



UNIVERSITY *of* MARYLAND
SCHOOL OF MEDICINE

**Medical Doctor - Oral Maxillofacial Surgery
Training Program**

**Student
Handbook
2023-2024**

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Section I

Program Goals

The purpose of our Medical Doctor – Oral Maxillofacial Surgery Training Program (OMS-MD PROGRAM) is to prepare our students for careers as surgeon-scientists who will engage in research and clinical work to seek knowledge and apply that knowledge to enhance health. We offer rigorous and comprehensive scientific and clinical education and training to talented, motivated students within a thoughtfully integrated curriculum. The focused goals of the OMS-MD PROGRAM are:

- (1) to recruit a diverse spectrum of students with outstanding scientific and academic credentials and a commitment to clinical care.
- (2) to provide a rigorous program that includes training in research and clinical practice; and
- (3) to provide guidance so that students succeed in their academic and clinical pursuit as well as acquire the scientific and clinical credentials necessary for completion of the Maxillofacial surgery training program and lasting contributions to the advancement of human health.

The following lists the organizational team members for both the SOM and SOD

School Of Medicine

Dean of SOM

Vice Dean of SOM

SOM Associate Dean of Admissions

SOM Senior Associate Dean, Student Affairs

SOM Associate Dean, Student Affairs

School of Dentistry

Dean of SOD

SOD OMS Interim Chair

SOD OMS Program Director

SOD OMS Residency Coordinator

Program Administration

Overview. The OMS-MD governance and administrative structure is illustrated in **Figure 1**. The program administration reports directly to the Senior Associate Dean for Undergraduate Medical Education at the School of Medicine and ultimately to the Dean of the School of Medicine. We work in close collaboration with the Associate Deans for Medical Admissions, Medical Education, and Student Affairs during all phases of the OMS-MD PROGRAM.

OMS Program Director: The OMS PD is a full time, ABOMS certified surgeon. The PD is responsible for the program while the trainee is on the OMS service. Any problems or issue

arising during this phase of the training will be addressed by the PD and communicated with the Associated Dean of Student affairs while the trainee remains a student of SOM.

Assistant Dean Student Affairs: While the trainee is SOM, the associate Dean of student Affairs will be responsible for the student. Any problems or issue arising during this phase of the training will be addressed by the Assistant Dean of Student Affairs and communicated with the OMS PD while the training is attending SOM.

OMS Residency Coordinator (OMSRC): This individual is responsible for the day to day running of the program and for communications with SOM/SOD/ACGME/CODA. This individual will be participating in admissions process, handling of the transfer credits as well as the administrative duties of the program.

Associate Dean of Admissions: Will review potential applicants for admission to the OMS-MD PROGRAM and provide recommendation to the OMS PD. There will be a mutual agreement on which students to extend an invitation for an interview. The Associate Dean of Admissions or a Faculty member of SOD will participate in the interview process and provide a rank list to the OMS PD.

Program Administration. The OMS PD, AD and the OMS residency coordinator will meet to discuss OMS-MD PROGRAM business. Decisions regarding routine matters that affect the program are made jointly by the OMS PD and the Associate dean of student Affairs during these meetings.

Program Governance and Administration

Throughout all six years of the OMS-MD combined program, the OMS program leadership will govern the program and maintain responsibility for its participants. The OMS-MD Student Handbook will be available to all trainees and detail program policy and process, for example advancement and dismissal policies specific to the OMS-MD Program that may differ from MD-only policy. Coursework credit earned towards medical school graduation will be documented within the UMB transcript as non-billable coursework and through the evaluation system. Coursework registered as non-billable will not be used for GPA calculation or class rank. OMS-MD trainees will not be eligible for AOA Honors Society. Class rank will be determined for purposes of the MSPE at the end of the clinical phase. During the 7 terms earning credit toward a Doctor of Medicine, the OMS-MD trainee will be held to the same academic and professional standards as all MD-only candidates. OMS program leadership and representatives of the SOM Dean's office will collaborate in all discussions of disciplinary action and/or remediation during the time earning credit toward a Doctor of Medicine degree.

Throughout the MD curriculum, all OMS-MD trainees will be subject to the same grading practices, code of conduct expectations, and disciplinary (and, if necessary, remediation) policies as their MD-only candidate counterparts.

Admissions and Advisory Committee

Candidates for the combined OMS-MD Program must be citizens or permanent residents of the United States or citizens of Canada. Candidates must have a Bachelor of Arts or Sciences degree from an accredited undergraduate college or university in the United States or Canada. All prerequisite coursework for entry into the freshman class of the medical school must be satisfied. The MCAT is not required. Candidates must be a graduate of a United States or Canadian dental school. A high level of academic achievement is expected in both college and dental school, as judged by grade point average and class standing. Candidates must pass the National Dental Boards and be successful on the CBSE, Comprehensive Basic Science Examination.

Transfer Credits

Due to the overlap between dental and medical pre-doctoral curriculums, the student's Dental record will be reviewed during the admission process to ensure that the coursework during Dental School meets the goals and objective of the Foundations course in the SOM. These courses will afford advanced transfer credit for the Foundations course. An attestation from the Oms Program Director will be provided to the Associate Dean of Admissions and the SOM Admissions office with their application review.

OMS-MD PROGRAM Admission and Advisory Committee

The Admissions and Advisory Committee (AAC) is an important component of our OMS-MD PROGRAM and is comprised of the Associate Dean of Admissions, SOM faculty on OMS-MD PROGRAM admission committee (ACC) which consists of the OMS PD, OMS Coordinator and Chairman. Applicants to the dual degree OMS program will apply through the National Matching services. All completed applications will be reviewed by the OMS Program leadership and the School of Medicine (SOM) Committee on Admissions, who will make decisions together. Specifically, the dossiers of the candidates selected for interview by the OMS faculty will be forwarded to the SOM Committee on Admissions for review and comment prior to the interview date. In cases where the SOM finds an applicant to be unacceptable for admission to the SOM as part of the combined OMS/MD Program, the OMS faculty will not extend an invitation to interview. Those applicants who are deemed as potential candidates will be offered an interview. The interviews will be conducted by the by the OMS faculty. Following the interviews, all faculty participating in the process will rank the applicants. The OMS-MD PD will compile the final rank list and will share with all involved.

Section 2

Goals and Principles

The fundamental goal of our OMS-MD PROGRAM training is to capitalize on rich research opportunities and comprehensive clinical training to offer the candidates a carefully integrated and flexible interdisciplinary training curriculum. The UMB OMS-MD PROGRAM has developed

a broad strategy built upon the solid, well-formulated curricula of the Medical School and Program available at SOM/SOD and UMMC. The guiding philosophy is that OMS-MD PROGRAM students are not merely MD students also receiving OMS training but rather individuals receiving a set of training activities that illuminate the inter-relatedness of clinical medicine and research to better aspects of oral health care. This integrated program facilitates the development of the well-rounded Surgeon scientist. Our program offers a combination of structure and opportunity to properly train students with wide-ranging interests in oral health care. Our OMS-MD PROGRAM curriculum continues to evolve to meet new challenges and incorporate new ideas through program-specific courses, practical experience, and professional development that improve the quality of training program.

Overview of Training

The UMB OMS-MD PROGRAM is organized around a series of inter-related phases depicted in “Flow of Curriculum”.

Candidates will matriculate initially in OMS training program (gold blocks) for a total of four months and Medical School training (red Blocks) for a total of 8 months in year one. During the months on OMS, they are also fulfilling requirements for SOM training such as Emergency Medicine, Introduction to Medicine and Ambulatory care. They progress to year two of the program starting with one month of OMS training and then transition to medical school. During this year they will complete and pass Step one, complete portion of their Anesthesia training necessary for SOM and OMS training. They will continue Ambulatory care, complete a scholarly project and POM4. The third year in the program will comprise the completion of all clerkships as well as Step II, POM 3 and one month on OMS service. Year four will see the students matriculate into General Surgery for a 12-month rotation where they will meet the goals and objectives of the General Surgery clerkship as well as SUB I requirements. They will graduate from SOM in December. The final two years will be on the OMS service fulfilling requirement for graduation. OMS-MD students are required to participate in FRCT and complete the scholarly project requirement.

MD YEAR 1/OMS Y1



July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
OMS/ EM	OMS/ Intro to Med	OMS	BLOOD POM1	BLOOD	BLOOD/ winter break	BRAIN POM 1	BRAIN	BRAIN/ Spring break	DIGEST	DIGEST/ break	OMS
			OMS ambulatory								

MD YEAR 2/ OMS Y2

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
OMS	CARDS POM2	CARD	CARD/ SKIN	SKIN	SKIN/ Winter break	LIFE/FRCT	MULTI SYS	POM3/ STEP 1	OMS/ ANES	OMS/ ANES	OMS/ ANES
OMS Ambulatory/Scholarly Project								POM4			

MD YEAR 3/ OMS Y3

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
PEDS	PEDS + BTB	Neuro	FM	IM	IM	OB	OB + 2wk VACA	Psych	IM SUBI /OSCE	Step 2 CK	OMS
POM3											

MD YEAR 4/OMS Y4

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Gen Surg intern/ GEN SURG clerk	Gen Surg intern/ /GEN SURG clerk	Gen Surg intern/ GEN SURG SUBI	Gen Surg intern	Gen Surg intern	Gen Surg intern MD GRAD	Gen Surg intern	Gen Surg intern	Gen Surg intern	Gen Surg intern	Gen Surg intern	Gen Surg intern

OMS Y5

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS

OMS Y6

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS	OMS

Gold denotes OMS, Red denotes medical school, Gray denotes General surgery, Pink denotes time for Step 1 and II exam administration.



Year	Description
1	- Split year between OMS and SOM (4 months OMS and 8 months SOM). 4 weeks and additional content will meet the goals and objectives of SOM graduation requirements (Intro to Medical School and Emergency Medicine)
2	- Split year between OMS and SOM (4 months OMS and 8 months SOM). 4 weeks and additional content will meet the goals and objectives of SOM graduation requirements (Anesthesia and POM4) - USMLE Step 1 examination in Spring of year 2
3	- Split year between OMS and SOM (1 month OMS and 11 months SOM) - USMLE Step 2 Clinical Knowledge (CK) exams in Spring of Year 3
4	- General Surgery Preliminary Year. 12 weeks meet goals and objectives of SOM graduation requirements (General Surgery core clerkship 8 weeks, Sub-internship in General surgery 4 weeks) - MD awarded with December graduation
5	OMS
6	OMS

Program Year 1

This academic year consists of four months of OMS and eight months in Medical School. The OMS-MD trainee will be awarded transfer credits for Foundation of Medicine through assessment of their dental school curriculum and attestation from the OMS program leadership.

OMS Aspect

During the four months on OMS, the OMS-MD trainee will gain experience and knowledge to fulfill the goals and objectives of Emergency Medicine. During on call duty to the UMMC emergency room and the R. Adams Cowley Shock Trauma Center, the OMS-MD trainee learns to manage hemorrhage, odontogenic infections, facial pain, and maxillofacial trauma to both hard and soft tissue. On call duty for Facial Trauma alternates between OMS and Plastic Surgery on weekends. The OMS-MD trainee gains practical experience in suturing facial lacerations, draining facial abscesses, and performing closed reductions and fixations of facial fractures. In addition, there is substantial operating room experience in Shock Trauma and extensive exposure to the interpretation of facial radiographs and computed tomography scans. Three months of OMS will meet the goals and objectives of elective Medical School graduation credit. In the OMS outpatient experience, OMS-MD trainees will receive training in dentoalveolar surgery, evaluating medical history, become competent in history and physical as well as biopsy technique, and other minor oral surgeries. In the inpatient setting, the OMS-MD trainee learns management of hospitalized patients on the general medical/surgical floors as well as the intermediate and intensive care units, including admission and discharge procedures, consultation with other medical services, operating room protocol, and utilization and interpretation of clinical laboratory results.

During these months on OMS:

- The trainee is expected to keep a log of patients in Med Hub. There will be an account created for the trainee to log their patient experience.
- They will have a formal evaluation by OMS faculty with a SOM faculty appointment or the OMS PD who has a SOM faculty appointment for SOM courses taken while on OMS service. They are held to the same standards of grading as a student of the MD program.
- Will take part time call during their time at SOM. See details in Tuition.
- OMS trainee is expected to participate in the national In-service exam (OMSITE) in March/April. The OMSRC will help to schedule to avoid conflicts with SOM exams.
- The trainee will also participate in biannual OMS Residency Program evaluation.

SOM Aspect

During the eight months of Medical School, the OMS-MD trainee will take Blood and Host Defense, Brain & Behavior, Digestion & Hormones, OMS Ambulatory and Practice of Medicine1. OMS-MD trainees are not eligible for pre-clinical electives. They must participate in FRCT. They trainees are expected to pass each course in the time expected. Failures to complete and pass each course while in SOM may lead to delay in progression through the program and potentially dismissal from the program. Refer to section on Dismissal.

Program Year 2

After successful completion of the first year as detailed above, the OMS-MD trainee will spend four months with OMS and eight months in Medical School.

OMS Aspect

The four months of OMS will meet the goals and objectives of elective Medical School graduation credit POM4 and the Anesthesia clerkship. In the OMS outpatient experience, OMS-MD trainees will receive training in dentoalveolar surgery, evaluating medical history, become competent in history and physical as well as biopsy technique, and other minor oral surgeries. In the inpatient setting, the OMS-MD trainee learns management of hospitalized patients on the general medical/surgical floors as well as the intermediate and intensive care units, including admission and discharge procedures, consultation with other medical services, operating room protocol, and utilization and interpretation of clinical laboratory results. POM4 will be incorporated longitudinally where the OMS-MD trainees will learn bootcamp skills to prepare for residency training. Anesthesia will be under the guidance of the Anesthesia Department where OMS-MD trainees will learn peri-operative assessment, drug pharmacology and kinetics, and managing the airway. They will be assigned to operating room where they will work with the attendings in caring for a patient during all phases of anesthesia.

During these months on OMS:

- The trainee is expected to keep a log of patients in Med Hub. There will be an account created for the trainee to log their patient experience.

- They will have a formal evaluation by OMS faculty with a SOM faculty appointment or the OMS PD who has a SOM faculty appointment for SOM courses taken while on OMS Service. They are held to the same standards of a grading as a student of the MD program.
- Will take part time call during their time at SOM. See details in Tuition.
- OMS trainee is expected to participate in the national In-service exam (OMSITE) in March/April. The OMSRC will help to schedule to avoid conflicts with SOM exams.
- The trainee will also participate in biannual OMS Residency Program evaluation.

SOM Aspect

During the eight months of Medical School, the OMS-MD trainee will take Cardiology, Renal & Pulmonary, Skin, Bones & Musculature, Life Cycle, Multisystem, OMS Ambulatory and Practice of Medicine 2. To fulfill the scholarly activity requirement for graduation from the School of Medicine, the OMS-MD trainees will work on a research project or other scholarly activity with OMS preceptors during their OMS Ambulatory experience. The OMS-MD trainee will submit a final scholarly project to the FRCT course directors for grading and evaluation.

The OMS-MD trainee is required to take the CBSE. The OMS-MD trainee is expected to take and pass USMLE Step 1 in the Spring of this academic year. This is a nationally standardized examination that tests the OMS-MD trainee's foundation of knowledge in the first two years of the medical school curriculum.

Student is expected to pass each course in the time expected. Failures to complete and pass each course while in SOM may lead to delay in progression through the program and potentially dismissal from the program. Refer to section on Dismissal.

Program Year 3

The OMS-MD trainee will spend 1 month in OMS and 11 months in Medical School.

OMS Aspect

The 1 month of OMS will meet the goals and objectives of elective Medical School graduation. In the OMS outpatient experience, OMS-MD trainees will receive training in dentoalveolar surgery, evaluating medical history, become competent in history and physical as well as biopsy technique, and other minor oral surgeries. In the inpatient setting, the OMS-MD trainee learns management of hospitalized patients on the general medical/surgical floors as well as the intermediate and intensive care units, including admission and discharge procedures, consultation with other medical services, operating room protocol, and utilization and interpretation of clinical laboratory results.

During OMS Month(s):

- The trainee will **not** be expected to participate in the OMSITE exam this year.
- They will **only** participate in the end of year evaluation by the OMS department.

- They will **not** participate in part time call during the months on SOM.
- For the one month on OMS, they will be considered full time resident.

SOM aspect

The OMS-MD trainee will participate in most of the standard clinical phase third year curriculum of the School of Medicine, including all core clerkships required by the Liaison Committee on Medical Education (LCME). These clerkships include:

- Pediatrics (6+ 2 weeks Back to Basic)
- Obstetrics and Gynecology (6+ 2-week vacation)
- Medicine (8 weeks)
- Psychiatry (4 weeks)
- Neurology (4 weeks)
- Family Medicine (4 weeks)
- Sub-Internship in Medicine (4 weeks)
- POM3

To preserve the overall length of training in the OMS-MD combined program, certain key educational experiences in the clinical and advanced clinical phases of training will be integrated within the MS3 and MS4 years. This will allow the OMS-MD trainee to benefit from the required educational experiences to receive a Doctor of Medicine while recognizing that rotations during the OMS residency period meet the goals and objectives of specific SOM courses.

Prior to the end this academic year, the OMS-MD trainee must take the USMLE Step 2 CK. The CK exam is a multiple-choice exam that tests the OMS-MD trainee's knowledge of the core clinical clerkships. Per SOM policy, the MD-student is required to take but not pass Step 2 CK prior to graduation. However, failure of Step 2 CK may adversely impact the OMS-MD trainee's ability to proceed with residency training and obtaining an MD degree.

Program Year 4 (General Surgery)

This year will fulfill the requirements for the PGY-1 general surgical residency year and medical licensure, including taking and passing Step 3 of the USMLE examination. These 12 months will also count towards the requirements for residency training in an advanced dental education program in oral and maxillofacial surgery.

Two months of the General Surgery PGY-1 year will meet the goals and objectives of the SOM general surgery clerkship. 1 month of the General surgery PGY-1 year will meet the goals and objectives of the SOM General Surgery Sub-Internship.

Program Years 5 and 6 (OMS)

During these years, the OMS resident assumes leadership responsibilities within the program and in both inpatient and outpatient settings. The now resident works with the attending to supervise patient management and plan treatment of all orthognathic and craniofacial surgical cases. (Refer to goals and objectives of OMS program)

OMS Core Didactic Program

The OMS core didactic program runs throughout program years 1, 2, 3,5 and 6. This includes lectures and clinicopathologic conferences in pathology and histology as applied to the head and neck. There are weekly lectures in applied surgical anatomy, physiology, and pharmacology, as well as presentations by the residents. There is a weekly review of pertinent head and neck literature, as well as a monthly case management review or morbidity and mortality conference. There are monthly combined orthodontic/orthognathic surgery conferences and an interdisciplinary implantology conference. Daily teaching ward rounds stress microbiology, clinical pathology, and therapeutics applied to oral and maxillofacial surgery inpatient management.

Section 3

Academic Performance in Medical School

OMS-MD PROGRAM students are required to meet medical school policies to remain in good standing. Any student who fails to progress through the program will lose OMS-MD PROGRAM status (see Section 3 for details of policy). There are a few helpful hints to achieve academic success. Although all of trainees have had outstanding performances in undergraduate school, some OMS-MD PROGRAM students experience academic difficulty adjusting to medical school. Often, these trainees have made the serious mistake of thinking that medical school is an extension of their undergraduate and dental school experience.

Most find that the first two years of medical school require a much greater commitment than they are accustomed to making. You will find that all your fellow MD-only students operate with the same high level of intellect and that the amount of material expected to master has greatly increased. Consequently, the trainee must invest more time, energy, and rigor in studies to do well. Take it seriously. Don't get involved with too many outside activities. Stay up with the material, ask questions, and study by multiple modalities. Recognize that medical school is a demanding full-time occupation.

Academic Performance in OMS

In addition to performing to the academic standard of a UMB MD-only students, it is also expected that the trainee must uphold the code of conduct and academic performance expected of an OMS resident. This means showing civility, professionalism, intellectual

honesty, and integrity, and seeking guidance as needed. The trainee is expected to participate in the National in-service exam each year except for years 3 and 4 of the six-year integrated program. The trainee is expected to perform and fulfill all aspects of each rotation as outlined in their goals and objective. The Trainee is expected to perform to competence all the milestones expected of an OMS resident.

Academic Requirements

OMS-MD PROGRAM trainees are expected to perform competitively in all preclinical phase courses. Pre-clerkship phase courses are graded using Honors, High Pass, Pass and Fail. Any OMS-MD PROGRAM student who has more than one grade of Pass in the Pre-clerkship phase or any grade of Fail is considered to be experiencing academic difficulty. The OMS-MD PROGRAM is committed to assisting all OMS-MD PROGRAM trainees who experience academic difficulty to achieve the highest academic standards possible. Trainees experiencing academic difficulty are required to meet with the Office of Medical Education and the Academic Support Coordinator and well as the OMS PD.

OMS-MD PROGRAM students who must repeat any part of an academic year because of poor academic performance that has led to a delay in progress through the program must meet with the OMS PD. A Meeting with the OMS PD and the Associate Dean of Student Affairs will devise a plan for remediation to assist the trainee.

OMS-MD PROGRAM is very competitive and offers little room for flexibility due to the timeline of the integrated program. Failure in any course will need to be reviewed and discussed with the Associate Dean of Student Affairs and the OMS PD. All attempts will be made to help with remediation. However, all SOM requirements for graduation **MUST** be completed by December of the year four of the program. **Failure to complete the SOM requirements will lead to failure to graduate in the predicted time, delay in progression to the program and potentially dismissal from the OMS-MD Program.**

Student Responsibilities

As in any profession, several responsibilities come with the honored position of OMS-MD PROGRAM Trainee. A summary is listed below:

- It is the trainee's responsibility to have full knowledge of the rules and policies that govern all aspects of the Program.
- The Trainee is expected to take ownership and responsibility for their success in this program.
- It is the trainee's responsibility to perform competitively in all pre-clerkship courses, and to actively seek advice and assistance to maintain academic excellence.
- It is the Trainee's responsibility to make progress through the training program in a timely manner and to meet all program milestones.
- It is the trainee's responsibility to meet program deadlines.

- It is the trainee’s responsibility and common courtesy to be on time for seminars, meetings, program orientations or any other scheduled event or to call in advance to reschedule or explain any delay or absence.
- It is the trainee’s responsibility to attend all seminars and program orientations.
- It is the trainee’s responsibility to maintain current telephone, email, and home address information.
- It is the trainee’s responsibility to check their SOM e-mail and @umaryland.edu email daily and respond promptly to emails from SOM faculty or OMS-MD PROGRAM leadership.
- Program requirements are subject to change and when notified, you will be responsible for abiding by any new policies.

Section 4 - Funding

Tuition

Tuition is determined by the total number of credits a student is registered for during a term (Fall/Spring). The following is how credits are calculated and the link to reference tuition for the current academic MD Program. <https://www.umaryland.edu/media/umb/af/sa/md.pdf>

Tuition/Fees based on the following credit values:

1-7.99 credits = $\frac{1}{4}$ tuition

8-11.99 credits = $\frac{1}{2}$ tuition

12-15.99 credits = $\frac{3}{4}$ tuition

16+ credits = full tuition

Employment

As a resident of UMMC, the trainee will receive a salary and will have access to health care insurance as well as malpractice insurance through the hospital. While on “part time status” the trainee will have access to tuition reimbursement as well as healthcare coverage and malpractice insurance. During year three of the program, while the trainee is a Full-Time student, they will not be employed by UMMC and must purchase their own health insurance.

Malpractice Insurance

As a resident of UMMC OMS training program you will be covered by MMCIP. During your third year of medical school, 11 months, you are required to purchase malpractice insurance through SOM.

Travel

Students are encouraged to travel to scientific/academic conferences, seminars and symposiums as a platform speaker or poster presenter. Trainee travel funds are available through the Program office. Each student is allotted a maximum of \$500.00 for travel in any one given year as long as the student has submitted an approved abstract for the meeting.

Trainees are encouraged to apply for awards to pay for travel and other training expenses. Trainees are also eligible for funding for presenting scholarly work at conferences done with the OMS department during their time at SOM provided this absence does not interfere with exams.

Section 5

Leave Policies

Vacation

Full time residents are entitled to 120 hours of vacation leave per contract year, which equal to 10 hours per month. The OMS program tracks vacation/sick leave for residents. For OMS/MD the trainees the following would apply: First year – 40 hours per year, Second year – 50 hours per year, Third year – 20 hours per year. The trainees are encouraged to take this accrued vacation time while on the OMS service.

Leave of Absence

In certain circumstances, it may be necessary for you to request an official leave of absence (LOA) for health or other personal reasons. A note from a health care professional documenting the need for the leave is required prior to the LOA, and a note establishing fitness to return from a LOA is required. Will in the OMS portion of your training, the OMS PD will work with you to create a program that will fulfill the requirements for graduation. While in the combined OMS-MD PROGRAM, the Associate Dean of Admissions and OMS PD will work to create a program for you. If the LOA will result in prolongation of your training for more than 6 years, the program will need to seek approval from CODA for your continuation in the program. If approval is not granted, this will lead to dismissal from the program.

Family Leave

While in Medical school the trainee is eligible for Family Leave. Please refer to the MD Handbook for details. While on the OMS portion of your training, the OMS PD will work with you to create a program that will fulfill the requirements for graduation. Please refer to GME website on policies on family leave. While in the combined OMS-MD PROGRAM, the associate Dean of Admissions and OMS PD will work to create a program to fulfill the requirement for graduation. If the LOA will result in prolongation of your training for more than 6 years, the program will need to seek approval from CODA for your continuation in the program. If approval is not granted, this will lead to dismissal from the program.

Section 6

OMS-MD PROGRAM Appeals Process

1. A Trainee who is dismissed from the OMS-MD program may appeal for reinstatement. A written appeal must be submitted to the OMS-MD PROGRAM leadership within 6 months of official notification of dismissal. The written appeal should include an explanation of any extenuating circumstances which the trainee believes justify reinstatement.
2. The Appeal letter and supporting documents will be reviewed by the OMS-MD PROGRAM Admissions and Advisory Committee (AAC).
3. The entirety of the Trainee's academic record will be made available to the AAC. The Trainee may also request a copy of their academic record.
4. The Trainee may submit additional, relevant information, including a written statement which should address circumstances not previously considered, and may include letters of support from faculty, students, or others. The trainee's written statement must be received at least two (2) official school days prior to the AAC meeting reviewing the appeal.
5. It is improper conduct and grounds for disciplinary action for a trainee or other person to contact a member of the AAC or other individuals invited to attend the hearing about the appeal at any time during the process. Issues or concerns should be directed to OMS-MD PROGRAM leadership.
6. Any person invited to attend the AAC meeting must be made known to the OMS-MD PROGRAM leadership in no fewer than two (2) official school days in advance of the AAC meeting at which the appeal is reviewed.
7. The AAC may limit or refuse to consider testimony or other information that is irrelevant or repetitive.
8. The purpose of the Appeal Review is to permit the trainee, and persons called by the student or AAC, to answer questions presented by or through the AAC, which will allow the AAC to clarify its understanding of issues relevant to the dismissal. Persons called will be limited to faculty, staff and students who are able to speak about a significant role the person has had in the events leading to the dismissal or the recommendation for dismissal. A trainee will not be permitted to call more than one character witness but may submit written statements from others.

9. Only individuals identified in writing to the OMS-MD PROGRAM leadership at least two (2) official school days in advance of the AAC meeting may participate.
10. Neither the trainee nor the school may be represented by counsel at the meeting. The trainee may be accompanied by a non-attorney advisor of his/her choice.
11. The meeting will be closed to the public. All proceedings and decisions will be considered confidential by all participants and advisors.
12. The AAC members are the sole voting members. Discussions about the Appeal, except for final deliberations of the Committee, will occur with the trainee present.
13. The recommendation of the AAC will be sent to the Dean of SOM and SOD who will consider the recommendation and communicate his/her decision to the student. The recommendations of the AAC are advisory only and not binding on the Dean.