



David Geffen School of Medicine

Student Org Leadership

December 6, 2016

Mary Ann Triest

Career Advisor

Student Organizations

Geffen Hall, Suite 200

mtriest@mednet.ucla.edu



Agenda

- Overview of Student Org leadership responsibilities and expectations
 - Renewal Application
 - Review of requirements/faculty advisor role
 - Event planning for spring and applying for funding
 - Mandatory meetings in Spring & Fall 2017
- Monica Perkins to share information about Diversity, Inclusion, Outreach Office
- Student Panel of current MS2 Student Org Leaders
- Q&A



Renewal Document

- Word doc will be send out & instructions to add to UCLA Box Account by **2/1/17**

- Student Organizations Webpage:

<http://education.medschool.ucla.edu/body.cfm?id=53>

- Student Organization Handbook:

<http://education.medschool.ucla.edu/workfiles/Student%20Org%20Forms/Student%20Org%20Handbook%202015-2016.pdf>



Current Organization Leadership

- All organization leaders must be committed to holding this position until the end of the academic year (realistically April 2017 because of Step 1 studying, so please make sure to communicate/teach your future leaders about taking over the org before then)
- Our expectation that you will be available to provide support and advisement for your successors
- Must share records via Google drive/Box, etc.

Organization Requirements:

- Must host at least 3 events per year and at least 1 event/semester*

(MSC may be updating these # of events requirements for National & Community Service Orgs)

- 1 lunch talk, 1 collaborative event with another org, and 1 dinner/evening mixer
- Advertised in the weekly digest
- Must be advertised on the events calendar
- Able to hold committee meetings or members only meetings but these will not count towards required events



Faculty Advisor(s)

- New leaders to reach out in March/April 2017 to set up meeting with faculty advisor
- All events must be discussed with and approved by faculty advisor(s)
- Should attend at least 1 event/semester



Events Calendar Posting

- 1st: Plan Events with your team (which MD speakers to invite, topic, etc.)
- 2nd: Secure date & time by posting on the Medical Student Calendar and include: “SAO/MSC Funding Pending”
- 3rd: [Reserve a Room](#)
- 4th: Market event to interest group & community
- 5th: *A minimum of 1 week before your event:*
 - 1) Fill out [food request form](#)
 - 2) Email mtriest@mednet.ucla.edu your [RSVP Template \(Excel Format\)](#)
- *As always, please remember to check the Medical Student Calendar and avoid scheduling competing events



Event Description:

- **Event:** Ultrafest **Category:** Student Organizations **Year:** All Years **Date:** 1/7/2017 **Time:** 8:30:00 AM - 1:30:00 PM **Location:** Tamkin Auditorium (Ronald Reagan UCLA Medical Center) and UCLA Simulation Center (LRC) **Description:** Ultrafest is a half-day conference dedicated to learning and practicing valuable ultrasound techniques from expert faculty. Below are the workshops that will be offered:

OB/Gyn: Learn and practice obstetric and transvaginal ultrasound.

Echocardiography: Learn and practice multiple views of imaging the size, shape, and motion of the heart and blood vessels. FAST: (Focused Assessment with Sonography for Trauma) Learn and practice a rapid screening exam used by surgeons & emergency physicians for trauma patients.

Abdominal Ultrasound: Learn and practice examining multiple abdominal organs, including the liver, kidneys, gallbladder, and abdominal aorta. Thoracentesis workshop: Learn ultrasound-guided techniques for removal of fluid in the thoracic cavity, commonly performed by emergency physicians. Case-Based Pathology: Use state-of-the-art technology to practice your diagnostic assessment skills with ultrasound. <https://goo.gl/forms/4tzW5eCrA34RRHH63>
- Posted by Ultrasound Interest Group. Contact usig.ucla@gmail.com for more information.



Evaluations and Weekly Digest

- After your event submit the MSC Event Evaluation
- All events must be posted on the Medical Student Events Calendar
- Will be included in the Weekly Events Digest
- Will be used to determine which organization scheduled an event first (2 SAO/MSC funded meal on any day @ same time)
- Will be used to inform other organizations when funding is being requested

SAO & MSC Funded Meals

- Ordering **FOOD** for your 1st events (occurring 8/24 – 12/31/17) – you should utilize your 1 SAO Funded Meal.
- Jan – June 2017 (MSC Funding)
- Eligible Events:
 - Lunch Lectures
 - Faculty Mentorship Mixers
 - Funding:
 - Max amount = \$325
 - Based on an estimate of \$6.50 per person x 50 people



Budget Proposal Deadlines

- Applications must be submitted at least 1 week before the Budget Committee meeting
- BC meeting- 1st Tuesday of each month
- Recommend submitting proposal 48+day prior to event date
- If you submit early, you can get feedback-please include FEEDBACK in subject line
- Notification of approval by email within 72 hours of BC meeting
- Please note: January 2017 Budget Proposals are due December 27, 2016
- Plan ahead and get your proposals in ahead of time

Important Dates

- **Wed 12/7/16-2/1/17 (Complete Renewal document)**
- **2/1/17 –Submit renewal application to MaryAnn via UCLA Box**
- **Tuesday, February 14– MSC voting on A-N orgs**
 - Feb 16th– March 1 (approved A-N orgs to meet with Mary Ann, 20 min meeting to discuss specific plans, at least 1 current leader, 1 future leader)
- **Tuesday, March 14th– MSC voting on O-Z orgs**
 - Mar 16th– Mar 31st (approved O-Z orgs to meet with Mary Ann, 20 min meeting to discuss specific plans, at least 1 current leader, 1 future leader)
- ***Mary Ann will send out sign ups***



Mandatory Meetings in Spring/Fall 2017

- Second Look Weekend Student Org Fair
 - Sat April 8th: Short org fair followed by lunch (1.5 hour commitment) Rising leader to represent org
 - Mandatory Budget Meeting (mid/late August 2016- date TBD by Budget Chair)
 - Student Organization Fair for Class of 2021:
Friday, August 18, 2017 (12-1:30 pm)
- *No org events until after August 18***



Optional: Register with UCLA SOLE

New Organization Registration

- The next opportunity to register a new organization will be in Winter Quarter (January 17th 12pm – January 24th 5pm). A link will be available on their website, <http://www.sole.ucla.edu/> starting on Tuesday, January 17th, 2017.

Why Register?

- Access to an additional \$800 in funding
- Ability to reserve UCLA Rec facilities for free
- Bank account through GSA



Health Fairs & Health Outreach

- All groups that hold health fairs should contact Mary Marfisee, MD (Community Service Programs Director) when planning your fair.
 - Must attend a pre-participation training with Drs. Marfisee and Napolitano in January 2017
 - Review and complete the health fair application:
<http://apps.medsch.ucla.edu/healthfair/>

Office of Diversity, Inclusion, & Outreach

- **Minority Health Conference**
- **Cultural Awareness Week**
- **Second Look: Recruitment Weekend**
- **Pre-med Outreach**
- **UCLA PREP & RAP**
- **Funding support**
- **New!**

- **Application Essays Feedback Initiative:** The Application Essays Feedback Initiative is a free online essay review service by UCLA medical students for UCLA pre-meds (and now pre-meds with RAP and PREP!). Want to be a 2017 MS1 coordinator for this project or volunteer as a reviewer? Email MS2 Subha Mohan at subhamohan@mednet.ucla.edu.



MINORITY HEALTH CONFERENCE
EMPOWERING MARGINALIZED COMMUNITIES
Saturday, November 19th, 2016



Featuring

- Latino primary care and mental health disparities
- White coats for black lives
- Social justice and human rights in medicine
- Health equity and the empowered healthcare practitioner
- Population based approach to family centered care
- Pre-med and resident panels
- Breakfast and lunch will be provided!

Opening Keynote
Dr. Raquel D. Arias, MD, MPH
Associate Dean of Admissions &
Clinical Associate Professor of OBGYN
Keck School of Medicine of USC

SAVE THE DATE
Keck School of Medicine of USC
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