



American University of the Caribbean School of Medicine (AUC)

Preparing for Residency: MSPE Letter

Office of Student Professional Development
May 25, 2017



American University of the Caribbean
School of Medicine

Contents

There are several components included in the Medical Student Performance Evaluation (MSPE) letter:

- Identifying information
- Noteworthy Characteristics
- Academic history
- Academic progress
- Summary
- Medical school information



Identifying Information

- Student's legal name
- ECFMG # 0-123-456-7
- AAMC # 12345678
- Student's year in school
- Example:
- *“John Doe is a fourth-year student at the American University of the Caribbean School of Medicine. The Basic Medical Sciences Campus is located in St. Maarten while university-affiliated clinical sites are located throughout the United States and United Kingdom.*



Noteworthy Characteristics

- The AAMC has issued new [recommendations for the MSPE Letter](#). The Unique Characteristics section will be replaced by a Noteworthy Characteristics section in AUC's MSPE Letters submitted for the 2018 Match. A [Sample MSPE Letter](#) is available to see where the Noteworthy Characteristics are located.
- The Noteworthy Characteristics section is intended to help a residency program selection committee review applicants holistically to achieve a residency class that brings a diverse set of background experiences, characteristics and perspectives.



Noteworthy Characteristics

- Provide a maximum of three characteristics highlighting the most salient, noteworthy characteristics of the student. These characteristics will be written in the third person (e.g. *“Mr. Doe was named to the Dean’s List for four consecutive semesters”*)
- This section should be presented as a bulleted list. Each characteristic should be described in two sentences or less. Information about any significant challenges or hardships encountered by the student during medical school may be included.



Noteworthy Characteristics

Students should consider including:

- Achievements in research, presentations and/or publications
- Honors and awards
- Leadership in student organizations
- Institutional leadership
- Community service
- Hobbies that speak to your career interests (i.e. writing about medicine; leadership of peers in sports leagues)
- Peer education/mentorship/tutoring (e.g. teaching assistant, peer-to-peer)
- Work experiences before medical school that have influenced your practice
- Life experiences
- Explanation of any difficulties (e.g. illness, death in the family, etc.)



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Noteworthy Characteristics

Students should **NOT** include:

- Information about what specialty you apply to or why you chose that specialty (this should appear in your Personal Statement)
- Summative statements about your academic progress or personal traits
- Any simple listing of activities (these should appear in your CV)
- Lengthy biographical descriptions are not recommended due to the time required for review and because these details can be found in other sections of the applicant's portfolio (e.g., ERAS application, personal statement, letters of recommendation, interviews).



Sample Noteworthy Characteristics

- During her second year, Ms. Doe served as President of the American Medical Student Association. As President, she organized several suture and phlebotomy workshops.
- Starting after his first year, Mr. Doe has conducted research with John Smith, MD, PhD on the subject of epigenetic factors influencing childhood obesity which has resulted in a series of publications including one with him as first author in the journal Lancet.
- Mr. Doe was named to the Dean's List for four consecutive semesters.
- John has shown an interest in teaching and peer mentorship, as demonstrated by his service as a peer educator in two required courses.
- Jane has a strong record of leadership, which includes service as a student government representative and as a leader in her specialty interest group.
- Ms. Doe passed her USMLE Step 1 examination two months after the death of her mother in a motor vehicle accident.
- Ms. Doe gave birth to a son this past August. She successfully completed all her M3 clinical rotations on time, spent the month of August on a pre-arranged research rotation, and commenced her Emergency Medicine rotation in mid-September.



Academic History

- Month and year of initial matriculation
- Anticipated graduation date
- A brief explanation of any extensions, leaves of absence, gaps or breaks in medical education
- Information of coursework the student was required to repeat or otherwise remediate
- Information of any adverse action imposed on the student by the medical school
- Overall GPA
- USMLE exam scores
- ECFMG certification status



Academic Progress

- Information about the student's academic performance and professional attributes in core and elective clinical rotations.
- Graphic representations of student's comparative performance.
- Assessments of clinical rotation performance based upon summative comments from final clinical evaluations.
- Evaluation comments must appear verbatim and cannot be edited for content.
- Minor editing of spelling and/or grammar only.
- Information about any unprofessional behavior or concerns about professionalism.



Summary

- A summative assessment of the student's comparative performance in medical school relative to the student's peers.
- Use of a 'Summary Adjective' (or overall final rating) as a means of providing comparative information on applicants.
- Sample Summary Statement:

As a successful student of American University of the Caribbean School of Medicine, Mr. John Doe has thrived while adapting to student life in a foreign country, excelled from the student-centered approach to medical education by dedicated faculty, and benefited from exposure to different health care systems while completing clerkship rotations at geographically diverse sites across the United States and the United Kingdom.

Mr. Doe received honors in all core clinical clerkships and participated in multiple student organization activities while maintaining a leadership role. He is professional, committed and a team player.

*We are pleased to present John Doe, an April 2018 graduate and a **Very Good** candidate for post-graduate training.*



Summary

Adjective	Grading Criteria
Outstanding	<p>Given to outstanding students who have distinguished themselves in academics, service, and professionalism. Students must fulfill all criteria below to receive an Outstanding rating:</p> <ul style="list-style-type: none">• An overall grade point average above 85.0 at the time the Medical School Performance Evaluation (MSPE) Letter is written• Received honors in a minimum of three required clerkships• Engaged in multiple service activities, including a leadership role• Passed all required clerkships on first attempt• Passed all USMLE examinations on first attempt• No academic or non-academic probation• No concerns about professionalism



Summary

Adjective	Grading Criteria
Excellent	<p>Given to highly competitive students, with strong and consistent performance in academics, service, and professionalism. Students must fulfill all criteria below to receive an Excellent rating:</p> <ul style="list-style-type: none">• Ranked in the upper half of their class in medical sciences and/or an overall grade point average above 85.0 at the time the MSPE Letter is written• Received honors in two or more required clerkships• Engaged in multiple service activities• Passed all required clerkships on first attempt• Passed all USMLE examinations on first attempt• No academic or non-academic probation• No concerns about professionalism



Summary

Adjective	Grading Criteria
Very Good	<p>Given to students who have consistently performed competently and professionally. Students must fulfill all criteria to receive a Very Good rating:</p> <ul style="list-style-type: none">• Passed all required clerkships on first attempt• Passed all USMLE examinations on first attempt• No academic or non-academic probation• No concerns about professionalism



Summary

Adjective	Grading Criteria
Good	Given to students who have had academic or non-academic difficulty, but have successfully remediated.



Medical School Information

Included in this section is information pertaining to the following:

- Mission Statement
- Accreditation
- Educational Program and Curriculum information
- Graduation Requirements
- Grading Criteria for Basic Medical Sciences
- Clinical Sciences Rotation Evaluation Expectations
- Grading Criteria for Clinical Sciences Clerkships
- MSPE Composition Process



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MSPE Letter Request Process

- The student will [submit a request for an MSPE letter](#) and include Noteworthy Characteristics and a copy of CV
- Students and graduates will be given the opportunity to review the letter for factual or grammatical errors prior to review by Dean and upload to ERAS.
- Students who don't review and respond regarding their MSPE letter within seven business days will have their letter automatically uploaded to ECFMG on the eighth day.
- Due to the high volume of letter requests, OSPD is not able to hold letters for clinical evaluations that have not been received.
- Letter requests are processed in the order they are received.



MSPE Letter Important Dates

- OSPD will begin accepting MSPE requests on Monday, June 5
- Students must submit a first-time MSPE Letter Request by July 28
- **MSPE Letter Update Deadline:** Students must submit an MSPE Letter Update Request no later than September 1 time to include any additional USMLE scores or rotation evaluation comments by Oct. 1 (the date MSPE Letters are released to programs)
- The MSPE letter can take 3 to 4 weeks to process, especially during high volume months such as August and September.



MSPE Letter Tips for Students

- Thoroughly complete the MSPE Letter Request Form
- Review the MSPE Letter for factual errors during your 7-day review period.
- Be sure to check all rotations that you have completed and received a grade for are showing on the MSPE.
- Know that evaluation comments appear on the MSPE letter verbatim.
- Students with missing grades and/or evaluations should contact the [Office of the Registrar](#) to obtain copies.



MSPE Letter Tips for Graduates

- A graduate can request an MSPE Letter Update at any time once all clinical evaluations have been received by the Office of the Registrar
- It is recommended to request the letter any time after June 5 and not wait until the high volume months of August and September
- Graduates who have final MSPE letters using previous formats are not required to request the new format
- Graduates applying for residency or fellowship programs may use previous MSPE formats



Important ERAS/NRMP Dates

- January 1 [Apply for USMLE Step 2 CS](#)
- May 1 Start researching programs of interest. Use the [ACGME](#), [Electronic Residency Application Service's list of participating specialties and programs](#), the [Fellowship and Residency Electronic Interactive Database](#), and [AUC's past residency placements](#)
- June 5 AUC begins accepting [MSPE Letter](#) and [Medical School Transcript](#) Requests
- June 20 Obtain your ERAS Token in the ERAS Support Services section of ECFMG
Register ERAS token at AAMC's [MyERAS website](#). Once you have registered, start submitting your [supporting documents](#)
- July 15 [USMLE **Deadline** to take USMLE Step 2 CS](#) to have score report by Sept 13
- July 28 AUC Deadline for submitting first-time [MSPE Letter Requests](#)
- August 12 [USMLE target date to take USMLE Step 2 CK](#) to have score report on Sept 13
- August 25 AUC **Deadline** for submitting [Transcript Request](#)
- August TBD Residency Interview Webinar

Important ERAS/NRMP Dates

September 1	AUC Deadline for submitting MSPE Letter Update Request
September 6-15	Use the MyERAS website to transmit your MyERAS application, supporting documents, and Personal Statement(s) to residency programs.
September 15	Registration for NRMP , or “the Match,” opens at 12:00 p.m., Eastern Time in the United States
October 1	MSPE Letters released to programs
November 10-12	Family Medicine Education Consortium Annual Conference and Residency Fair
November 30	NRMP Early Registration Deadline for applications
December 31	USMLE Deadline for taking USMLE Step 2 CK and CS in order to participate in the Main Match

Important ERAS/NRMP Dates

January 2018	NRMP begins accepting Rank Order List
February 2018	NRMP Deadline for Late Registration NRMP Deadline for Rank Order List certification NRMP Deadline if you need to withdraw from The Match
Mar 12-16, 2018	Match Week NRMP notifies applicants to let them know IF they are matched. Unfilled program list is released. Unmatched applicants may begin applying to unfilled programs at 12 noon Eastern Time. SOAP offer rounds begin at 12 noon Eastern Time NRMP Match results are released. SOAP concludes at 5 pm Eastern Time Hospitals begin sending appointments to matched applicants
July 1	Residency begins

Request Forms

- MSPE: <http://aucmed.edu/student-services/forms-and-resources/mspe/letter-request.aspx>
- Transcript: <http://aucmed.edu/student-services/forms-and-resources/ecfmg-eras-match.aspx>
- Physician Match Advisor: <http://aucmed.edu/student-services/forms-and-resources/physician-match-advisor-request.aspx>



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