# Pre-Orientation Guide Class of 2016





### Office of Student Admissions

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It is with great pleasure that I welcome you to the Wake Forest University School of Medicine. The fact that you were chosen as a member of this year's entering class speaks not only to your past accomplishments and your potential to become an excellent physician, but also about your personal attributes, such as your resilience, work ethic and compassion. We take pride in selecting only those applicants who we believe demonstrate the intellectual ability, personal attributes and motivation to be successful in medical school, post graduate training and throughout their professional careers. Because you have demonstrated to the Committee on Admissions that you possess these qualities, we have invited you to join us as a dedicated member of the medical practice.

When you begin your studies at Wake Forest, you will be entering a world of life.ong learning. Our academic and professional standards are high and we expect excellence both in and out of the elassroom so that it becomes a way of life. We will challenge you from the start with a demanding curricultum that combines both traditional medical education and a problem-based approach along with other exciting innovations.

When you enter Wake Forest University School of Medicine, you will also enter an atmosphere of collegiality that will remain a part of you. You will form friendships and partnerships which will last a lifetime. Our alumni are known for their loyalty to their alma mater, just as our faculty is known for its commitment to ensuring that all Wake Forest students achieve their potential by becoming the best physician that they can possibly be.

The read will not always be easy. You can depend on our faculty and acroinistrations to provide you nutonly with an excellent education but also with the personal support that you will must assuredly need.

Dr. Tinsley Harrison, former chair of the Department of Internal Medicine at Wake Forest, wrote in 1950;

"No greater opportunity, responsibility, or obligation can fall to the lot of a human being that to become a physician. In the care of the suffering [the physician] needs technical skill, scientific knowledge, and human understanding..."

Thelieve that to practice medicine is the greatest privilege known to humanity. Take advantage of every opportunity that we have to offer you at Wake Forest. I wish you every success.

Sincerely,

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Gretchen L. Wells, M.D., Ph.D., FACC Associate Dean for Admissions



Medical Education

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Welcome to the Wake Forest University School of Medicine:

We are pleased to be among the first to welcome you to our medical school family. We look forward to getting to know you during your medical training.

Please take a moment to review the information in this Guide. All incoming freshmen are required to attend all sessions of the Class of 2016 Orientation. You will find these sessions both interesting and informative.

If after reviewing the enclosed packet you have further questions about Wake Forest University School of Medicine or Winston-Salem, please feel free to contact us. Speaking for the entire staff here, we look forward to meeting you this summer.

Sincerely,

David & Protection

David Manthey, MD Associate Dean for Education

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Ann Lambros, PhD Assistant Dean for Education

## **PREREQUISITES:**



Because acceptance into medical school is contingent upon completing all prerequisites as well as adequate performance after acceptance, it is essential that we receive a final transcript with degree granted as soon as it becomes available. AMCAS does **not** send us transcripts sent to them in the application process.

# **TECHNICAL STANDARDS**

Candidates for the MD degree must have abilities and skills in five general categories: observation; communication; motor; intellectual-conceptual, integrative and quantitative; and behavioral and social. Technological compensation can be made for some disabilities in certain areas but a candidate should be able to perform in a reasonably independent manner. More detailed information is available upon request from the Office of Admissions or Student Services.



# MANDATORY IMMUNIZATIONS FOR ENROLLMENT

North Carolina State Law HB 882, effective July 1, 1986, requires that specific immunizations be documented within thirty (30) days following enrollment at Wake Forest University School of Medicine. Failure to comply will result in suspension until immunizations or documentation is complete. In order to minimize your difficulty or delay in obtaining immunizations, the University is urging you to obtain them prior to coming to school.

# **BACKGROUND CHECKS**

Background Checks are required for all incoming students and are being procured by Certiphi Screening through AMCAS.

# **IMMIGRATION STATUS**

Evidence (file copy) of your immigration status is required (if applicable).



Incoming students should inform us of any change in address, especially during the summer.



Tuition for first year medical students for the 2012-2013 academic year is \$44,696.00 and is payable in equal installments at the beginning of each semester.

July 19, 2012	\$	22,348.00
Minus Tuition Deposit	_	100.00
Balance Due August 19, 2012	\$	22,248.00
Balance Due January 2, 2013	\$	22,348.00

Students who fail to make their payments or arrangements with the Controller's Office by the above dates are not eligible to continue classes. Payment schedules other than the above must be arranged with the Controller's Office by August 15<sup>th</sup>. Past due tuition balances will be assessed an interest charge of Prime plus 4%.

# FINANCIAL AID

Financial aid awards from institution funds for the 2012-2013 academic year will be made by May 15, 2012. Primary consideration for need-based funds from WFSM resources is given to financial aid applicants who met the March 15 financial aid application deadline. Incoming medical students who have not submitted the required application materials to the Financial Aid Office **prior** to the March 15 application deadline will be ineligible for financial assistance from institutional sources.

If financial needs occur, applications for funds to defray educational expenses are available through Ms. Melissa Stevens, Financial Aid Director, in the Office of Financial Aid. Ms. Stevens may be contacted for appointments between 8:00 a.m. and 4:30 p.m., weekdays by calling (336)716-2889.

# **GENERAL INFORMATION**



# **BANKING FACILITIES**

There is a branch office of Wells Fargo and an Allegacy Federal Credit Union on the Main Floor of the Medical Center open Monday through Friday from 9:00 a.m. to 5:00 p.m., a Wells Fargo ATM, a BB&T ATM, and an ATM of Allegacy Federal Credit Union. Branches of Wells Fargo Bank, BankAmerica, Branch Banking and Trust, First Citizens Bank and Trust Company and Sun Trust are scattered about the community.



HOUSING

Rooms, apartments and houses can be rented and/or bought in the neighborhood of the medical school. A housing file can be found on our website at: <a href="http://www.wfubmc.edu/school/community/available-housing.htm">http://www.wfubmc.edu/school/community/available-housing.htm</a>. This list is updated weekly.

We also recommend that you check a weekend newspaper for listings and talk to the apartment managers in the community and/or local real estate people. In addition, low rent efficiency and one-bedroom apartments, operated by the Wake Forest University Baptist Medical Center, are at times available to medical students with priority given to upperclassmen.

For those seeking roommates, there is a section in the housing file on roommates and the information from the Pre-enrollment data sheet will be compiled and circulated on a regular basis by email to those whose names are on the roommate seeking list.



Parking facilities at the Medical School are limited. Student parking is available at either the Student lots or the Cloverdale lot and will be handled at orientation. There will be a charge of \$90.00 per semester billed to your student account and can be cancelled at any time.

Limited on-street parking is permissible in the vicinity of the medical school; most areas have a time limit or require a city parking sticker. **Police regularly check parking.** 

For medical students who ride bicycles, racks are located under the foyer of Babcock Auditorium. The hospital also has a rack under the deck at the basement entrance of the patient tower. Please use these racks! Bicycles are not permitted in the buildings.

City buses run regularly to the hospital and throughout the city.

# STUDENT HEALTH SERVICE

The Medical Center Employee Health Services Center has the responsibility of monitoring compliance in regards to health screenings and immunizations. Prior to matriculation, each student is **required** to complete a medical screening evaluation, have a physical exam and present information regarding required immunizations. These forms are on our website and they must be completed before orientation.

Employee Health Services provides a number of other services to students—annual tuberculosis screening, management of human and animal contaminated exposures, free acute care clinics, treatment of all work-related illnesses and injuries, and nursing consults.

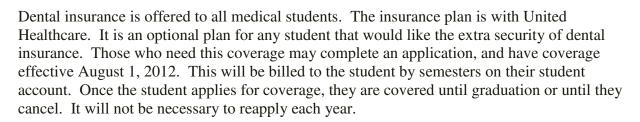
As a student of Wake Forest University School of Medicine, you will be assigned to a faculty member in the Department of Family and Community Medicine for provision of primary care services. Spouses and dependent children are welcome to enroll with the student's assigned physician.

All students are **required** to have adequate health insurance. Any charges generated that are not covered by the student's health insurance policy, will be the personal responsibility of the student. Students are encouraged to choose the school insurance plan provided by United Healthcare-Student Resources. Information on the plan will be forwarded to you for your consideration.



Wake Forest University requires that all students have adequate and applicable hospitalization insurance. Any charges generated that are not covered by the student's insurance policy will be the personal responsibility of the student. Students who are eligible to continue under their parents' or spouse's coverage may do so. As an alternative, Wake Forest University School of Medicine offers a student plan provided by United Healthcare-Student Resources. Those who need this coverage may complete an application, and have coverage effective August 1, 2012. This will be billed to the student by semesters on their student account. Once the student applies for coverage, they are covered until graduation or until they cancel. It will not be necessary to reapply each year.

# DENTAL INSURANCE



# VISION INSURANCE

Vision insurance is offered to all medical students. The insurance plan is with United Healthcare. It is an optional plan for any student that would like the extra security of vision insurance. Those who need this coverage may complete an application with and submit payment to United Healthcare. Coverage may begin August 1, 2012. This coverage is renewable each year. The enrollment form and payment must be completed with United Healthcare.

# MEDICAL STUDENT CONDUCT AND DRESS CODE

From your first day in medical school, students should demonstrate the behavior and attitudes of scholars and physicians. The students of Wake Forest University School of Medicine uphold an Honor Code which strives to foster an atmosphere of honesty, trust and cooperation among themselves, their instructors, their patients and their society. Appropriate behavior includes, but is not limited to, honesty, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, and concern for the welfare of patients. A complete version of the Honor Code is available on the medical school website.

Students should not wear laboratory coats or uniforms outside the medical center, or discuss medical matters within the hearing of those to whom such discussions are distasteful and improper. Students should dress neatly and wear official nametags while in the medical center. Copies of the institution's dress code as well as other important documents will be disbursed at Orientation.

# **DIAGNOSTIC KIT**

In preparation for the Foundations of Clinical Medicine--Physical Diagnosis Course, purchase of a diagnostic kit (otoscope and ophthalmoscope) is strongly encouraged. In addition, purchasing <u>Bate's Guide to Physical Diagnosis and History Taking</u> will be a very helpful adjunct to the physical diagnosis as well as the bedside teaching course.

# **DISSECTING INSTRUMENTS**

Dissecting instruments are essential in anatomy. Sets can be purchased at the campus bookstore. The student body arranges a "hand-me-down" of some used dissecting kits. If purchased elsewhere before arrival, kits should contain a scalpel with exchangeable blades (Bard-Parker BNT recommended), 2 heavy probes, 2 heavy forceps (one should be a "mouse tooth" forceps) and sturdy scissors. The scalpel handles should be the ones that take #22 blades.



Texts for the freshman year will be available early-July. Required books for Year I will cost about \$1700 and for Year II \$1200. Other books referred to in these years may be purchased if desired but are not obligatory. It may be unwise to purchase books prior to getting here because they may not be appropriate.

If necessary, students anticipating financial aid may charge the cost of books and school supplies at the bookstore to their student accounts. Students will be billed monthly by the controller's office for charges.



The Carpenter Library is located on the First Floor of the Gray Building and includes study spaces and study rooms with SmartBoards and full network access. Students receive an allotment of printing and photocopying. Reference librarians offer individual and group assistance with library resources and each student is assigned a personal librarian as a point of contact throughout their four years of medical school. Electronic resources are available onsite as well as away from campus via the Library's web page: <u>http://www.wakehealth.edu/Library/</u>. The Library is open 7 days a week, including evenings and weekends, and food is permitted.

# **OFFICE OF STUDENT SERVICES / REGISTRAR**

The Office of Student Services supports the members of the student body throughout their medical careers. All student-related issues and activities are organized through this office including preparation for residency, creation of the MSPE letter for residency, match day, the white coat ceremony, and graduation.

The office provides academic, career, and personal counseling. The office can also arrange special tutorial assistance, test-taking assessments, and learning-disability evaluations. The office is a steward of student records from the point of matriculation to the conferral of the degree. Student Services offers a wide range of services to students and graduates in various areas of academic records, student status, official verification for licensure, and transcript requests.

Clinical rotation schedules for Years 3 and 4 as well as facilitation of extramural rotations and visiting student rotations are arranged in this office in conjunction with the Office of Medical Education.

# DIVERSITY AND DEVELOPMENT INITIATIVES

Diversity and Development Initiatives (DDI) focuses on minority student recruitment and retention. DDI programs and activities offer short-term objectives such as recruiting students capable of meeting admissions requirements as well as long-range objectives that focus on medical career awareness and preparation of underrepresented and disadvantaged students.



During orientation each student is assigned an e-mail address. Communications regarding classes, student body activities, as well as communications from the administration are sent via e-mail.

First class mail is delivered to the medical school twice each morning and is usually sorted and put into student boxes by 11:30 a.m. Combination lock mailboxes assigned by the mailroom are located on G Floor of Watlington Hall. For confidentiality and security reasons, mailboxes should be locked after mail is collected. Please address student mail using "MS" and the mailbox number. The mailbox number can also be placed as the last four digits of the zip code.

Example: JAMIE DOE, MSI STUDENT BOX WAKE FOREST SCHOOL OF MEDICINE MEDICAL CENTER BLVD. WINSTON-SALEM, NC 27157-0000



Orientation will begin on Thursday morning, July 19, 2012, 8:30 a.m. and will end on Friday, July 27, 2012. Classes will begin on Monday, July 30, 2012. Parking is provided in the Student Parking Lots. Dress is business casual. During orientation there will be information sessions, social activities, computer training and other activities necessary for acclimation to student life. During the week the following items will be distributed:

- Identification Badges-A Medical Center Badge, which should be worn at all times while on campus, will be provided by Wake Forest School of Medicine Human Resources Office. The student will be charged for a replacement badge.
- Matriculation Questionnaire-To be completed via the AAMC website beginning June 1, 2012 at <u>www.aamc.org/msq</u>.
- Data Sheet-To be completed and returned to Student Admissions.
- A laptop computer Each student will receive a Lenovo ThinkPad laptop computer.
- The School Bulletin provides detailed information about all aspects of medical student life, including the student handbook and is invaluable to the matriculating student. If you would like to look over the bulletin prior to orientation, you may access it via this link: <u>http://www.wakehealth.edu/MD-Program/</u>. The link will also be available on the laptop that will be provided to you.
- More detailed information regarding Orientation will be sent via email in early summer.

All entering students are **required** to attend Orientation. Any exception must be approved by Dr. Gretchen Wells, Associate Dean for Student Admissions or Irene Tise, Coordinator, Student Admissions. Orientation will commence in Babcock Auditorium, E floor, Hanes Building, which you may access by entering through Alumni Plaza on Hawthorne Road. A complete Orientation Program and Packet will be distributed on July 19.

### **ADMINISTRATION DIRECTORY:**

The functions of each administrative office will become familiar during the next four years, but the names of the personnel in these offices might be of assistance to you now. The administrative offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Office of the Dean - 716-4424 (Tenth Floor, Clinical Sciences Building)

Office of the Senior Associate Dean - 716-5026 (Third Floor, Watlington Hall)

Dr. Steven Block, Senior Associate Dean of Wake Forest School of Medicine Ms. Amy Nuttall, Administrative Secretary

Educational Services - (Third Floor, Watlington Hall)

### Office of Medical Education - 716-4524

Dr. David Manthey, Associate Dean for Education
Dr. Ann Lambros, Assistant Dean for Education
Dr. Sara Fletcher, Academic Development Specialist
Dr. Barbara Gorney, Evaluations Administrator
Ms. Debbie Clodfelter, Project Coordinator
Ms. Brenda Crumpler, Administrative Manager
Ms. Ginger Graham, Curriculum & Evaluation Assistant
Ms. Melanie Huggins, Curriculum & Evaluation Assistant
Ms. Kim Luebchow, Visiting Student Coordinator
Ms. Meredith Phillips, Academic Clerkship Coordinator
Ms. Jeanie White, Curriculum & Evaluation Assistant

### Office of Medical Education-(Satellite Office) – 716-3884 (E Floor, Hanes Building)

Ms. Adriene Cunningham, Curriculum Coordinator Ms. Becky Wright, Clinical Education Specialist Ms. Karri Loy, Secretary

### **Office of Student Admissions** - 716-4264

Dr. Gretchen Wells, Associate Dean for Admissions

- Ms. Irene Tise, Student Admissions Officer
- Ms. Sherri Routh, Admissions Processing Specialist
- Ms. Julie Johnson, Admissions Secretary
- Ms. Tammy Strickland, Admissions Secretary

### Office of Student Financial Planning - 716-2889

Ms. Melissa Stevens, Financial Aid Officer

Ms. Ellen Montgomery, Financial Aid Assistant

### **Office of Student Services** – 716-4271

Dr. Mark Knudson, Associate Dean for Student Services Dr. Brenda Latham-Sadler, Assistant Dean for Student Services Ms. Sonja Vientos, Registrar Ms. Amanda Blankenbaker, Curriculum and Evaluations Assistant Ms. Betty Smith, Secretary

### **Diversity and Development Initiatives** – 716-4271

Dr. Brenda Latham-Sadler, Director Ms. Shirley Dockery, Diversity and Development Initiatives Program Coordinator

### Cashiers Office - 716-4631 (Sixth Floor, Piedmont Plaza I)

Office of Development and Alumni Affairs – 716-4589 (Seventh Floor, Piedmont Plaza)

Mr. Norman Potter, Vice President Development and Alumni Affairs Mr. Fred Robinette, Senior Director of Alumni Development

### WAKE FOREST UNIVERSITY SCHOOL OF MEDICINE CURRICULUM 2012-2013

The curriculum is under continuous evaluation and revision; these are the course credits for the 2012-2013 academic year.

		<u>Credits</u>
Year I	Core Biomedical Knowledge:	
	Human Structure and Development	12
	Cellular and Subcellular Processes	11
	Systems Pathophysiology 1	9
	Being a Physician 1	3
	Foundations of Clinical Medicine 1	6
	Population Health/Epidemiology	3
	Community Practice Experience	0
	Total	44
Year 2	Systems Pathophysiology 2	15
	Systems Pathophysiology 3	15
	Being a Physician 2	3
	Foundations of Clinical Medicine 2	6
	Community Practice Experience	4
	Total	43
Year 3	Core Clinical Clerkships	49
Year 4	Advanced Inpatient Management Clerkships	8
	Intensive Care	4
	Electives	28
	Senior Seminar	1
	Total	41

Total

176

# Wake Forest School of Medicine Curriculum

# The basic structure of the curriculum is outlined below:

Year 1											
E Hun N T A Bei T Four I Medicin O Epido	Block 1 12 Weeks omedical Knowledge: man Structure and Development ing a Physician 1/ idations of Clinical e 1/Population Health/ emiology & Intro to nce Based Medicine	C O M E M M I T W Y E E E K X P 1 1	Block 2 14 Weeks Core Biomedical Knowledge: Cellular/Subcellular Processes Being A Physician 1/ Foundations of Clinical Medicine 1/ Population Health/ Epidemiology & Intro to Evidence Based Medicine	E X M W E E K 2	S P R I N G R E C E S S	Block 3 7 Weeks Systems Pathophysiolog Being A Physic 1 / Foundation Clinical Medici	ician 1s of	E X M W E K 3	Communit y Experience Summer Session 2 Weeks		Summer Options: Research/ Scholarly Project/ Vacation 13 Weeks
Year 2	2	<u> </u>									
Being A Phy	Block 1 9 Weeks Systems hophysiology 2  sician 2/ Foundations of ical Medicine 2	C O M U N I T Y E X P 2	Block 2 14 Weeks (Includes Exam W Systems Pathophysiolog ————— Being A Physicia Foundations of Cl Medicine 2	y 3 - an 2/	·		E X M W E E K 5	Step	Block 3 acation and USMLE 01 Preparation 6 Weeks		
Year	3 – Clinical Rotations									I	
Year 3 Orientation 2 week	Core Clinical Cle 16 Weeks		Core Clinical Clerkshi 16 Weeks	ips		Core C		al Clei Veeks	rkships		

Year 4

Year 4	Senior Seminar
48Weeks	
(includes 4 week vacation block and 4 weeks USMLE Step 2 Prep)	3 Weeks
2 Advanced Inpatient Management Selectives/	
Intensive Care Unit/	
Electives	

### **ORGANIZATIONS:**

WFUSM Students participate in various student interest groups and organizations. Examples of chapters of national organizations follow:

### The North Carolina Medical Society, WFUSM Medical Student Section (NCMS-WFUSM-MSS)

Any student interested in taking an active role in the local, state and national "politics" of medicine is welcome to join this organization. Full membership in the Forsyth County Medical Society, the state NCMS, and the national American Medical Association (AMA) is included. A few of the activities involve election of representatives to the state NCMS House of Delegates, the national AMA meetings, the physician-student outreach program, freshman orientation, and the STEP program with AMSA. Other benefits include the *Journal of the AMA* (JAMA), weekly AMA newspaper, and the *NCMS Journal*.

### **Student National Medical Association**

The School of Medicine Chapter of the Student National Medical Association (SNMA) is an affiliate of the national organization. The association strives to enhance professional skills, support personal aspirations, and create an atmosphere wherein professional excellence and moral principles can find fullest expressions. Primary services of SNMA involve orientation and assistance to entering minority students and sponsoring programs for minority youth to encourage their entrance into health professions. Recently SNMA has sponsored the annual Medical Excellence Banquet. The School of Medicine Chapter takes pride in its community outreach programs. The Chapter is dedicated to the development of competent leaders, social awareness, service to humanity and excellence as physicians, and all students are invited to join and help achieve these goals and set new ones.

### **American Medical Women's Association**

The American Medical Women's Association (AMWA) is a national organization which supports issues common to women in medicine. The School of Medicine student branch of AMWA was formed in 1975. Goals of the student branch of the AMWA at the School of Medicine are to help orient incoming women students, promote interest in the medical profession among women high school and college students in the area and assist women students in the four medical classes to become better acquainted with each other and with women faculty members. Members of the organization receive periodic newsletters published by AMWA. Members also may attend national meetings of the AMWA with full voice and voting power.

### **Christian Medical and Dental Society**

The Christian Medical and Dental Society (CMDS) is an interdenominational group of medical students, physician assistants and other allied health workers from Wake Forest University School of Medicine and North Carolina Baptist Hospital who are committed to integrating their faith in Jesus Christ with the practice of medicine. Viewing medicine as a calling, CMDS desires to coordinate conferences, retreats, discussions, guest speakers, fellowship, Bible studies, and community medical projects in order to help the merging of Christianity and medicine. CMDS is one chapter of an international framework.

# Wake Forest University School of Medicine Academic Calendar 2012 – 2013 FIRST YEAR - Class of 2016

Orientation Weals Desing	Thursday, July 10, 2012
	Saturday July 21, 2012
	Monday, July 30, 2012
	Monday, September 3, 2012
Medical Student Research Day	Wednesday, October 10, 2012
Exam Week 1	Monday October 22 through Friday, October 26, 2012
	Friday, October 26, 2012
Alumni Weekend 2012	October 26-28, 2012
Community Practice Experience 1	Monday October 29 through Friday, November 2, 2012
	Monday, November 5, 2012
Thanksgiving Recess Begins	Wednesday, November 21, 2012 @ 12 Noon
Classes Resume	Monday, November 26, 2012
Holiday Recess Begins	Friday, December 21, 2012 @ 5pm
Classes Resume	Tuesday, January 7, 2013
Holiday (Martin Luther King, Jr)	Monday, January 21, 2013
Exam Week 2	Monday February 25 through Friday, March 1, 2013
Year 1 Block 2 Ends	Friday, March 1, 2013
Spring Recess	Monday March 4 through Friday, March 8, 2013
	Monday, March 11, 2013
Holiday (Good Friday) Begins	Thursday, March 28, 2013 @ 5pm
Community Practice Experience Summ	erMonday May 6 through Friday, May 17, 2013
	Friday May 17, 2013
	Monday May 20 through Friday, August 16, 2013

Second Year Begins on Monday, August 19, 2013