Dear All,

As we continue to navigate this dynamic situation, we remain committed to sharing updates with you as they become available. As always, please do not hesitate to reach out to us if you have additional questions.

**Alpha Omega Alpha (AOA) Honor Society Update**
The Dean’s Office has placed a moratorium on selection of medical students into the Alpha Omega Alpha Honor Society at DGSOM, effective immediately. Analyses conducted over the past year have indicated a pattern of significant disparity in the number of students selected for AOA from racial/ethnic groups under-represented in medicine (UiM). We have decided that we cannot continue to make selections that accentuate historical disadvantages for students from UiM backgrounds until such time as we can fully understand and eliminate these effects. Towards this end, we will continue these analyses during the coming year in collaboration with colleagues with expertise in statistics.

**DGSOM Annual Dean’s Office Memorandum - Reminder**
By now you should have received the Annual Dean’s Office Memorandum which serves as a reminder of the Medical Student Policies the School of Medicine uses to guide its operations and highlight specific policies and guidelines that unite us in our mission to empower students to become physicians committed to excellence and leaders in innovation, research, health, education, advocacy and humanistic care. The LCME, our accrediting body, requires all members of the DGSOM community to review policies and guidelines on a regular basis and attest to their understanding. **We ask your help in attesting to your review and understanding of the memorandum within 30 days of receiving the email by completing the attestation at the end.** If you are unable to locate your memo and need another one sent to you please contact Andrea Martinez at AndreaAMartinez@mednet.ucla.edu.

**COVID-19 Guidance**
**Face Shield Distribution**
All staff, students and faculty should obtain face shields before participating in any patient care or on-campus activities. Please note, you will receive two face shields: UShield for clinical use and iShieldMax for classes/admin work/meetings/etc. Please bring your ID badge to Materials Management to pick up your shields on Monday-Friday during normal business hours (8 AM-4:00PM) at the following locations:

- Ronald Reagan: B-301
- Santa Monica Hospital: B-415

**Campus Access**
To help promote a safer environment, campus access remains limited to essential staff, residents, students attending in-person classes, and approved essential visitors. The Center for Health Sciences, Geffen Hall and the Learning Resource Center (LRC) continue to remain closed and are not open for gatherings, studying, exams, etc. For additional information, please visit: [https://www.studentaffairs.ucla.edu/guidebook/campus-access](https://www.studentaffairs.ucla.edu/guidebook/campus-access).
**Student Performance Evaluation (SPE) Deadline for inclusion in MSPE is 10/7 - A Request to Course Chairs and Coordinators**

In order to finalize MSPE letters before the 10/21 deadline and complete the MSPE review process by the entire senior class, we need to receive evaluations no later than two weeks before the release date. We would therefore be very appreciative if you would please review your student rosters, and please submit evaluations to the Dean’s Office no later than **this Wednesday, October 7, 2020**. If you have any technical difficulties or have questions about pending evaluations, please reach out to Katy Wolf in the Student Affairs Office: **KWolf@mednet.ucla.edu**.

**Narrative Feedback –A Resource for Faculty**

Given the importance of narrative feedback in the development of our students, we are creating some short training modules for faculty. You can view the first video here: **https://uclahs.fyi/narrativefeedback**.

**Town Hall recordings are available here.**

**Volunteer Opportunities**

A message from the UCLA Blood & Platelet Center: We are still facing a blood shortage during the COVID-19 crisis. While our UCLA patient need for blood products continues to increase, we would encourage you to please consider scheduling a lifesaving donation. Additional details can be found **here**. If you or someone you know has recovered from COVID-19 infection and are interested in donating convalescent plasma for patient treatment, consider registering as a potential plasma donor at **https://www.uclahealth.org/gotblood/covid-19-plasma-donation**.

For additional volunteer opportunities, please see the **LA COVID-19 Volunteers** website for more information.

**Class Updates**

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<tr>
<th>Class Year</th>
<th>Updates</th>
<th>10/5/20</th>
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<tbody>
<tr>
<td>MS1</td>
<td>Good luck on your Block 1 Exams this week!</td>
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|            | **EACE Placements**  
We anticipate notifying all students of their EACE placements this week. Thank you for your patience. The first EACE session with your assigned site will be October 20, 21, or 22. A “virtual orientation video” for the course will also be released prior to October 20. |
| MS2        | **Congratulations on passing your Block 6 Exam!** |
|            | **Staffing Update**  
Phil Moon is out of the office as of Tuesday, 9/29. The new co-coordinators for Block 7 are Hilary Koenig and Morgan Fultz. If you have questions about the block, please don’t hesitate to reach out to them directly. |
|            | **Spring Planning**  
We will be announcing whether there will be an “opt-out of in-person activities” option for Block 8 part 2 and Block 9 within the next few weeks. |
| MS3        | Grade Review Clarification – Summary Evaluations |
Students who feel there is an error in their summary evaluation should communicate directly with the Clerkship Chair. Please note that:

- Once submitted to the Dean’s Office, Clerkship chairs will not be adding or deleting comments from the MSPE section of the summative evaluation.
- Edits to the summative evaluations will be limited to errors like incorrect name usage, incorrect pronouns, grammatical errors, etc.
- Grades may not be revised by completing additional work, with the exception of an incomplete.

The request to review of an evaluation must be submitted in writing to the relevant Clerkship Chair within 14 days of grade submission.

**Shelf Exam Updates for the Class of 2022**

Now that we are back to mostly normally scheduled clerkships, the expectation is that you will take your shelf exam on the Friday at the end of that clerkship. You will be automatically scheduled to do so unless you have an extenuating circumstance that has been approved by a dean per the examination policy.

**Additional Reminders:**

- **Medicine Shelf:** Students will be automatically scheduled to take the Medicine shelf at the end of their Inpatient Medicine clerkship. However, students have the option to take the Medicine shelf exam at the conclusion of either their Inpatient or Ambulatory Medicine clerkship, but must take it by the end of whichever clerkship is latest on their schedule. Students electing to take the Inpatient Medicine exam at the end of the Ambulatory Medicine clerkship should e-mail the clerkship chairs (Inpatient-Dr. Simon WSimon@mednet.ucla.edu; Ambulatory Drs. Gomez and Munekata (Arthur.Gomez@va.gov and mmunekata@dhs.lacounty.gov) as well as Valecia Sarmento (Vsarmento@mednet.ucla.edu) and DGSOMSAO@mednet.ucla.edu of their intentions by 9:00 AM on the Friday one week before the end of the clerkship.

- **Family Medicine Shelf:** Students in Family Medicine will be automatically scheduled to sit for their exam at the end of their four-week Family Medicine clerkship. Registering to take the Family Medicine shelf exam at the end of your remote Family Medicine experience is not an option.

- **Remediation:** For students who have failed an exam and are retesting, you should follow the instructions in your APC letter, and may contact the Student Affairs Office for specific scheduling questions.

**MS4 Shelf Exams for Off-Cycle MS4s Still Completing Core Clerkships:**

Please continue to register for your shelf exams through MyCourses. Exam registration closes at 5 PM **one week prior** to the exam date.

**USMLE Step 2 Clinical Skills (CS) Exam Update**

The DGSOM Faculty Executive Committee (FEC) has officially waived the USMLE Step 2 Clinical Skills (CS) exam as a graduation requirement for all DGSOM medical students with a graduation date in December of 2020 or in June of 2021. The only exceptions to the above waiver include:

- Students who have previously failed the Step 2 Clinical Skills exam
Students who did not take the exam when it was still being administered because of failure of academic progression. In these cases, the FEC will review each student’s individual circumstances and develop a remediation plan if indicated.

**Updated Guidance for Scheduling Research Electives**

Thank you for sharing your feedback regarding scheduling your research electives this year. We heard you and echo the need for increased flexibility for scheduling this year. As indicated in your email message from Katy Wolf, you can now break up the six weeks of research into two sessions. Any combination of 1 week + 5 weeks, 2 weeks + 4 weeks, 3 weeks + 3 weeks etc. is available. For more information please visit our research elective website [here](#).

**Program Director Panel**

Please mark your calendars for October 14th for a Program Director Panel from 6 PM to 7:30 PM to discuss the upcoming remote interview season. Please stay tuned for more details!

**LOA Students**

For students returning from leaves of absence or thinking about taking a leave of absence please continue to reach out to your specialty mentor, Assistant Dean, Program Director, Dr. Calmes or Dr. Miller regarding your individual schedules and unique circumstances.

All our best,

- Ashley Siemer
  Director of Curricular Affairs

- Brandon Susselman
  Director of Student Affairs

- Jason Napolitano, MD
  Associate Dean for Curricular Affairs

- Lee Miller, MD
  Associate Dean for Student Affairs

- Edward Ha, MD
  Assistant Dean for Clinical Education