

URI PRE-HEALTH ADVISING

*Supplemental Instructions for the
Health Professions Advisory Committee Student Dossier
2023 HPAC Process
2024 Admission*

ITEMS YOU WILL NEED TO INCLUDE WITH YOUR DOSSIER

- A .jpg photo of yourself, passport-style and professional in nature. File name: Lastname, Firstname Photo.
- Transcripts from your other two or four year colleges (if applicable). File name: Lastname, Firstname Schoolname Transcript.
- Your GPA Calculator. File name: Lastname, Firstname GPA Calc.
- A copy of your resume. File name: Lastname, Firstname Resume.

Each of these items should be uploaded directly to your dossier.

IMPORTANT: SAVING YOUR FORM

You can save your work for later on the dossier. When you click save, you will get a pop-up window that includes a link to your form. Copy this link and keep it on a separate document. You can also have the link emailed to you. Before starting your form, write your essays and activities in separate word processing files (e.g. MS Word or Google Docs), and paste them into the form.

SECTION 4. WORK AND ACTIVITIES

In this section, you will enter **up to 15 experiences** that you would like to bring to the attention of HPAC. Each entry has several boxes to fill in followed by a narrative description of your activity (limit: 700 characters with spaces). These experiences can include:

- Volunteer or paid work
- Internships
- Community service
- Travel
- Teaching/tutoring
- Shadowing
- Conferences attended
- Presentations/posters/publications
- Honors/awards/recognitions
- Athletic or artistic endeavors
- Significant hobbies

You can combine similar experiences into one entry or “experience,” for example: awards, prizes, or other recognitions; research presentations and publications; and short-term shadowing. Your activities entries should be concise descriptions of what you did as part of a specific activity. If

you have additional space after writing your description, you may discuss why that activity was particularly important for you (as noted above, you will have the opportunity to expand on the relevance of your three most meaningful experiences).

Additionally, you will designate the first three experiences as “Most Meaningful.” For these entries, you have an additional text box (1,325 characters with spaces) in which will summarize why that experience was most meaningful for you. In your remarks, you might consider the transformative nature of the experience: the impact you made and the way in which you changed and/or grew from the experience.

Although this “Most Meaningful” designation is derived from the AMCAS application (for MD programs), we encourage applicants to all programs to complete these sections as part of the HPAC process.

IMPORTANT: not limit the experiences you list to those that seem only relevant to health care. HPAC and admission committees at health profession schools want to understand the broad scope of your interests.

Here is an example of an activities description (some details are omitted to preserve confidentiality):

Description (limited to 700 characters with spaces):

I currently work as a medical scribe in ----- emergency departments, each with its own patient demographic. I assist physicians and physician assistants by creating medical records while acquiring valuable, first-hand exposure to physical exams, procedures, and medical decision-making. Through consults with various departments I have also gained insight into other medical specialties. This is a job that I absolutely love. The atmosphere is fast-paced and chaotic, something that has helped me develop the acumen and confidence necessary in my role as a physician. I am proud to be part of a team that constantly strives to deliver top quality health care.

How was this experience most meaningful for you? (limited to 1,325 characters with spaces):

Most scribes, including myself, have taken this job as an opportunity to further our own medical knowledge. We are well versed in medical terminology, understand common diseases, and observe medical procedures throughout our many shifts. We are able to gain insight into the doctor-patient relationship and understand what it means to be a member of a team. As a scribe, my responsibility is to assist the physician for the purpose of improving the workflow of the emergency department. It is imperative that my work product be accurate and detail oriented. By recording pertinent information including patients’ past medical history, history of present illness, review of systems and physical exam the physician can spend less time charting and more valuable face-time with each patient. Impressed with the standard of my work, my colleagues and supervisors suggested that I become a scribe mentor, a position I was thrilled to accept. It not only allows me to cultivate my leadership skills, but I am also able to aid in the teaching of the newly hired scribes. My role as a mentor includes introducing scribes to the fast-paced environment of the emergency department, familiarizing them with the medical record system and teaching them how to create accurate medical records

Upload to your Dossier:

- **A copy of your resume.**

SECTION 5. SHORT ESSAY QUESTIONS

These questions may not appear on the official application, but are designed to serve as warm-ups for short essays on secondary applications and interviews. They also help HPAC members get to know you better. Each short essay is limited to 2,000 characters with spaces.

SECTION 6. PERSONAL STATEMENT

This essay is an opportunity for you to give us insight into the personal qualities and experiences that you will bring to your professional studies and practice. It can also serve as an initial draft of the general essay for your primary application.

The personal statement should not exceed 5,300 characters. Note that limits for your final essay will vary by application. The AMCAS and AACOMAS essays are limited to 5,300 characters including spaces; it is 4,500 characters including spaces for AADSAS. **We expect that each applicant will submit a good working draft of the personal statement.** Before submitting your HPAC Dossier, you should share a draft of your personal statement with someone who has expertise in writing and/or health professions, and who you trust to provide honest feedback. Pre-Health Advising also will offer essay writing workshops early in the Spring Semester.

If you are having trouble getting started: we encourage you to seek help from the URI Writing Center in Roosevelt Hall or consult with the pre-health advising staff (see our website, www.uri.edu/prehealth for information about making an appointment with an advisor).

SECTION 8. LETTERS OF EVALUATION

You must have a minimum of four letters of evaluation, and not more than five total. Please list information about your evaluations in boxes provided in this section.

At least two of your evaluations must be from URI faculty who are familiar with your work from courses, research, or other academic activities (e.g., teaching). At least one of these URI faculty letters must be from someone in the sciences (biology including CMB, chemistry, math, or physics).

Your remaining letters may come from individuals at URI or elsewhere who have supervised, mentored, or taught you and who can write in-depth about your personal attributes as they relate to health care practice. Letters from relatives, family friends, and peers will not be accepted.

If applying to MD/PhD programs, at least two of your letters must be from research mentors.

SECTION 9. INSTITUTIONAL ACTION

Please read carefully—your electronic signature on the Dossier indicates that you have read and understand the following statement:

Applications to medical and other health profession schools will ask you to report and explain your involvement in infractions of University codes of conduct. You will also be asked to report and explain any semesters in which you were not in good academic standing and/or the subject of suspension for unacceptable academic performance. You must report such institutional action even if it does not appear on your academic transcript, did not result in separation from the University, occurred at another college/university, and/or if you believe the offenses to be minor.

Besides asking you to report institutional action, some schools and programs will require you to have a dean at the University of Rhode Island either certify that you have not been the subject of institutional action or state in writing the facts of any action to which you were the recipient.

In most cases, reporting institutional action will not jeopardize your chances of admission as long as you have taken full responsibility for your actions and demonstrated self-reflection and personal growth.

*Truthfulness is integral to being a successful health care professional. It is therefore essential that you take seriously your responsibility to report institutional action. **Failure to report institutional action may be regarded by the health profession schools and the Health Professions Advisory Committee at the University of Rhode Island as a lapse in ethical judgment.***

In addition, you are expected to submit to the Health Professions Advisory Committee, the various application services, and admission offices valid and true documentation of your credentials and qualifications for admission. Submission of falsified/bogus documentation is a serious violation of the University of Rhode Island's standards as well as the standards set forth by the various health profession organizations (e.g., the Association of American Medical Colleges).

If you are suspected of submitting false documentation or otherwise misrepresenting yourself in the admission process, you may be investigated by the application services with a full report of the findings of any such investigation submitted to the admission offices at the schools to which you have applied.

SECTION 10. HPAC COMMITTEE LETTER OF EVALUATION WAIVER

Under federal law, you are entitled to review your letters of recommendation. However, many admission offices and committees prefer your letters to be confidential, meaning that you have waived your right to view the letters. Such a waiver for the HPAC committee letter is included in

the Dossier. You have the opportunity to waive your right to your individual letters of evaluation separately.

In order for your dossier to be reviewed by the Health Professions Advisory Committee (HPAC), you must select one of the two options in Section 10 so that we know whether or not you have waived your right of access to the HPAC letter of evaluation.

DEADLINES

February 15, 2023 by 11:59 pm if you are participating in the HPAC interview process during Spring Term 2023.

April 17, 2023 by 11:59 pm if you have participated in the HPAC interview process in a previous year but are applying for the first time.

June 1, 2023 by 11:59 pm if you are either

- *Re-applying but not participating in the HPAC interview process during Spring Term 2023*
- *Applying but using a letter packet rather than the committee letter*