC and the AMA to simplify the collection and reporting of Graduate Medical Education (GME) program and resident data. GMETrack is a secure, user-friendly system that provides immediate and ongoing access to program and resident data in addition to other data management services, such as viewing, creating, and printing customized reports. The data in the GMETrack surveys create a longitudinal database of residency training for each ACGME-accredited residency and fellowship program. These data are used for specialty training tracking purposes and physician workforce



statistics and studies. GMETrack also allows medical school Deans and their authorized users access to a reporting feature to view, print, and download data on their school's graduates.

To learn more, please visit: <https://www.aamc.org/services/gmetrack/>

Key Contact: Marie Caulfield, Ph.D. Manager, Data Operations and Services, mcaulfield@aamc.org

Graduation Questionnaire (GQ)

The Medical School Graduation Questionnaire (GQ) is a national questionnaire administered by the AAMC.

The GQ was first administered in 1978 and is an important tool for medical schools to use in program evaluation and to improve the medical student experience. The GQ includes questions related to: pre-clinical experiences, clinical experiences, general medical education, student services, medical school experiences, diversity, special topics, financial aid (including indebtedness), career intentions (including specialty choice), and strengths and weaknesses.

The GQ has been approved by the American Institutes for Research Institutional Review Board and endorsed by the AAMC Organization of Student Representatives, the American Medical Association Medical Student Section, the American Medical Student Association, and the American College of Physicians, Council of Student Members.

Key Contact: Marie Caulfield, PhD, Data Operations and Services Manager, mcaulfield@aamc.org

Holistic Review

Holistic Review is a flexible, individualized way of assessing an applicant's capabilities by which balanced consideration is given to experiences, attributes, and academic metrics (E-A-M) and, when considered in combination, how the individual might contribute value as a medical student and future physician.

The purpose of the AAMC Holistic Review Project is to develop tools and resources that medical schools can adopt or adapt to create and sustain medical student diversity. The project focuses on the application and admissions process in the context of medical school mission and goals and other institutional efforts that promote diversity (e.g., outreach, recruitment, financial aid, and retention).

Key Contact: Marie Caulfield, PhD, Data Operations and Services Manager, mcaulfield@aamc.org

Medical Academic Performance Service (MedAPS)

MedAPS is a suite of services that is designed to promote continuous quality improvement in medical education. MedAPS consists of the following services:

- **Curriculum Inventory and Reports:** National repository and reporting tool designed to streamline and simplify data collection for benchmarking, educational research, and queries from media and legislators regarding medical education. Participating institutions will have access to a body of individualized and readily customizable reports related to detailed information about curriculum content, pedagogy, structure, and competencies. Public reports include graphical interpretations of medical education in the US, comprised of aggregate and historical curriculum-related data collected annually by the Liaison Committee on Medical Education (LCME) Annual Questionnaire. Available at: www.aamc.org/cir
- **Accreditation Standards Self-Evaluation Tool (ASSET):** Online LCME Medical Education Database pre-populated with data collected annually by the LCME and the AAMC. ASSET replaces the existing paper-based



self-study documents and provides institutions with the ability to manage their entire accreditation process using online workflows and reports. Learn more: www.aamc.org/asset

- **MedAPS Reports:** Web-based tool designed to assess individual medical school performance against LCME standards, Curriculum Inventory data, and LCME Annual Questionnaire data on an ongoing basis. MedAPS reports will provide medical school administrators, faculty, and staff with the ability to measure their institution's performance compared to national data and peer data. Learn more: <https://www.aamc.org/assetdashboard>

Each of these tools will be cross-referenced with each other, along with other AAMC offerings such as MedEdPORTAL, to provide one-stop access to a wide array of knowledge and opportunities for assessment and improvement available at the AAMC.

Key Contacts: Terri Cameron, MA, Director of Curriculum Programs, tcameron@aamc.org
 Robby Reynolds, MPA, Director, Medical Education Online Programs, rreynolds@aamc.org
 Walter Fitz-William, Sr. Program Operations Specialist, Medical Academic Performance Services (MedAPS), wfitzwilliam@aamc.org

MedEdPORTAL®

MedEdPORTAL is a free, cross-indexed suite of services provided by the Association of American Medical Colleges. Through Publications, iCollaborative, and the CE Directory, MedEdPORTAL aims to equip healthcare professionals across the continuum with effective and efficient educational and assessment tools to improve patient care.

- **Publications** maintains a rigorous peer review process that is based on standards utilized in the scholarly publishing community. Modules submitted to Publications are considered “stand-alone” and complete, have been classroom tested and are ready for implementation by other users at their own institutions. Each submission is scrutinized by editorial staff and independent reviewers using a standardized review instrument grounded in the tenets of scholarship. Accepted publications receive a formal citation and are considered pieces of educational scholarship that may be referenced in support of faculty advancement decisions.
- **iCollaborative** features educational tools that have not undergone the formal MedEdPORTAL peer review process. Posted resources are related to educational innovations that are being developed, implemented and tested within the health professions. Sample resources include programs which aim to change curriculum at health institutions or frameworks for educating learners on newly adopted patient safety protocols.
- **The CE Directory** promotes the availability of accredited continuing education activities in the support of patient care, lifelong learning, re-licensure, and maintenance of certification goals. Practicing health professionals are able to quickly search, find, and access high quality, accredited online courses developed by faculty and staff from non-commercial health institutions.

Combined, these services feature over 4,000 peer reviewed teaching and assessment tools, innovative resources, and online continuing education courses that cover the continuum of health education. The utilization of MedEdPORTAL continues to grow with over 1,000 downloads each week in 198 countries.

To learn more, please visit: www.mededportal.org

Key Contact: Robby Reynolds, Sr. Director, Medical Education Online Resources, rreynolds@aamc.org



Medical College Admission Test® (MCAT)

The Medical College Admission Test (MCAT) is a standardized multiple-choice, computer-based examination designed to help admission committees select students with the academic competencies that are needed for success in medical school.

The MCAT exam will change in 2015 to reflect recent changes in medical education and practice. The new exam will have four test sections: Biological and Biochemical Foundations of Living Systems; Chemical and Physical Foundations of Biological Systems; Psychological, Social, and Biological Foundations of Behavior, and Critical Analysis and Reasoning Skills. Information about the MCAT2015 exam, -- including the foundational concepts, content categories, and scientific inquiry and reasoning skills -- it will test can be found at www.aamc.org/mcat2015

Key Contact: Karen Mitchell, Ph.D., Senior Director, Admissions Testing Services, Operations and Services, kmitchell@aamc.org

Medical Minority Applicant Registry (Med-MAR)

The Medical Minority Applicant Registry (Med-MAR) was created to enhance admission opportunities for groups historically underrepresented in medicine. Students applying to medical school who self-identify as being from groups historically underrepresented in medicine or who are economically disadvantaged and plan to take the MCAT® exam can register for Med-MAR. The program's registry distributes basic biographical information about the examinee and the examinee's MCAT exam scores to minority affairs and admission offices of AAMC-member schools and certain health-related agencies interested in increasing opportunities for students participating in the program. Learn how to register for the Med-MAR and access frequently asked questions (FAQs) at <https://www.aamc.org/students/minorities/med-mar/>.

Key contact: Lisa Jennings, M.A. M.Ed., Sr. Specialist GSA Diversity Constituent Services, ljennings@aamc.org

Medical School Admission Requirements (MSAR®)

The Medical School Admission Requirements (MSAR) is a suite of guides produced by the Association of American Medical Colleges (AAMC). The MSAR staff collaborates with admissions offices at each medical school and combined B.S./M.D. program to compile the most up-to-date information about each school and program. Two MSAR guides are available: the Official Guide to Medical School Admissions (available in print or ebook) and the Medical School Admission Requirements site.

The Official Guide to Medical School Admissions includes chapters with information about the MCAT® Exam and AMCAS application, how to choose the right school, the application process, how admissions decisions are made, diversity in medical schools, financing a medical education, applicant and matriculant data, and more. The Official Guide is available in print or as an ebook for iPads, computers, Kindle, Nook and other tablet readers.

The Medical School Admission Requirements site is a database-driven website providing comprehensive listings of U.S. and Canadian medical schools and B.S./M.D. programs. All subscribers have access to two years of MSAR data. Users can perform advanced searches, sort data, browse schools at a glance, save favorites, compare schools, save notes, and access more data and information than ever before, including:

- MCAT® and GPA data
- Medical school class profiles
- Education costs and financial aid packages
- M.D./Ph.D. and other combined degree programs



- Data on applicant volunteer and research experiences
- Graduates' specialty choices
- Research opportunities

For more information, including a complete list of topics, information and data, see the MSAR website: www.aamc.org/msar

Key Contact: Tami Levin, Director, MSAR and Aspiring Docs Programs, tlevin@aamc.org

Minority Student Medical Career Fair

The Minority Student Medical Career Fair is sponsored by the AAMC's (Association of American Medical Colleges), Diversity Policy and Programs unit and held during its Annual Meeting. The event is an opportunity for our members to attract and recruit future applicants. We offer diversity affairs, admissions, PhD and MD-PhD program directors and administrators from U.S. medical schools along with other health professions schools the opportunity to meet with college and high school students, non-traditional students, pre-health advisors, guidance counselors, parents, and other interested individuals.

Participants are encouraged to "Explore the Possibilities in Medicine" and can obtain more information about this and other FREE events at www.aamc.org/medicalcareerfair

Key Contacts: Angela R. Moses, Diversity Policy and Programs, amoses@aamc.org
Amanda Owens, Program Specialist II, aowens@aamc.org

Summer Medical and Dental Education Program (SMDEP)

The Summer Medical and Dental Education Program (SMDEP) is a free six week academic enrichment program for freshman and sophomore college students from underserved communities who are interested in a career in medicine or dentistry. SMDEP is implemented at 12 sites across the nation—9 medical and dental school collaborations and 3 medical school only programs. The curriculum includes courses in basic sciences and quantitative topics, career development activities, clinical exposure, and seminars in financial planning and health policy.

SMDEP alumni are encouraged to stay connected to the program through variety of ways. Alumni can serve as Ambassadors of the program by assisting with recruitment and outreach to prospective students, attend alumni receptions hosted at student and health profession organization conferences, joining our social media sites (Facebook, Twitter and Instagram) and updating their contact information in the Alumni directory.

The Robert Wood Johnson Foundation has provided funding for the program since 1988, starting with the predecessor program—the Minority Medical Education Program. The National Program Office is housed at AAMC, and direction and technical assistance provided by the AAMC and the American Dental Education Association. For additional program information, visit www.smdep.org.

Key Contact: Norma Poll-Hunter, Ph.D., Director - Human Capital Portfolio, Diversity Policy and Programs, npoll@aamc.org

Visiting Student Application Service® (VSAS)

The Visiting Student Application Service (VSAS) is a standardized, online application for students applying to 4th year "away" electives. These rotations provide exposure to new educational experiences and a chance to explore residency opportunities.



Organization of Student Representatives

VSAS currently serves 139 U.S. medical “host” institutions, 164 U.S. medical “home” schools, and over 12,000 M.D. and D.O. students.

The benefits of a centralized service for visiting students include:

- **For students** – providing an easy-to-search database of electives, a standardized application, the ability to transmit supporting documentation, and the option to track applications and respond to elective offers;
- **For home schools** – granting student access to VSAS, reviewing students’ away schedules, standardizing the documentation and process to assist school staff in supporting students applying to other institutions;
- **For host institutions** – streamlining receipt of incoming applications, reducing paperwork, and centralizing data for department, campus and site staff.

Key Contacts: Melissa Donner, Director, VSAS, mdonner@aamc.org
Ebony Moody, VSAS Program Manager, emoody@aamc.org

For more information and a list of participating host institutions, please visit: <http://www.aamc.org/vsas>.



RULES AND REGULATIONS

THE ORGANIZATION OF STUDENT REPRESENTATIVES ASSOCIATION OF AMERICAN MEDICAL COLLEGES

I. Name

The name of the organization shall be the "Organization of Student Representatives" (hereinafter referred to as the OSR) of the Association of American Medical Colleges (hereinafter referred to as the AAMC).

II. Purpose

The purposes of the OSR shall be as follows:

- To provide a forum through which medical students can communicate among themselves and with other persons and groups interested in medical education, research, and patient care.
- To accurately assess and represent the views and interests of all medical students in leadership activities of the AAMC.
- To regularly communicate the activities and discussions within the academic medicine community to all medical students.
- To advance the development of leadership skills among medical students.

III. Membership

OSR representatives shall be of two types: OSR Institutional Representatives, who are medical students enrolled and active in schools with full institutional membership in the AAMC and OSR Associate Representatives, who are medical students enrolled in Canadian medical schools.

OSR Institutional and Associate Representatives shall be of two types:

An OSR Primary Representative ("OSR Primary Representative"), who is selected by his/her medical school to monitor activities at his/her institution, represent student opinion to the OSR Administrative Board ("Ad Board"), and relay national OSR and AAMC priorities to the students and staff of his/her institution. Three OSR Alternate Representatives ("OSR Alternate Representatives"), who are selected by their medical school to assist the OSR Primary Representative in carrying out his/her responsibilities.

OSR Representatives shall be selected by a process that is appropriate to the governance of each institution. This process should include student input, such as a vote of the student body. Institutions should structure the selection of OSR Primary and Alternate Representatives such that medical students from all class years and medical students at institutional satellite or branch campuses are adequately represented. Each OSR Institutional and Associate Representative must be certified by the dean (or his/her designee) of his/her school to the AAMC-OSR Executive Secretary.

Each full AAMC institutional member medical school has the right to cast one vote at OSR meetings; that vote is cast by the OSR Institutional Primary Representative, or, in the OSR Institutional Primary Representative's absence, by an OSR Institutional Alternate Representative. OSR Associate Representatives do not have voting privileges.



IV. Officers and Administrative Board

The elected national officers of the OSR include:

The OSR National Chair, whose duties are to:

- Set the agenda for the OSR Ad Board.
- Direct long-term planning for the OSR.
- Preside over OSR Ad Board and OSR National Business Meetings.
- Appoint, in consultation with the OSR Ad Board, the chair and members of all OSR committees.
- Serve as an ex-officio member, without vote, on all OSR committees.
- Appoint OSR liaisons to the Group on Educational Affairs (GEA) and Group on Student Affairs (GSA) Steering Committees and to other AAMC and external committees that invite the OSR to have a student representative.
- Communicate all actions and recommendations adopted by the OSR to the Chair of the AAMC Council of Deans (COD) and the student member of the AAMC Board of Directors.

The OSR National Chair Elect, whose duties are to:

- Preside or otherwise serve in the absence of the OSR National Chair.
- Succeed the OSR National Chair in that office at the completion of his/her term of office.
- If the OSR National Chair-Elect succeeds the OSR National Chair before the expiration of the Chair's term of office, such service shall not disqualify the Chair Elect from subsequently serving a full term as Chair.
- Assist the OSR National Chair, as requested, in the planning and implementation of OSR activities and projects.
- Chair the OSR Annual Meeting Program Planning Committee.

The OSR Immediate Past National Chair, whose duties are to:

- Ensure that projects and items requiring approval that were initiated during his/her term of office as OSR National Chair are completed.
- Chair the OSR Nominating Committee.
- Five OSR National Delegates, whose duties are to:
 - Collaborate on OSR projects and initiatives.
 - Serve on the OSR Annual Meeting Program Planning Committee.

» Terms of Office

The term of office for all OSR national officers shall be for one year. The OSR National Chair Elect progresses through the offices of Chair Elect, Chair, and Immediate Past Chair, for a three-year commitment. All OSR national officers shall serve until their successors are elected. The OSR National Chair-Elect and the OSR National Delegates are elected annually at the time of the AAMC Annual Meeting.



- **Vacancies**

If a vacancy occurs during the OSR National Chair's term of office, the OSR National Chair Elect will be advanced to fill the vacancy. The OSR National Chair Elect will complete his/her predecessor's term of office and then complete his/her own terms of office as Chair and Immediate Past Chair.

If a vacancy occurs during the OSR National Chair Elect's term of office, the OSR Ad Board will elect, by a simple majority vote, from among OSR Ad Board members, a new OSR National Chair Elect, who will serve in that capacity until the OSR Business Meeting at the next AAMC Annual Meeting, at which time nominations will be solicited and elections held for the positions of both OSR National Chair and OSR National Chair Elect.

If a vacancy occurs during an OSR National Delegate's term of office, the remaining members of the OSR Ad Board will elect, by a simple majority vote, from among the OSR Institutional Primary Representatives, a new OSR National Delegate, who will complete his/her predecessor's term of office.

› OSR Regional Officers

Each of the four AAMC regions shall elect the following regional officers to the OSR: one OSR Regional Chair, whose duties are to represent issues of regional interest and concern to the OSR Ad Board and to plan the OSR spring regional meeting program; and five OSR Regional Delegates, whose duties are to collaborate on OSR regional projects and initiatives and to assist the OSR Regional Chair in planning the OSR spring regional meeting program.

- **Terms of Office**

The terms of office of OSR regional officers shall be for one year. OSR regional officers are elected annually at the time of the OSR spring regional meetings. The terms of office of OSR Regional Chairs extend from the conclusion of the AAMC Annual Meeting in one year to the conclusion of the AAMC Annual Meeting in the following year. The terms of office of OSR Regional Delegates extend from the conclusion of the OSR spring regional meetings in one year to the conclusion of the OSR spring regional meetings in the following year.

- **Vacancies**

If a vacancy occurs during an OSR Regional Chair's term of office, the OSR Ad Board will elect, by a simple majority vote, from among OSR Institutional Primary Representatives in that region, a new OSR Regional Chair, who will complete his/her predecessor's term of office.

If a vacancy occurs during an OSR Regional Delegate's term of office, the OSR Regional Chair, in consultation with the remaining OSR Regional Delegates in that region, will select, from among the OSR Institutional Primary or Alternate Representatives in that region, a new OSR Regional Delegate, who will complete his/her predecessor's term of office.

› OSR Administrative Board

There shall be an OSR Administrative Board (Ad Board) composed of the OSR national officers and regional chairs that shall act as an executive committee to manage the affairs of the OSR and to take any necessary interim action on behalf of the OSR that may be required. The terms of office of OSR national and regional officers on the OSR Ad Board shall extend from the end of the AAMC Annual Meeting in one year through the AAMC Annual Meeting in the following year.

**• Vacancies**

Any member of the OSR Ad Board who is absent from two consecutive OSR Ad Board meetings will be considered as having vacated that position. The vacancy will be filled in accord with established policies and procedures for filling the specific position vacated.

Any member of the OSR Ad Board who is unable to carry out the responsibilities of the position to which he/she was elected is expected to resign from that position. The vacancy will be filled in accord with established policies and procedures for filling the specific position vacated.

› Eligibility to Hold OSR National and Regional Offices

All nominees for OSR national and regional offices must be enrolled in schools with full institutional membership in the AAMC and meet the following qualifications:

- For OSR National Chair and OSR National Chair Elect positions, candidates must be certified as an OSR Institutional Primary Representative at the time of nomination and retain that position throughout his/her term.
- For OSR National Delegate positions, candidates must be certified as an OSR Institutional Primary Representative within one month after election to office and retain that position throughout his/her term.
- For OSR Regional Chair positions, candidates must be certified as an OSR Institutional Primary Representative at least one month before the start of his/her term of office and retain that position throughout his/her term.
- For OSR Regional Delegate positions, candidates must be certified as an OSR Institutional Primary or Alternate Representative within one month after his/her election to office and retain that position throughout his/her term.
- The OSR National Chair, in consultation with OSR Ad Board, may make reasonable accommodations in these policies to permit the processing of certification forms and for transfers of office among past, present, and future OSR elected officers. In no instance shall such accommodations permit two or more representatives from the same institution to hold positions on the OSR Ad Board simultaneously.
- OSR Associate Representatives are not eligible to be nominated for OSR national or regional offices.

› Election Procedures

The OSR Ad Board shall establish and distribute annually to each OSR Primary and Alternate Representative appropriate procedures for the nomination and election of all OSR national and regional officers.

› Removal of OSR Officers

Any OSR officer may be removed from office by a vote of at least three fourths of the members of the OSR Ad Board. If the officer in question is a member of the OSR Ad Board, then that officer will not be permitted to vote on this matter and his/her vote will not be counted when determining the number of votes required for removal from office.

› OSR Program Director

The AAMC-OSR Program Director shall be appointed by the AAMC President to provide general strategic guidance to the OSR and OSR Ad Board as well as coordinate and direct OSR activities and projects. The OSR Program Director shall also coordinate the provision of appropriate staff support for administrative and procedural matters. Contact with related outside organizations outside of the OSR and/or the AAMC shall be coordinated with the Program Director.



V. OSR Committees

The OSR Nominating Committee shall be composed of not fewer than four (4) OSR Ad Board members, with due regard for regional representation. The Nominating Committee recommends to the OSR National Chair, the appointment of liaisons to the AAMC and other committees that invite the OSR to have a student representative. The OSR Immediate Past National Chair serves as chair of the Nominating Committee.

The OSR National Chair, in consultation with the OSR Ad Board, can establish standing and ad hoc committees to carry out important business of the OSR, develop charges for the work of the committees, and appoint the chairs and members of those committees.

VI. Representation on the AAMC Assembly

The OSR is authorized twelve (12) seats on the AAMC Assembly. Representatives of the OSR to the Assembly shall be determined according to the following priority: the OSR National Chair, the OSR National Chair-Elect, OSR Ad Board members, or other OSR Institutional Primary Representatives selected by the OSR Ad Board.

VII. Meetings, Quorum, and Parliamentary Procedures

- A. Regular national meetings of the OSR shall be held each year in conjunction with the fall AAMC Annual Meeting and at other times as designated by the OSR Ad Board.
- B. OSR regional meetings take place each spring, usually in conjunction with regional meetings of the AAMC Group on Student Affairs.
- C. Special meetings may be called by the OSR National Chair upon a majority vote of the OSR Ad Board, with approval of the AAMC President, provided at least 30 days notice is given to the OSR Institutional Primary Representative at each medical school.
- D. Fifty percent of OSR voting representatives attending a regularly scheduled meeting or conference that includes a business meeting shall constitute a quorum at the OSR's business meeting.
- E. Formal actions may be taken and elections held only at meetings at which a quorum is present. At such meetings, decisions will be made by a simple majority of those OSR Institutional Primary Representatives present and voting.
- F. In the conduct of meetings, the order of business shall be under the direction of the Chair who shall make all parliamentary decisions. Such decisions may be reversed by two-thirds majority of the voting members present and voting. Actions and elections may be held by electronic ballot using tools suitable for this purpose provided by AAMC. In each such case, the forwarding communication shall specify the date and time when the balloting shall close. Where actions or elections are taken by electronic ballot, the decision will be determined by a majority of votes cast within the specified timeframe.
- G. OSR meetings may be designated as open or closed. Attendance at closed meetings is limited to members and persons specifically invited. The OSR Ad Board may, from time to time, invite, as guests, representatives from other appropriate medical student organizations.



- H. The Ad Board shall meet in person or by conference call. Conference calls or electronic communication may be used to conduct business of the Ad Board and may be used, when practical, in place of other regular meetings.
- I. The OSR Ad Board may take actions and create policies on behalf of the OSR by a simple majority vote of OSR Ad Board members present at a meeting, except where OSR or AAMC policy provides more restrictive guidance. Fifty percent of the Ad Board will constitute a quorum. Decisions will be made by a majority vote or consensus.
- J. All actions of the OSR Ad Board must conform to AAMC bylaws and policy.
- K. Public statements or statements of policy by the OSR Ad Board require prior review and approval of the AAMC President or Board of Directors.

VIII. Operation and Liaison Relationships

The OSR shall report to the AAMC COD and shall relate to all three Councils of the AAMC and the Organization of Resident Representatives, as well as the AAMC Board of Directors. The OSR shall also be represented at AAMC Leadership Forum meetings by five Administrative Board members to be determined by the OSR Chair.

Creation of OSR committees and any major actions of the OSR may be subject to review and approval by the Chair of the AAMC-COD. The OSR National Chair, on the recommendation of the OSR Nominating Committee and in consultation with the OSR Ad Board, may appoint one or more of the members of the OSR Ad Board to serve as liaison(s) to (an)other medical student organization(s), provided that the liaison(s) inform(s) other OSR Ad Board members of the agenda(s) for such meetings, seek(s) guidance from the OSR Ad Board about issues under discussion, and submit(s) a written report to the Ad Board of meeting content and outcomes.

The OSR National Chair, on the recommendation of the OSR Nominating Committee and in consultation with the OSR Ad Board, may appoint medical students from AAMC-member institutions as liaisons to AAMC and other committees that invite the OSR to have a student representative.

Appointment of liaisons to these committees is for a one-year term, renewable annually for a maximum of three years. The duties of the OSR liaisons to AAMC and other committees are as follows:

- To seek guidance regarding committee agenda items from OSR Ad Board members and the AAMC-OSR Executive Secretary prior to all committee meetings.
- To submit regular written reports to the OSR Ad Board through the AAMC-OSR Executive Secretary regarding all committee meetings and activities.
- The OSR Ad Board shall establish and distribute annually appropriate procedures and eligibility criteria for the nomination and selection of all OSR liaisons.
- Failure to provide a liaison update to the OSR Administrative Board or to attend 2 or more meetings (in person or conference call) of the respective committee will prompt a discussion with the OSR Director and/or Chair about the liaison’s ability to perform required duties. Interventions may include removal of the liaison from the position or non-renewal of the liaison’s term at the end of the academic year if requirements of the position are not consistently met. The procedure for the replacement of a liaison will be left to the discretion of the OSR Ad Board and may include placement of a current Ad Board member as an interim liaison until a new liaison can be selected or an immediate call for applications to select a new liaison.



IX. Adoption and Amendments

These Rules and Regulations shall be adopted and may be altered, repealed, or amended, by a two-thirds vote of the OSR Institutional Primary Representatives present (or via electronic e-mail) at any general meeting of OSR representatives, provided that the total number of the votes cast for the changes constitutes a majority of the OSR Institutional Primary Representatives. The Rules and Regulations of the OSR are subject to approval by the AAMC Board of Directors.

Appendix:

Adopted by the Organization of Student Representatives October 28, 1971

Approved by the Council of Deans October 29, 1971

Revised and Approved by the 1995-96 OSR Administrative Board September 18, 1996

Revised and Approved by the 2001-02 OSR Administrative Board September 16, 2002

Approved by the AAMC Executive Council February 19, 2003

Revised and Approved by the 2004-05 OSR Administrative Board September 13, 2005

Approved by the AAMC Executive Council February 16, 2006

Revised and Approved by the 2008-2009 OSR Administrative Board August 18, 2009

Approved by the AAMC Board of Directors September 17, 2009

The Organization of Student Representatives was established with the adoption of the Association of American Medical Colleges Bylaw Revisions of February 13, 1971.



OSR REPRESENTATIVE CHECKLIST

New Primary Representative:

- Contact your school's previous representative about his/her activities with the OSR. If you are unable to contact them, contact Monique Mauge mmauge@aamc.org at the AAMC to get your Regional Chair's contact information. Your regional chair can help orient you to the OSR.

New Alternate Representative:

- Talk to your school's primary representative about the projects s/he has been doing, what projects may need your attention, and about the OSR.

Address/Phone Number:

- It is imperative that the AAMC and your Regional Chair have your current address/phone number at all times. If you move, **immediately** notify the AAMC and your regional chair to prevent any delays in communication.

Communicate With...

- Your Regional Chair** at least once or twice a month to find out if there are pressing OSR Administrative Board initiatives and to update him/her on interesting activities at your school. This person is your direct contact to the OSR Administrative Board and is most up to date with regional issues/plans. Constant communication, especially between meetings, is the key to representation.
- Your School's Student Affairs Officer/Dean** to convey the importance of the OSR and your role. Discuss OSR initiatives and your school's positions/policies. Plan in advance with your student affairs office for travel, hotel, and registration for OSR meetings.
- Your School Organizations (Student Government, AMSA, AMA MSS, etc.):** meet with and familiarize yourself with other student organizations and their activities. Introduce these groups to AAMC-OSR resources and activities.
- Your School's Student Body:** publicize the activities of the OSR/AAMC to the student body and report on important student issues occurring on the regional and national levels. Solicit students at your school for input on active OSR issues. Suggestions for communicating with your colleagues include posters, fliers, announcements in front of class, E mail, class/school newspapers, or whatever else you might find useful!

The OSR Handbook:

- Refer to the handbook, from which you pulled this checklist; it contains a great deal about the OSR and should be your first resource for any questions about the OSR.

E-mail:

- The OSR urges use of e-mail to communicate. Contact your school's office of information services to acquire an e-mail address. If you have an active electronic mail account, you will, as an OSR representative, automatically be subscribed to OSR's listserve "(osrreps)" and your region's listserve.



Regional/National Meetings:

- The OSR meets twice a year at four regional meetings (held in the spring) and the Annual Meeting (held in the fall). You will be sent registration materials from the AAMC for the Annual Meeting and from local coordinators for the regional meetings. **It is extremely important to try to attend both of these meetings; these are excellent opportunities to interact with students, educators, and administrators from all over the region/country. Plan to attend all OSR events.** Please contact your regional chair if you are having difficulty getting to a meeting.

*Each school has one vote at the meetings during elections. It is important to vote to determine the direction of the OSR. An alternate may vote if the primary representative is absent. If you must leave prior to the elections, ask about an absentee ballot.

National/Liaison Positions:

- Consider running for national or liaison positions. These positions offer considerable contact with people who have significant influence on medical education. The positions typically require a large commitment of time and effort. Details of the committee positions can be found within the OSR Handbook and in the “call for applications” sent out each fall; you may also contact your regional chair, an Administrative Board member, or call the OSR office.

Recruitment of New Representatives

It benefits your school to have more than one OSR representative, namely several alternates in addition to the primary representative. Some schools have more (e.g., one rep from each class or regional campus) who are active at school and attend meetings. Get additional students from your school involved in OSR and try to obtain funding for them to attend a meeting. Although only the designated primary and alternate representatives receive mailings and e-mails, other students can be involved and “learn the ropes” for future OSR involvement.

Orient any newly elected/appointed OSR representative at your school to the OSR. Make sure they are registered with the AAMC (via the certification form) and have copies of the handbook and this checklist. Contact your Regional Chair and the OSR office at the AAMC and inform them of the new representative’s status.

If you are no longer serving as an OSR rep, ensure that a replacement is secured either by election or appointment so that your school will maintain continual OSR representation and that the new representative will have a smooth transition (with your help) into his/her new post.

If you have questions, contact your Regional Chair OR:

Mary Halicki mhalicki@aamc.org

Monique Mauge mmauge@aamc.org

Michelle Harrison mharrison@aamc.org



WORKSHEET

1. Identify 3 issues of concern to you (pertaining to your school or national OSR activities) about which you will gather information during this Annual Meeting.

Issues

Contact Info

1. _____
2. _____
3. _____

2. Identify the sessions each member of your school's delegation will attend.

Primary Representative

Alternate Representative

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

3. List short-term goals to be completed within one month of this meeting.

- Report on Annual Meeting to Student Government/Body and Deans
- Write an article about the meeting for student newsletter

4. Identify two major issues you would like to see the Ad Board address this year (Send these to the OSR Chair or the OSR office).

5. Jot down interesting ideas you hear during the meeting and individuals you can contact for additional information.

Ideas

Contact Info



ABBREVIATIONS & ACRONYMS

AA	Academic Affairs (AAMC)
AACOM	American Association of Colleges of Osteopathic Medicine
AACPM	American Association of Collegiate Registrars and Admissions Officers
AADS	American Association of Dental Schools
AAVMC	American Association of Veterinary Medical Colleges
ABMS	American Board of Medical Specialties
ACCME	Accreditation Council for Continuing Medical Education (formerly LCCME)
ACGME	Accreditation Council for Graduate Medical Education (formerly LCGME)
ACME	Assessing Change in Medical Education (AAMC)
AERA	American Educational Research Association
AHA	American Hospital Association
AHC	Academic Health Center
AHME	Association for Hospital Medical Education
AMA	American Medical Association
AMCAS	American Medical College Application Service (AAMC)
AMSA	American Medical Student Association/ Foundation
AMWA	American Medical Women's Association
AOA	Alpha Omega Alpha
AOHA	American Osteopathic Hospital Association
APHA	American Public Health Association
BHPR	Bureau of Health Professions
BHSR	Biomedical and Health Sciences Research (AAMC)
CACMS	Committee on Accreditation of Canadian Medical Schools
CAS	Council of Academic Societies (AAMC)
CMSS	Council of Medical Specialty Societies
COA	Committee on Admissions, GSA (AAMC)



Organization of Student Representatives

COD	Council of Deans (AAMC)
COHEAO	Coalition of Higher Education Assistance Organizations
COMM	Communications (AAMC)
COSDA	Committee on Student Diversity Affairs, GSA (AAMC)
COSFA	Committee on Student Financial Assistance, GSA (AAMC)
COSR	Committee on Student Records, GSA (AAMC)
COTH	Council of Teaching Hospitals (AAMC)
CSAA	Clinical Skills Assessment Alliance (AAMC, NBME, ECFMG, ABMS)
DPP	Diversity Policy and Programs (AAMC)
HCA	Health Care Affairs (AAMC)
DOE	Department of Education
ECFMG	Educational Commission for Foreign Medical Graduates
EFN	Exceptional Financial Need Scholarship Program for Students
ERAS	Electronic Residency Application Service (AAMC)
FADHPS	Financial Assistance for Disadvantaged Health Professions Students
FAP	Fee Assistant Program (AAMC)
FAR	Find A Resident (AAMC)
FASHP	Federation of Associations of the Health Professions
FIRST	Financial Information, Resources, Services, and Tools
FMG	Foreign Medical Graduate
FSMB	Federation of State Medical Boards of the U.S., Inc.
GAPFAC	Graduate and Professional Financial Aid Service
GAPSFAS	Graduate and Professional School Financial Aid Service
GBA	Group on Business Affairs (AAMC)
GDI	Group on Diversity and Inclusion (AAMC)
GEA	Group on Educational Affairs (AAMC)
GFA	Group on Faculty Affairs (AAMC)



Organization of Student Representatives

GFP	Group on Faculty Practice (AAMC)
GHLO	Global Health Learning Opportunities (AAMC)
GIA	Group on Institutional Advancement (AAMC)
GIP	Group on Institutional Planning (AAMC)
GIR	Group on Information Resources (AAMC)
GME	Graduate Medical Education (AAMC)
GPEP	General Professional Education of the Physician & College Preparation for Medicine (AAMC)
GQ	Graduation Questionnaire (AAMC)
GR	Governmental Relations (AAMC)
GRA	Group on Resident Affairs (AAMC)
GRAND	Group on Research Advancement and Development (AAMC)
GREAT	Graduate Research, Education, and Training Group (AAMC)
GRMC	Group on Regional Medical Campuses (AAMC)
GRR	Government Relations Representatives (AAMC)
GSA	Group on Student Affairs (AAMC)
GWIMS	Group on Women in Medicine and Science (AAMC)
HCFA	Health Care Financing Administration
HEA	Higher Education Act
HEAL	Health Education Assistance Loan
HEMAR	Higher Education Management and Resources Foundation (part of HICA)
HHS	(Department of) Health and Human Services
HICA	HEMAR Insurance Corporation of America
HIM	Humanism in Medicine (AAMC)
HPPI	Health Professions Partnership Initiative (AAMC)
HPSL	Health Professions Student Loan Program
HRSA	Health Resources and Services Administration
IICC	Institute for Improving Clinical Care (AAMC)



Organization of Student Representatives

IIME	Institute for Improving Medical Education (AAMC)
IME	Innovations in Medical Education (AAMC)
LCME	Liaison Committee on Medical Education (medical school accreditation)
MCAT	Medical College Admission Test (AAMC)
MSAR	Medical School Admission Requirements (AAMC)
MSOUSMS	Minority Student Opportunities in United States Medical Schools (AAMC)
MSPE	Medical Student Performance Evaluation (AAMC)
MSQ	Matriculating Student Questionnaire (AAMC)
MSSS	Medical School Services and Studies (AAMC)
NAAHP	National Association of Advisors for the Health Professions
NASFAA	National Association of Student Financial Aid Administrators
NBME	National Board of Medical Examiners
NHSC	National Health Service Corps
NIH	National Institutes of Health
NMF	National Medical Fellowships
NRMP	National Resident Matching Program
MCS	Membership & Constituent Services (AAMC)
OPRES	Office of the President (AAMC)
ORR	Organization of Resident Representatives (AAMC)
OSR	Organization of Student Representatives (AAMC)
PHS	Public Health Service
RIME	Research in Medical Education
SAIMS	Student and Applicant Information Management System (AAMC)
SAP	Student Affairs and Programs (AAMC)
SAP	Satisfactory Academic Progress
SLIF	Student Loan Insurance Fund
SLMA	Student Loan Marketing Association (also known as "Sallie Mae")



Organization of Student Representatives

SLS	Supplemental Loans for Students Program
SNMA	Student National Medical Association
SSL	Stafford Student Loan
STAT	Short, Topical and Timely (AAMC)
USMLE	United States Medical Licensing Examination
WHO	World Health Organization
WLO	Women Liaison Offices (AAMC)
WMA	World Medical Association



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