



## CALL FOR OSR LIAISON APPLICATIONS

Each year, a formal application process enables OSR primary and alternate representatives to apply for a liaison position in which they have a special interest. For each committee with an opening, the OSR Administrative Board Nominating Committee selects a nominee and submits their name for review to the committee's chair, who formally appoints committee members.

**ALL CERTIFIED OSR REPRESENTATIVES MAY APPLY  
(Primary and Alternate Reps)**

**DEADLINE FOR APPLICATIONS IS MONDAY, FEBRUARY 17, 2020**

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 their tenure as OSR liaison.

Candidates for OSR liaison positions 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).

**Responsibilities:** The student selected by the OSR to serve in this capacity is the primary link between the OSR Administrative Board and committee. To facilitate communication concerning timely topics of interest to students, the representative must:

- Attend all assigned committee meetings during the term and meet the expectations of the respective committee. It is the OSR liaison's responsibility to be in regular contact with the AAMC staff person who oversees the committee. In addition, the liaison is required to contact the appropriate committee member for the meeting schedule. If the liaison is not able to attend a committee meeting, they need to notify the committee staff person and OSR staff, so that hotel rooms may be cancelled and other arrangements made.
- Stay in regular contact with the OSR Chair or another designated OSR Administrative Board member to learn of OSR Administrative Board concerns. It is also the liaison's responsibility to provide the OSR Administrative Board with information on issues relevant to their committee assignment.
- Present an OSR update at each committee meeting (obtained from the OSR Chair or OSR staff)
- Submit a brief meeting update within two weeks after the committee meeting to OSR staff. This report will be posted on the OSR web site and distributed to the OSR Ad Board.
- OSR liaison appointments are renewable yearly until graduation.
- The respective committee covers expenses related to travel and lodging for committee meetings.

**To apply:**

1. OSR liaison applications are due **Monday, February 17, 2020**.
2. Application Checklist:
  - Completed liaison applications
  - Current resume/curriculum vitae
  - Statement(s) of interest (*1-page, maximum*) - If applying to multiple positions, please provide a statement of interest for each position to which you are applying.
    - i. For example, if you have interest in being considered for both the Electronic Residency Application Service (ERAS) Advisory Committee and the Group on Information Resources, two separate statements are required. Please note that there may be overlap between the statements; however, each statement should be tailored to the position description and the characteristics being sought.
  - Letter of recommendation from your Dean (Associate Dean or Dean of Student Affairs; *2 pages maximum*) - The letter should include the dean's acknowledgment and support for the applicant serving as a liaison. It should also speak to the applicant's qualities and characteristics as it relates to holding a committee position and provide a summary as to why they would recommend this individual for the role.
3. Your application package should be emailed in a single file to [osr@aamc.org](mailto:osr@aamc.org). The letter of recommendation from your Dean can be sent separately on your behalf.
4. For questions contact Monique Mauge at (202) 862-6006.
5. Notification of liaison appointments will be announced by April 2020.

## **2020 OSR Liaison Position openings:**

### **[Electronic Residency Application Service \(ERAS®\)](#)**

ERAS streamlines the residency application process for applicants, their medical schools, letter of recommendation (LoR) authors and program directors. By providing applicants the ability to build and deliver their application and supporting materials individually or as a package to programs, ERAS provides a centralized, but flexible solution to the residency application process.

OSR representatives are asked to provide the students' point of view in the process. In advance of each meeting, each member is asked to provide a brief report which should include feedback from their peers regarding their experiences with the applications as well as suggestion for improving the process. The Advisory Committee advises AAMC staff regarding policy and implementation and gathers twice a year, once in Washington DC (the AAMC covers travel expenses) in April and once virtually in September.

**Current OSR Liaison:** Katherine Harriel, [kharriel@umc.edu](mailto:kharriel@umc.edu)

## Group on Information Resources

The AAMC Group on Information Resources (GIR) provides a forum for individuals in relevant roles of leadership and responsibility to promote excellence in the application and integration of information resources in academic medicine, including medical education, clinical care, and health sciences research.

The GIR engages and informs members across the health education continuum on numerous topics including technology application and innovation, legislation and compliance, medical simulation, patient privacy and security, infrastructure guidance, educational resource delivery, medical informatics, and developing industry leadership. The GIR achieves this by hosting various summits and networking events, establishing and supporting committees and interest groups, publishing resource materials, and enabling meaningful communication between individual constituents and institutions.

The Group's membership numbers over 900; they come in roughly equal numbers from medical schools and teaching hospitals, where they hold positions as CIOs, associate or assistant deans, IT directors, education technologists, informaticians, and librarians.

The GIR meets once a year during the spring and offers additional engagement and networking opportunities, such as programming at the AAMC Annual Meeting, the Digital Research Enterprise Summit, the Educational Technology Summit and partnership programs like the Academic Medical Center Security and Privacy Conference.

## Group on Regional Medical Campuses (GRMC)

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 order 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.

Currently, the GRMC is focusing its efforts on issues related to community-based faculty needs and development, community engagement, and diversity.

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.

**Current OSR Liaison:** Kaia Barth, [kbarth2@uw.edu](mailto:kbarth2@uw.edu)

## 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 regions, a committee chair, the GSA national chair, liaison from the Committee on Diversity Affairs, COSFA-Committee on Student Records (COSR) Liaisons, and an OSR liaison. The Committee's charge is to provide guidance on legislative and regulatory issues regarding type, availability, and delivery of financial assistance to medical students. The Committee may identify projects 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.

The OSR liaison reports students' concerns to COSFA and in turn is expected to update students on COSFA's current activities and areas of concern. This is accomplished via the OSR listserv and by written and oral reports to COSFA and the OSR Administrative Board. Conference calls are generally held once per month, on a set day and time, for approximately one hour. Additional, ad-hoc, conference calls may be scheduled throughout the year as hot topics arise. This committee generally meets in-person during the winter Health Professions Financial Aid Administrators Conference or GSA Professional Development Conference, in Washington, DC in the summer as part of GSA Committee Week activities and in conjunction with the LSL, the AAMC annual meeting in the fall. The AAMC will reimburse the liaison's expenses (travel, hotel and meals) for the summer meeting held in Washington, DC. Student liaisons will not be reimbursed for travel expenses associated with the spring or AAMC Annual Meetings, it is expected that the liaison's institution will cover any Annual Meeting expenses. The AAMC does cover the costs associated with attending the committee meeting, if applicable (i.e. one night's stay in a hotel and meals associated with travel). (\*\*Note: First meeting will be July 8-9, 2020 in Washington, DC).

**Current OSR Liaison:** Abdul Kazi, [awk36@njms.rutgers.edu](mailto:awk36@njms.rutgers.edu)

## 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; discusses issues of national interest that are brought to its attention by GSA constituents or AAMC staff; develops educational and support programs and activities to assist medical school registrars; and assists in the development of plans for sessions for LSL, the AAMC Annual Meeting and for professional development conferences for consideration by the GSA Steering Committee. The committee may also 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 a year in the summer. The AAMC will cover for the liaison's expenses (travel, hotel and meals) for this in-person meeting. Conference calls are generally held once per month, on a set day and time, for approximately one hour. An additional conference call that includes the entire student records community is held quarterly. Additionally, 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 LSL, AAMC Annual Meeting, it is expected that the liaison's institution will cover any Annual Meeting expenses. (\*\*Note: First meeting will be July 8-9, 2020 in Washington, DC).

**Current OSR Liaison:** Pranjal Gupta, [pgupta28@jhmi.edu](mailto:pgupta28@jhmi.edu)

## 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 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). [www.aamc.org/iq](http://www.aamc.org/iq)

**Current OSR Liaison:** Aydin Zahedivash, [aydin@utexas.edu](mailto:aydin@utexas.edu)

## 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.

The term on the advisory committee is typically for three years for professional representatives and two years for student representative members. During their term, committee members are expected to:

- Participate in a 1- to 2-day meeting in Philadelphia
- Participate in a 3-hr conference call
- On occasion, the NBME convenes a special purpose meeting or a conference call to discuss issues related to new initiatives.

The NBME reimburses for authorized travel expenses to and from meetings, as well as lodging and meals while in Philadelphia for committee members.

**Current OSR Liaison:** Joseph Geraghty, [jgerag2@uic.edu](mailto:jgerag2@uic.edu)

## Student Surveys Advisory Committee

The mission of the AAMC Student Surveys Advisory Committee (SSAC) is to work with stakeholders to provide effective and timely program evaluation tools for the improvement of medical education. The SSAC is made up of representatives from the GSA, GRA, GEA, GDI, Financial Aid, Holistic Review, ORR, a representative from Canada, and OSR. The Committee is charged with advising the AAMC staff responsible for 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 SSAC meets face-to-face once each year, typically in September or October and by conference call twice a year or on an as needed basis. The Committee has identified four main users of the data from these student surveys: medical school administration, medical school researchers, AAMC staff, and the LCME.

**Current OSR Liaison:** Michael Trainer, [traineruga@gmail.com](mailto:traineruga@gmail.com)

## Group on Institutional Planning Steering Committee

The primary mission of the AAMC's Group on Institutional Planning (GIP) is to advance the discipline of planning in academic medicine by enhancing the skills and knowledge of professional planners; to promote the value of planning; and to connect people, resources, and ideas. Membership is comprised of individuals involved at their institution with space planning, strategic planning, academic planning, clinical services, planning and marketing, facilities planning, information systems planning, and resource planning. The OSR liaison to the GIP will serve several critical roles: as a key stakeholder, the GIP is interested in hearing a student perspective in areas related to medical school space and facilities, and strategic planning. The planning discipline in general benefits from a diverse stakeholder perspective – the Steering Committee encompasses most perspectives, including a dean, and ideally a student too; and “planning” is a great skill to have, and the hope is that the liaison can learn some of these critical skills and learn more about the operations and planning that goes into managing a medical school. The GIP Steering Committee meets twice a year – one time at the AAMC offices in June (paid for by the AAMC); and one time in the fall, typically to coincide with the AAMC Annual Meeting (the cost to attend this meeting is not covered by the AAMC). The Steering Committee also convenes monthly conference calls. GIP members are asked to serve on panels and webinars throughout the course of the year to provide perspectives in planning and space.

**Current OSR Liaison:** Mark Mullen, [mmullen8@slu.edu](mailto:mmullen8@slu.edu)