Dear All,

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

**DGSOM Annual Dean's Office Memorandum**

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.

**Gold Humanism Honor Society 2020 Medical Student Induction Ceremony**

You are cordially invited to attend the Gold Humanism Honor Society 2020 Medical Student Induction Ceremony, honoring our newest medical student inductees. Livestream event, Friday, September 4, 2020 at 6:00 p.m. [https://uclahs.fyi/GHHS](https://uclahs.fyi/GHHS)

**Status of Shadowing Experiences**

We have heard from many of you who would like to pursue shadowing experiences for career exploration. Given the need to respect social distancing and density requirements and preserve mandatory in-person activities (for example third year clerkships) in our clinical settings we are unable to provide shadowing experiences at this time. We will continue to monitor our local situation related to the COVID-19 pandemic and infection prevention guidelines and will communicate updates accordingly. We realize the importance of these shadowing activities and hope to be able to support them again soon. In the meantime, we encourage you to pursue career exploration via student interest groups, resident round tables.

**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

What do I do if... A Guide for MS1 and MS2 Students

1. What should I do if I become ill and/or am concerned that I may have COVID-19?
   If you are ill you should not come to campus, and you should contact Curricular Affairs at CA@mednet.ucla.edu. If you are concerned that your illness may be COVID-19, you can contact the Ashe Center (https://www.studenthealth.ucla.edu) or your health care provider for recommendations and testing. If you have an urgent health need after hours or on weekends and are unable to be evaluated at Ashe or by your health care provider, please seek evaluation in the Emergency Department.

2. What should I do if I learn that I have been exposed to someone (in the clinical setting or outside of the clinical setting) who tests positive for COVID-19?
   If you have been exposed in the clinical setting, you should seek evaluation and guidance from Occupational Health or Employee Health at the site at which you are rotating. The Occupational or Employee Health team at each site will be best able to assess the risks of potential exposures and will make recommendations to all members of the healthcare team at their specific site. If you have been exposed outside of the clinical setting, you can contact the Ashe Center (https://www.studenthealth.ucla.edu) or your health care provider for recommendations and testing. Occupational/Employee Health or your healthcare provider will assess whether a period of quarantine is necessary. If you are permitted to return to clinical care, continue to practice social distancing and masking in public as well as in the hospital. If you are not permitted to return to the clinical setting, please communicate with one of your deans and with Curricular Affairs at CA@mednet.ucla.edu to let them know how long you will be out of the curriculum.

3. Where can I be tested?
   Testing for COVID-19 can be done at the Ashe Student Health Center, in occupational health centers, in primary care offices, as well as at many sites across Los Angeles County (https://covid19.lacounty.gov/testing/).

4. What happens to my progression through the MS1 or MS2 years if I have to quarantine or self-isolate for up to 14 days? Or during clinical rotations? What is the policy if we need time off to care for a loved one?
   If your educational experience is interrupted by illness or the need to provide care for a sick loved one, depending on the duration, you may have to make up time when your health or the health of your loved one has improved. Your dean and the block chair/clerkship chair can help you to navigate the make-up time if you have missed required sessions or the missed time impacts fulfilling your requirements.

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

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Updates</th>
<th>9/1/20</th>
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<tbody>
<tr>
<td><strong>MS1</strong></td>
<td>Friendly Reminder: Your Health &amp; Safety is a Primary Concern</td>
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<td>We would like to reiterate that keeping you healthy and safe is a primary concern! While most of your educational sessions are being delivered remotely, when in-person learning is critical (labs and clinical skills), we have created learning experiences with close attention to safety and public health guidelines.</td>
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<td>We are not at this time doing universal student testing. Testing at a single point in time provides little additional security and it is more important to make sure you adhere to appropriate PPE and physical distancing while in small group sessions. We also want to remind you of the importance of continuing this vigilance to public health measures outside the classroom, wearing a mask in public, maintaining physical distancing and avoiding crowded places.</td>
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<td>Please note that we are following the COVID-19 pandemic in the community closely (<a href="http://publichealth.lacounty.gov/media/coronavirus/data/index.htm">http://publichealth.lacounty.gov/media/coronavirus/data/index.htm</a>). If you have any concerns or questions, please do not hesitate to reach out to any of the deans or SAO staff. We are all here to support you!</td>
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<td><strong>MS2</strong></td>
<td>Friendly Reminder: Expectations in the Remote Learning Environment</td>
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<td>Our synchronous remote learning sessions connect us to each other and intentionally cultivate a learning environment that fosters trust and community. The following contribute to creating such a learning environment:</td>
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- Use video during the session. When using your video, consider using a Zoom background (available for many, but not all, devices) or, if possible, transmitting from a place that has a non-reflective background.
- Mute yourself when you are not speaking.
- Set your Zoom account to use Spotlight when you speak (Settings/Video/Meetings/Spotlight my video when I speak).
- Follow the instructor’s expectations for interactions during the session (i.e., use of chat window, raising your hand, etc.).

### Onboarding and Compliance Requirements

If you have any questions regarding onboarding or compliance requirements, please reach out to Mimi who would be so happy to help you! [MVuong@mednet.ucla.edu](mailto:MVuong@mednet.ucla.edu)

### MS3 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. Keep in mind, that it is still unknown when any exams will be able to be administered on campus. Therefore, students are strongly encouraged to make appropriate arrangements to take exams at the end of these concentrated learning experiences.

**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-Drs. Simon [WSimon@mednet.ucla.edu](mailto:WSimon@mednet.ucla.edu); Ambulatory Drs. Gomez and Munekata [Arthur.Gomez@va.gov](mailto:Arthur.Gomez@va.gov) and [mmunekata@dhs.lacounty.gov](mailto:mmunekata@dhs.lacounty.gov)) as well as Valeria Sarmento ([Vsarmento@mednet.ucla.edu](mailto:Vsarmento@mednet.ucla.edu)) and [DGSOMSAO@mednet.ucla.edu](mailto: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, including contacting 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.

**New Practice Materials and Helpful Information for Step 2 Clinical Knowledge (CK)**

Updated practice materials are now available for examinees planning to take Step 2 CK on
or after **November 11, 2020.** The updated materials reflect the previously announced [Step 1 and Step 2 CK content distribution changes](#). Read the full story [here](#).

### Internal Medicine Chair’s Letter

For those of you requesting an Internal Medicine Chair’s letter from Harbor-UCLA, please note the contact information for the new Chair of the Department of Internal Medicine:

Dr. Joseph Thomas, [JThomas3@dhs.lacounty.gov](mailto:JThomas3@dhs.lacounty.gov).

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<th>LOA Students</th>
<th>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.</th>
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All our best,

Ashley Siemer  
Director of Curricular Affairs  
Jason Napolitano, MD  
Associate Dean for Curricular Affairs  
Edward Ha, MD  
Assistant Dean for Clinical Education  

Brandon Susselman  
Director of Student Affairs  
Lee Miller, MD  
Associate Dean for Student Affairs