



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 WEDNESDAY, FEBRUARY 17, 2021

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 **Wednesday, February 17, 2021**.
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. 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 late April 2021.

2021 OSR Liaison Position openings:

[Advancing Holistic Principles Advisory Committee \(HRPAC\)](#)

Holistic Review, as conceptualized by the AAMC, is a flexible framework that was originally created for use in medical school admissions. Its purpose is to provide an individualized way of assessing an applicant's capabilities so that balanced consideration is given to an applicant's experiences, attributes, and academic metrics (E-A-M). Holistic Review aims to create learner-centered and asset-focused policies and practices in medical schools and teaching hospitals.

The AAMC Holistic Review framework and its underlying principles are now being extended into new areas of academic medicine such as faculty hiring, resident selection, and student affairs. AAMC's Holistic Review team works with schools and institutions who are leading holistic innovations and partners with them to lift up, professionalize, and systematize promising work based on the principles of Holistic Review so that it can be replicated by other professionals across all the mission areas of academic medicine.

The Advancing Holistic Principles Advisory Committee provides a representative voice for the professionals working to advance holistic principles and practices across all academic medicine mission areas. This representative voice engenders change, promotes promising practice, advances awareness, and empowers medical schools and teaching hospitals to increase access, promote diversity, inclusion and equity, and advance antiracist practices across academic medicine.

The OSR liaison will:

- Serve for a one-year term, with the potential to extend if mutually agreeable.
- Attend all HRPAC meetings as follows: three times per year in 2-hour virtual sessions and one time per year for 1.5 days or the virtual equivalent spread over a 1-week period.
- Relay pertinent information between the Advancing Holistic Principles Advisory Committee and the OSR
- Ensure that issues relevant to the OSR are presented and considered adequately with feedback
- Keep both committees/groups aware of each other's projects and "hot topics," and help identify opportunities for engagement and joint projects.
- Provide a student voice on presentations, projects, and other work streams as applicable

[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: Madeline Cohen, mac504@med.miami.edu

[Careers in Medicine Advisory Committee](#)

The mission of the CiM Advisory Committee is to provide guidance, counsel, and input for the ongoing development of the CiM program. The CiM program delivers high quality career-planning resources, tools, data and training to support physicians-in-training, and those who advise them in identifying career goals, choosing a specialty, and applying to residency.

The CiM Advisory Committee achieves its mission through:

- Consideration of educational and support programs and activities to assist schools in advising medical students on specialty choice and residency match
- Assisting with the development of topics for, and participation in AAMC/ Group on Student Affairs (GSA) meetings, conferences, and learning opportunities
- Participate in both short- and long-term collaborative projects
- Serving as the voice of medical schools to identify and address hot topics, and issues, and aid the CiM team in seeking solutions

The OSR CiM Advisory Committee representative requirements are as follows:

- Preferred 2-year commitment, however, the length of the term will end upon the student's graduation from medical school (option for extension)
- Term begins in conjunction with the OSR nomination schedule
- Experience using the Careers in Medicine program
- Must be a member of the OSR
- Participation in conference calls (ranging from quarterly to monthly) and up to one in-person meeting with flight, hotel, and food expenses (during the meeting) funded by the AAMC

- Represent CiM in various capacities, educate peers about the CiM program, and facilitate communication between the CiM Advisory Committee, the OSR, and the medical student population
- Aid and participate in career advising related programming for relevant conferences
- Review applications and identify recipients of the annual CiM Excellence in Career Advising awards (July)
- Nominate, review, and vote on new members to join the advisory committee
- Term ends once the representative graduates from medical school or leaves the OSR

Current OSR Liaison: Meredith Moore, groganml@mail.uc.edu

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: Lawrence Parawan, parawan@etsu.edu

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 AAMC staff in the development of plans for sessions for the AAMC Annual Meeting and for Professional Development Conferences (PDC). The Committee may identify activities and projects, (e.g. a national survey or the development of a guidance) to address issues of importance and interest to the admissions community. 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 virtually, and once a year, in-person, in Washington, DC in the summer of each year. The AAMC will reimburse the liaison’s expenses (travel, hotel and meals) for the in-person meetings. Virtual conferences 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. In the years when a Professional Development Conference occur (national or regional), the student is eligible to attend but is not typically reimbursed by the AAMC, unless a committee meeting is held in conjunction with the meeting. In these cases, the AAMC will cover for one night hotel, the student will be responsible for meeting registration fee and

additional hotel nights. 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.

Current OSR Liaison: Ebony Manigault, en7162@med.wayne.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. The standard term on the SSAC is three years. It is important that the OSR member is able to serve on the committee for at least two years to become fully acclimated to the work of the SSAC and to assist in making timely and important contributions as they relate to administering the four surveys, etc. Occasionally, there are exceptions to member terms to maintain full representation.

Current OSR Liaison: David Deemer, ddeemer@llu.edu

Visiting Student Learning Opportunities (VSLO) Advisory Committee

The mission of the VSLO Advisory Committee is to ensure that the VSLO program is responsive to the needs of institutions that send and receive medical and public health students for short-term learning opportunities, and of students engaging in these opportunities. Members of the committee should be dedicated to seeking out, listening to, and representing the diverse perspectives and expertise of applicants, medical schools, hospitals, and other stakeholders, including organizations that play critical roles in the transition to residency.

The VSLO Advisory Committee's work will focus on 3 areas:

VSLO Program Enhancements

The committee will recommend as well as receive and consider policy changes and implications to the VSLO service across all components of the program. Each member should elicit feedback from their home institution and peers at other institutions and specialty groups.

VSLO Application Service Review

Each committee member is responsible for providing thoughtful feedback about how the VSLO application service might be improved to respond to the needs of the user community. Efforts will be made to consider the impact of changes on all users, and the committee will participate in the impact analysis of recommended changes. When new features are being developed for the application service, committee members may be requested to recommend individuals whose input on software features would be most beneficial.

Change Implementation

Once a change has been recommended by the Advisory Committee and approved by the AAMC, members will assist VSLO with the implementation of the change. Insignificant changes may not require committee oversight. Sizeable changes, however, may result in the formation of a sub-committee, which will be made up of committee members joined by other individuals whose skill sets will best enable successful implementation.

The OSR liaison will provide the student perspective across these areas. In advance of each meeting, each member may be asked to provide a brief report to include feedback and recommendations from their peers regarding aspects of the VSLO program and application service that will be the focus of the Advisory Committee upcoming meeting agenda.

The Advisory Committee will gather twice a year, once virtually or in-person (most often at the AAMC offices) in February, and once in the fall at the AAMC Annual Meeting (the cost to attend this meeting is not covered by the AAMC).

****Note:** The term for the VSLO liaison term begins November 2021 and ends November 2022. The OSR liaison will serve for a one-year term, with the potential to extend if mutually agreeable.