

Achieving Level 3 Competencies in the Fourth Year Class of 2010

As a fourth year medical student you can tailor your competency curriculum to meet your personal and professional goals. You have several options that will offer you opportunities to achieve the three **different** Level 3 competencies required for graduation. You **must** communicate to the appropriate clerkship director, elective director or competency director in advance your intent for achieving a Level 3 competency via the Electronic Competency Management System (ECMS).

1. Determine which competency activity you would like to complete for Level 3 Credit

Descriptions of Level 3 opportunities are provided in detail in the 4th Year Competency Planning Guide on the Medical Education and Curricular Affairs website <http://meded.iusm.iu.edu/Resources/ForStudents.htm>.

Information on current pre-approved electives that offer a Level 3 can be found in the Elective Catalog on the Medical Student Affairs website <http://msaa.iusm.iu.edu/StudentRecords/elbk/Competency.htm>.

You may submit your own proposal for a Level 3 project or experience. Submit it as an Independent Study proposal. The Competency Director must approve it.

2. Register for your Level 3 Competencies on the Electronic Competency Management System (ECMS)

- a. Go to <http://meca.iusm.iu.edu/MSIS> and log in using your iupui.edu username and password
- b. Under the ECMS menu select "Registration"
- c. Complete and submit information requested under Option A Competency that is associated with an approved IUSM elective or required 4th year clerkship **or** Option B Competency as an Independent Study

3. Submit your proposal

A proposal is required for Option B Competency as an Independent Study **only**. Guidelines and a template for proposals are available under the Competency Information section of ECMS.

- a. Go to "Submit Proposal" under the ECMS menu
- b. Upload your document
- c. Hit "Select" next to the competency registration to send your proposal to the appropriate competency director for approval

4. Submit your final project

- a. Go to "Submit Final Project" under the ECMS menu
Please note: if you are completing an independent study, you will not be able to submit your final project until your proposal has been approved by the competency director
- b. Upload your document
- c. Hit "Select" next to the competency registration to send your final project to the appropriate elective and competency directors for grading.

A Student User's Guide to ECMS is available at <http://meca.iusm.iu.edu/Resources/ECMSStudentUserGuide.pdf>.

Frequently Asked Questions

I accidentally registered for the wrong course. What do I do?

Email MECA at meca@iupui.edu and we can remove the incorrect course from your schedule. You must include your name, rotation month of the incorrect course, and the course name.

I accidentally submitted the wrong file for a proposal or final project. What do I do?

Email MECA at meca@iupui.edu with the correct file attached. You must include your name, rotation month of the course, and the course name.

I am unable to submit my final project for my independent study.

The system requires you to submit your proposal prior to submitting your final project. If this is the case, please select the "Submit Proposal" option, and submit your proposal. You will be able to submit your final project once the Competency Director approves your proposal within the system. You will receive an email notification when this has been done. If you submitted your proposal via the ECMS website and received an automated email from MECA (not from the Competency Director) stating that the proposal has been approved and are still unable to submit your project, please contact MECA at meca@iupui.edu or 317-274-0783.

I submitted my final project quite some time ago. Why have I not yet received my competency grade?

Grades are supposed to be submitted within 30 days of concluding the rotation. If it has been more than 30 days and you have not yet received your competency grade, please contact your Elective Director and request a status update. The Elective Director's contact information will be displayed at the top of your "Registration" page within the ECMS website. NOTE: The system will not generate the forms necessary for your elective director to submit your grade until you submit your final project via the "Submit Final Project" option in the ECMS menu.

Where can I find more information on submitting my personal statement for Level 3 Credit?

The student guidelines for achieving a Level 3 competency in Self-Awareness, Self-Care, and Personal Growth can be found at <http://meded.iusm.iu.edu/Resources/Comp5-PersonalStatement.pdf>.

How do I know if I am eligible for Competency 3 - Using Science to Guide Diagnosis, Management, Therapeutics and Prevention?

1. Receive an Honors grade in at least 6 of the required third-year clerkships that are four weeks or more in duration.
2. Score on the USMLE Step 2 CK at least 1.5 standard deviations above the mean of the prior year's fourth year class from IUSM.
3. Score at least one standard deviation above the prior year's fourth year IUSM class mean on the sum of the Step 1 and Step 2 CK Scores

If you have met one or more of the above criterion, you will receive an email from MECA. The MECA office will register and submit a "final project" on your behalf. If you have specific questions regarding Competency 3, please contact Dr. Thurston at ythursto@iupui.edu or 317-274-5749

If you have any other questions or concerns, please contact Alison Loftus at aloftus@iupui.edu or 317-278-1428 or the MECA Office at meca@iupui.edu or 317-274-4556.