Guide to Leveraging LLMs for AAMC Resources in Medical Education Selection

As medical education evolves, institutions have an opportunity to responsibly integrate artificial intelligence (AI) into their selection processes, guided by the AAMC's comprehensive resources. AI platforms like Claude (Anthropic), ChatGPT (OpenAI), and NotebookLM (Google) can help you explore, understand, and implement these resources effectively. These platforms (also called large language models, or LLMs) serve as powerful tools for working with AAMC materials.

Why Use AI Platforms to Navigate AAMC Resources?

Once you upload AAMC documents to these AI platforms, they can enhance your work in several ways:

Quality assurance and verification. AI platforms can distinguish between official AAMC guidance and their own interpretations by providing specific citations, enabling you to verify information against source documents and helping to identify potential AI-generated inaccuracies — sometimes called "hallucinations" in AI terminology.

Quick information summary. AI platforms can quickly read through multiple AAMC documents, saving you valuable time while helping you find relevant details that address your specific needs.

Better understanding. You can ask AI platforms to gather information from AAMC resources that home in on complex ideas, not only summarizing that information but then explaining those ideas in simpler terms.

Finding connections. AI platforms excel at detecting patterns and connections across AAMC resources, revealing important themes and relationships you might otherwise miss.

Planning help. AI platforms can help create customized, step-by-step implementation strategies that align AAMC guidelines with your program's unique, specific goals.

Even with these best practices in place, remember that AI platforms can still generate hallucinated or inaccurate information, so always verify responses.

Note: This guide shows you how to use AI platforms to understand and implement AAMC AI resources and guidelines. For guidance on evaluating or selecting applicants, please refer directly to the AAMC's official documentation and your program's policies.

Getting Started

Before you begin, we recommend:

1. Get and review your program's AI usage policies.
2. Download these key AAMC resources:
    - Principles for Responsible AI in Medical School and Residency Selection.
    - Institutional Readiness Guide: A tool to check if you are ready to implement AI.
    - Essential AI Terms and Definitions: A guide to help you understand AI concepts.
    - Vendor Evaluation Guide: How to evaluate AI vendors.

How to Use This Guide

AI tools change quickly, but these tips for working with them stay valuable:

1. Learn What the Model Can Do
2. Write Better Questions
3. Ask for Evidence-Based Answers
4. Give Clear Background Information
5. Think About Privacy

Each section includes example questions and conversations showing effective ways to work with AI platforms. You can adapt these examples to fit your program's specific needs.

Learn What the Model Can Do

AI platforms are like sophisticated research assistants, each with different strengths and capabilities. Before diving into your admissions and selection process work, it's important to understand what each platform can and cannot do. This knowledge serves two key purposes:

1. **Accuracy and quality checks**. Understanding platform capabilities helps you effectively verify information, recognize potential hallucinations, and structure better verification requests.
2. **Better understanding**. Familiarity with platform features allows you to leverage their explanation capabilities for complex topics.

For detailed guidance, refer to each platform's documentation: ChatGPT documentation and Claude documentation.

Original (Less Effective) Prompt

"Tell me what features you have."

Improved Prompt

"Search web for the current capabilities and limitations of [Model Name], especially regarding:

1. Available subscription levels (free vs. paid) and their features.
2. Document upload and handling specifications:
    - Supported file formats (PDF, Word, Excel, etc.)
    - Maximum file sizes.
    - Number of files that can be uploaded simultaneously.
    - Whether files persist between conversations.
    - Privacy and data retention policies for uploaded files.
3. Internet access and web search capabilities at each tier.
4. Additional features available for academic institution accounts.

Please include specific references to official guides or documentation from the platform."

Why it's better:

- Uses specific model names like "Claude Sonnet 3.7" or "GPT-4o" instead of generic references.
- Verifies internet access capabilities, which can vary by platform.
- Clearly explains how documents are handled and any limitations.
- References official documentation to ensure accurate information.
- Acknowledges that different platforms have varying capabilities.
- Maintains a record of platform features for future reference.
- Focuses on document management features relevant to admissions processes.

Write Better Questions

When working with AI platforms, the quality of your questions directly affects how helpful the responses will be. Think of it like the difference between asking a new employee "Can you help with admissions?" versus giving them specific tasks and context about your needs. Clear, specific questions lead to more valuable insights by:

1. **Better understanding**. Clear questions lead to clearer explanations, much like giving specific instructions to a colleague.
2. **Finding connections**. Structured questions help AI identify patterns and relationships across different AAMC resources.
3. **Quality checks**. Detailed questions enable AI to spot potential gaps or inconsistencies in your understanding.

Original (Less Effective) Prompt

"I need help understanding AI terminology for medical school admissions. Can you explain the terms from the AAMC documents?"

Improved Prompt

"I am attaching these AAMC documents about implementing AI in medical education selection:

'AAMC Principles for Responsible AI.pdf'
'Essential AI Terms and Definitions for Implementing AI in Selection.pdf'
'Guide to Assessing Your Institution's Readiness for Implementing AI in Selection.pdf'
'Guide to Evaluating Vendors on AI Capabilities and Offerings.pdf'

Using the 'Essential AI Terms and Definitions for Implementing AI in Selection.pdf,' please:

1. Provide a specific example of how each term applies to medical school admissions.
2. Explain how understanding this term helps support human decision-making in the selection process.

Requirements:

- Keep explanations clear and accessible for admissions and selection staff.
- Use consistent terminology from the AAMC document.
- Focus on practical applications in medical education."

Why it's better:

- Names specific source document.
- Provides structured, numbered requests.
- Clearly states requirements.
- Asks for practical examples.
- Uses consistent AAMC terminology.

Write Better Questions (Follow-up)

Sometimes your initial question may not yield all the information you need, or you might want to delve deeper into a specific aspect of the AI platform's response. Crafting effective follow-up questions ensures you extract more targeted, practical insights tailored to your institution's selection process. This iterative approach helps clarify ambiguities and fill in gaps, leading to better-informed decisions.

Original (Less Effective) Follow-up

"How does model complexity affect accuracy?"

Improved Follow-up

"Your explanations of model complexity and predictive accuracy were helpful. I'd like to delve a bit deeper:

1. **Relationship in Admissions:** Can you clarify how model complexity and predictive accuracy specifically relate in medical school admissions, using examples or citations from AAMC definitions?
2. **Tradeoffs:** Could you outline the tradeoffs between using more complex models and achieving high accuracy? Please include any practical scenarios or potential pitfalls we might encounter.
3. **Interpretability:** How might these tradeoffs affect our ability to interpret applicant results? What practical strategies or adjustments could help mitigate these challenges?

Please provide detailed reasoning for each point, and if there are any limitations or additional considerations, include those as well."

Why it's better:

- Breaks the follow-up into clear, actionable questions.
- Requests AAMC citations and practical examples for grounding the response.
- Prompts deeper explanations by addressing uncertainties with detailed rationale.
- Specifies needed details, reducing ambiguity and aligning with your selection process needs.

Ask for Evidence-Based Answers

In medical education selection, every decision needs to be based on solid evidence and clear reasoning. When working with AI platforms, you'll want your responses to be just as well-documented as your current admissions processes. This means asking the AI to show its work: citing specific AAMC guidelines, explaining its reasoning, and being clear about what's official guidance versus helpful suggestions. AI responses may change over time even with identical prompts, making consistent citation and verification especially important. Think of it like asking a new colleague to document their decision-making process — this helps verify information and identify potential gaps or misunderstandings.

Original (Less Effective) Prompt

"Using the AAMC guides, tell me what we need to do to get ready for AI implementation."

Improved Prompt

"I am attaching four PDFs from the AAMC related to the responsible implementation of AI in both undergraduate and graduate medical education selection processes. The files are:
'AAMC Principles for Responsible AI.pdf'
'Essential AI Terms and Definitions for Implementing AI in Selection.pdf'
'Guide to Assessing Your Institution's Readiness for Implementing AI in Selection.pdf'
'Guide to Evaluating Vendors on AI Capabilities and Offerings.pdf'

Based on the 'Guide to Assessing Your Institution's Readiness for Implementing AI in Selection,' please analyze:

1. How different stakeholders (admissions officers, IT staff, leadership) need to collaborate on:
    - Understanding current selection processes.
    - Evaluating data infrastructure.
    - Assembling effective teams.
    - Securing resources.
    - Developing ethical frameworks.
2. What specific challenges might arise from stakeholder misalignment?

Requirements:

- Quote relevant sections from the guide.
- Break down analysis step-by-step.
- Distinguish between AAMC guidance and your recommendations.
- Highlight any areas needing additional research.
- Focus on practical implementation challenges."

Why it's better:

- Requests direct citations from AAMC materials.
- Requires step-by-step explanation of reasoning.
- Distinguishes between facts and interpretations.
- Explicitly asks to identify knowledge gaps.
- Maintains focus on verifiable information.

Give Clear Background Information

When using AI platforms to work with AAMC resources, providing context is crucial but requires careful balance. AI project features (like Claude Projects or NotebookLM) let you upload documents once and access them across conversations, saving time and maintaining consistency. Share enough program information for insights while protecting sensitive data. Here's how contextual information enhances your AI interactions:

1. **Better understanding**. Context allows AI to tailor explanations to your specific situation.
2. **Finding connections**. Background information helps AI make more relevant connections.
3. **Planning help**. Detailed context enables more practical and applicable implementation plans.

Original (Less Effective) Prompt

"Help us evaluate AI vendors for our residency program using the AAMC guides."

Improved Prompt

"I am attaching AAMC documents on AI implementation in medical education selection: 'AAMC Principles for Responsible AI.pdf' 'Essential AI Terms and Definitions for Implementing AI in Selection.pdf' 'Guide to Assessing Your Institution's Readiness for Implementing AI in Selection.pdf' 'Guide to Evaluating Vendors on AI Capabilities and Offerings.pdf'

Program Context:

- Academic medical center residency program.
- Multiple training sites.
- Focus: Clinical training, research, subspecialty exposure.
- Priorities: Mentorship, board preparation, leadership development.

Using the 'Guide to Evaluating Vendors on AI Capabilities and Offerings,' help us:

1. Identify key vendor questions for our program needs.
2. Spot potential implementation challenges.

Please:

- Include direct quotes from the guide.
- Show your thinking step-by-step.
- Separate AAMC guidance from suggestions.
- Note where we need more information.
- Keep focus on practical next steps."

Why it's better:

- Lists specific documents and grounds analysis using AAMC guidelines.
- Highlights relevant program details without oversharing.
- Structures requirements clearly.
- Maintains institutional privacy.

Think About Privacy

AI platforms have different privacy features, data policies, and compliance standards. Before sharing institutional data, understand each platform's privacy controls and verify alignment with Health Insurance Portability and Accountability Act (HIPAA), Family Education Rights and Privacy Act (FERPA), and your institution's requirements. Pay special attention to data retention policies and whether conversations are used for AI training. Consider these benefits of due diligence:

1. **Security and accuracy**. Promotes sensitive information is handled appropriately.
2. **Planning help**. Enables safe sharing of institutional context for implementation planning.

Original (Less Effective) Prompt

"Compare the privacy features of different AI platforms."

Improved Prompt

"Search the web to create a current privacy comparison table for [Platform 1], [Platform 2], and [Platform 3]*, focusing on:

1. Data Handling
    - Collection practices.
    - Storage duration.
    - Training data usage.
2. Privacy Controls
    - Opt-out options.
    - Deletion capabilities.
    - Access controls.
3. Compliance
    - HIPAA/FERPA features.
    - Security certifications.
    - Audit capabilities.

Use official documentation and include URLs for verification. Note when information isn't publicly available or needs institutional verification."

* Replace [AI Product 1, 2, or 3] with actual product names you're researching

Why it's better:

- Requests structured outputs in an easy-to-scan table.
- Uses live web search for current policies.
- Focuses on critical educational regulations (e.g., HIPAA, FERPA).
- Requires sources for verification.
- Shows enterprise versus basic feature differences.

Further Reading

Scan the QR code for more information about AI Resources for Admission and Selection Processes.