



Tomorrow's Doctors, Tomorrow's Cures

# Welcome to ERAS!

June 14, 2011  
Sleep Medicine  
Minneapolis, MN

**Angelique Johnson**, Manager  
ERAS Training Programs &  
Business Partner Relations

**Jennifer Nelson**  
ERAS Fellowship Programs  
Relations Specialist

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Learn

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Serve

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Lead



Association of  
American Medical Colleges



# What We'll Cover

- ERAS Overview
- ERAS Web site
- July Application Cycle Timeline
- On the Radar – ERAS 2013
- Policies
- Program Director's Workstation (PDWS)
- ERAS Reengineering
- What Happens Now?
- Help Resources
- Questions?



# ERAS 2012 Getting Prepared...



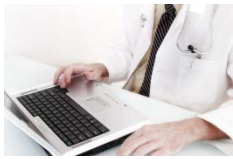
or



# ERAS Overview – The Players



- ERAS Fellowships Documents Office
  - Dean's office for fellowship applicants
  - Uses Dean's Office Workstation (DWS)
- Applicants
  - Familiar with the ERAS process
  - Use MyERAS Application (online)
- Programs
  - Use the Program Director's Workstation (PDWS) to receive, review/evaluate applications



# ERAS Web site

- Specific sites for applicants, medical schools and programs
- Technical Resources
- Training Information & Resources
  - Registration
  - Tutorials
- Let's go...
  - [https://www.aamc.org/services/eras/program\\_staff/](https://www.aamc.org/services/eras/program_staff/)



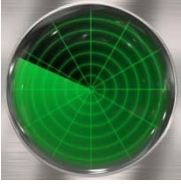
# ERAS Participating Specialties

- **New for ERAS 2012!**
  - Adolescent Medicine (26)
  - Sleep Medicine (70)
    - 55 Participating
    - 15 Not Participating
  - Are you registered?
    - Check with Jennifer Nelson
- Participating Specialties and Programs
  - <https://services.aamc.org/eras/erasstats/par/index.cfm>



# ERAS July App. Cycle Timeline

- **Highlights**
  - July 1 – Season officially begins
  - July 15 – July Application Cycle programs may begin downloading applications
  - November 16 – NRMP Match
  - May 31 – Season officially closes
- **FAQ: What's happening in between these dates?**
- **To view timeline**
  - [https://www.aamc.org/services/eras/program\\_staff/134646/fellowship\\_timeline.html](https://www.aamc.org/services/eras/program_staff/134646/fellowship_timeline.html)



# On the Radar - ERAS 2013

- AAIM achieved consensus to move the fellowship match (MSMP) to PGY-3
- Provides a better timeline in which applicants can make decisions about subspecialty training
- Scheduled to begin in 2012 for training beginning in 2013
- ERAS programs:
  - No recruitment for ERAS 2012
  - Moving from December Application Cycle (18 month) to July Application Cycle (12 month)





# ERAS Policies – Source Documentation

- ERAS strives to transmit source documentation via the ERAS system
- Reproductions of PDWS documentation from prior ERAS applications do not qualify as acceptable source documentation
- Designated dean's office are instructed to not accept printed PDWS documents for transmission via the ERAS system
- **To view policy:**
  - <https://www.aamc.org/services/eras/policies>

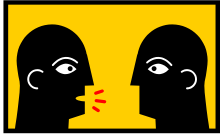


# ERAS Policies – Investigations

- The ERAS Integrity Promotion Program addresses fraudulent application activity through education and investigation
- Particularly highlighting behavior that warrants investigation
- Suspected unethical application behavior should be reported to: [erasinvestigations@aamc.org](mailto:erasinvestigations@aamc.org)
- **To view policy:**
  - <https://www.aamc.org/services/eras/policies>

# ERAS 2012

## Program Director's Workstation (PDWS)



# PDWS – Application Manager

- First screen you'll see when logging into PDWS
- Provides all data provided by the applicant in their MyERAS Application
- Provides all documents assigned to you by the applicant in their MyERAS Application

Application Manager - Filter/Sort - Active Applicants

Summary Sheet | General | Couples/Visa/Other | Education | Publication | Experience | Licensure | Examinations | Documents

AAMC #: 12683681  
Full Name: Bovell, Nicole Terry  
Preferred Name: Nicky  
Address: 2480 Acton Drive  
Waldorf, MD 20601  
Email: nbovell@aamc.org  
Preferred Phone #: 3015552866  
Participating as a Couple in NRMP: Yes  
SSN: 000000001  
NRMP: Yes  
Citizenship: Foreign National Currently in the U.S. with Valid Visa Status  
Current Visa Status: H-1 - Temporary worker  
Visa Sponsorship Needed: No



Most Recent Residency: Heart of England  
Location: Birmingham, West Midlands, GBR



Residencies/Fellowships: Yes  
Work Experience: No  
Publications: Yes  
Research Experience: Yes  
Volunteer Experience: Yes  
Licensure: No

Document Status  
 Transcript  
 ECFMG Status Report  
 Photo  
 Personal Statement  
 MSPE  
 COMLEX Transcript  
 Letters (4)  
 USMLE Transcript



SOAP Eligibility:



Review Sheet

Status | Scores | Interview | Local Data | Local Documents | Correspondence | Notes

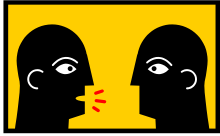
Application Status: Application Received

Status	Marked
<input checked="" type="checkbox"/> Application Received	06/08/2011
<input type="checkbox"/> Application Reviewed	NA
<input type="checkbox"/> On Hold	NA
<input type="checkbox"/> Selected to Interview	NA
<input type="checkbox"/> Invited to Interview	NA
<input type="checkbox"/> Wait Listed for Interview...	NA
<input type="checkbox"/> Scheduled for Interview	NA
<input type="checkbox"/> Interviewed	NA
<input type="checkbox"/> Selected for Ranking	NA
<input type="checkbox"/> Inactive	NA
<input type="checkbox"/> Ranked	NA
<input type="checkbox"/> Withdrawn by Program	NA
<input type="checkbox"/> Withdrawn by Applicant	NA
<input type="checkbox"/> Will Start	NA
<input type="checkbox"/> SOAP Applicant	NA

Start Date: NA  
Scheduled Interviews:

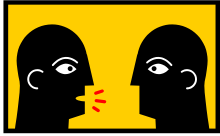
Type	Date	Interviewer

Track  
Advanced (Advanced) PGY-2 Interest



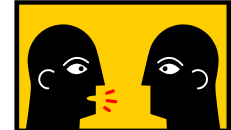
# PDWS – Application Manager (2)

- 1: Menu Bar
  - Works like the Menu Bar in Microsoft Office applications
- 2: Contact ERAS PostOffice
  - Click this button to retrieve applications from ERAS PostOffice
- 3: Applicant information/details
- 4: Most recent residency/medical school
- 5: Experience/Documents
- 6: Review Sheet
  - Used to evaluate application(s)
- 7: Applicant Photograph

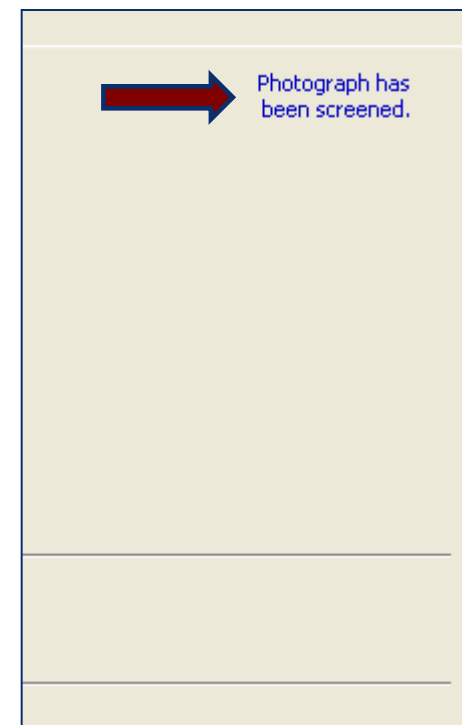
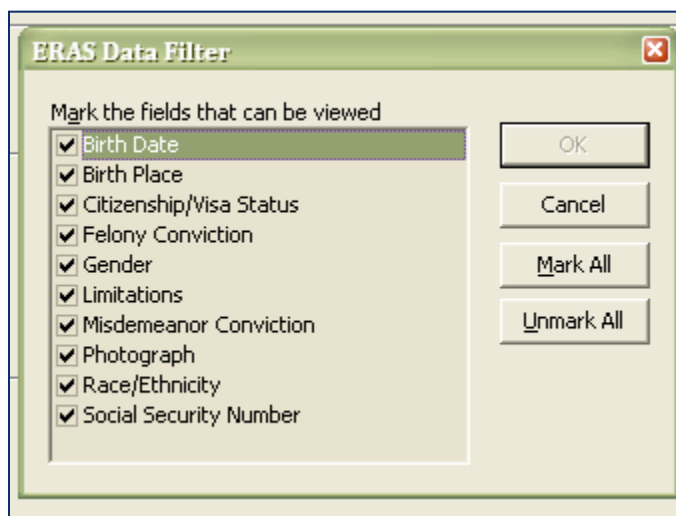
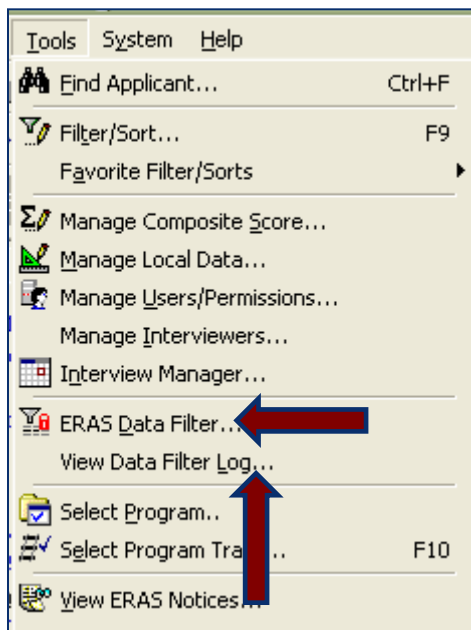


# PDWS – Data Filters

- Data Filters allow you to screen sensitive data from view during your recruitment process
- Items which can be screened include:
  - Birth Date, Birth Place, Citizenship/Visa Status, Felony Conviction, Gender, Photograph, SSN, etc.
- Verify with your DIO or legal counsel what items should be screened
  - Ex: prior to/after interview



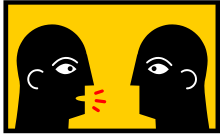
# PDWS – Data Filters





# ERAS 2012

## Getting to Know Your Applicants



# PDWS – Receiving Applications

- Click the “Contact ERAS PostOffice” button
- Your PDWS will download applications from the ERAS PostOffice
- Once download is complete applications will be viewable in PDWS

Application Manager - Filter/Sort - Active Applicants

Summary Sheet | General | Couples/Visa/Other | Education | Publication | Experience | Licenses | Examinations | Documents


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 Preferred Name: Nicky  
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 Email: nbovell@aamc.org  
 Preferred Phone #: 3015552866  
 Participating as a Couple in NRMP: Yes  
 SSN: 000000001  
 NRMP: Yes  
 Citizenship: Foreign National Currently in the U.S. with Valid Visa Status  
 Current Visa Status: H-1 - Temporary worker  
 Visa Sponsorship Needed: No



Most Recent Residency: Heart of England  
 Location: Birmingham, West Midlands, GBR

Residencies/Fellowships: Yes  
 Work Experience: No  
 Publications: Yes  
 Research Experience: Yes  
 Volunteer Experience: Yes  
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Document Status  
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Contact ERAS PostOffice...

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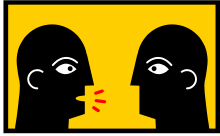
Start Date: NA  
 Scheduled Interviews:

Type	Date	Interviewer

Track	PGY-2 Interest
Advanced (Advanced)	

# ERAS 2012

## Evaluating Your Applicants



# PDWS – Reviewing Applications

- Application Manager
- Review Sheet
  - Status
  - Scores
  - Interview
  - Local Data
  - Local Documents
  - Correspondence
  - Notes

Application Manager - Filter/Sort - Active Applicants

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Start Date: NA  
Scheduled Interviews:

Type	Date	Interviewer

Track	PGY-2 Interest
Advanced (Advanced)	


# Review Sheet


Review Sheet

Status Scores Interview Local Data Local Documents Correspondence Notes

Application Status: Application Reviewed

Status	Match
<input checked="" type="checkbox"/> Application Received	06/01/2011
<input type="checkbox"/> Application Reviewed	NA
<input type="checkbox"/> On Hold	NA
<input type="checkbox"/> Selected to Interview	NA
<input type="checkbox"/> Invited to Interview	NA
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Start Date: NA 

Scheduled Interviews: 

Type	Date	Interviewer
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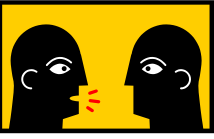
Track: PGY-2 Interest

Advanced (Advanced)

# ERAS 2012

## Interviewing Your Applicants





# PDWS – Interview Manager

- Schedule an applicant for an interview
- Wait list an applicant for an interview
- Manage interviewers

# PDWS – Interview Manager

The screenshot displays two instances of the Interview Manager application. The left window is in the 'New' mode, with a red arrow pointing to the 'New' button in the toolbar. The right window shows a list of interview dates and a detailed view of applicants for a specific date.

**Interview Manager - Main View**

View: All interview dates (3 Items)

Scheduled Interview Date	Total Slots	Available Slots	Occupied Slots
Wednesday, June 29, 2011	4	4	0
Tuesday, July 19, 2011	5	5	0
Monday, August 15, 2011	6	6	0

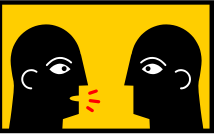
**Interview Manager - Applicant View (Wednesday, June 29, 2011)**

Applicants scheduled for interview on: Wednesday, June 29, 2011

AAMC #	Full Name	Date Interviewed On	Phone #	Medical Sc
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# ERAS 2012

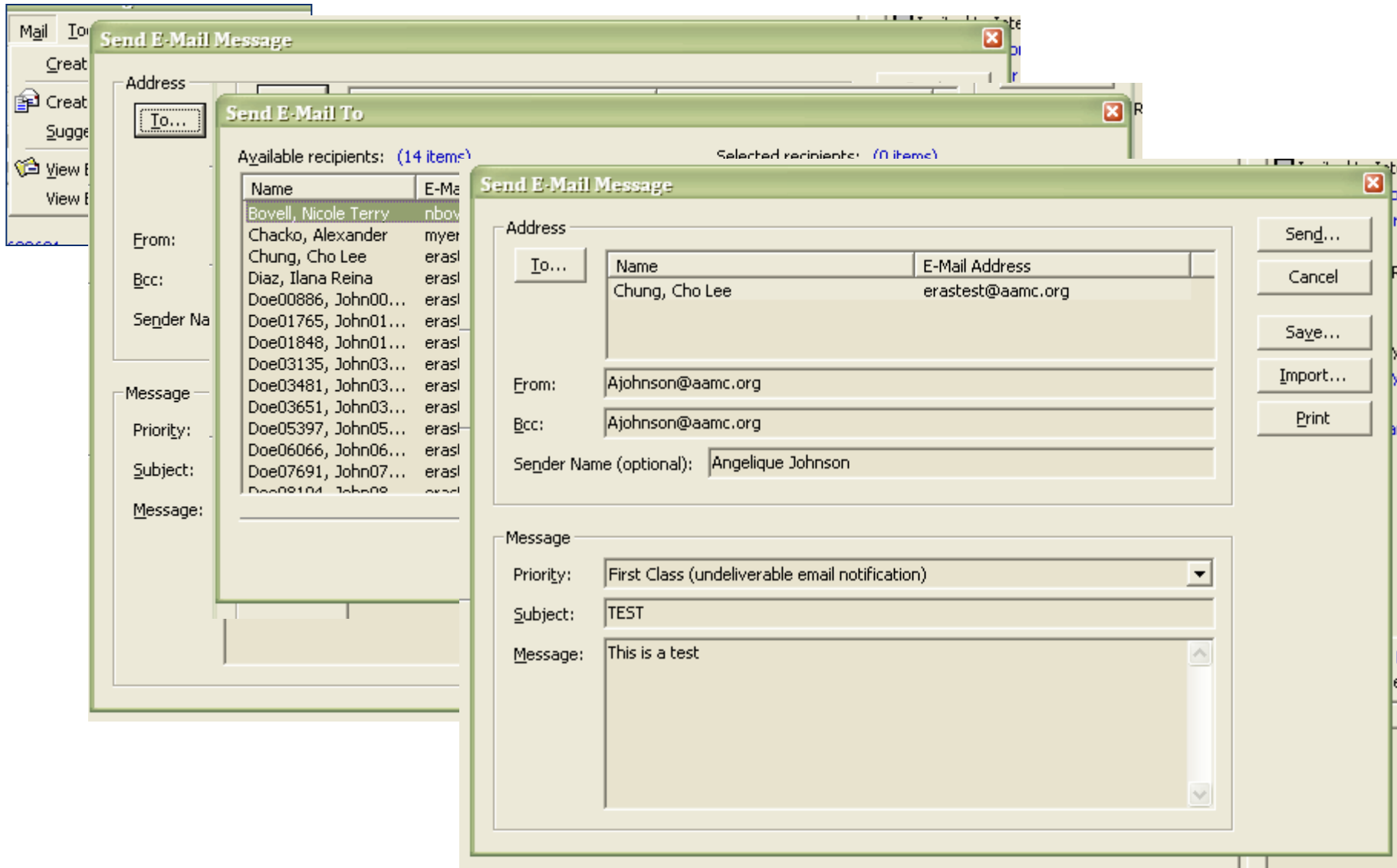
## Communicating With Your Applicants

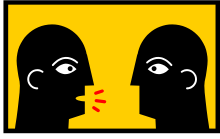


# PDWS – Email

- Creating E-mail Messages
- Viewing E-mail Messages
- Viewing & Copying E-mail Addresses

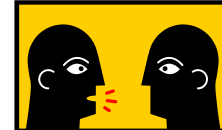
# PDWS – Email (2)





# PDWS – PDWebRevue

- First attempt at ERAS PDWS on the Web
- Users can review applications via the Web
- Admin user must create PDWebRevue users in PDWS
- Admin user can assign a subset or all applicants for review



# PDWS – PDWebRevue (2)

build 3 jhop DM - ERAS Program Director's Workstation 2012

File Edit View Mail Tools System Help

Contact ERAS PostOffice... Update Program Data... Search:

1/14 Bovell, Nicole Terry (12683681) Hide Review Sheet

Application Manager - Filter/Sort - Act...

ary Sheet | General | Couples/Visa/Other | Education | Publica...

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Preferred Name: Nicky  
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Most Recent Residency: Heart of England  
Location: Birmingham, West Midlands, GBR

Residencies/Fellowships: Yes Document Status  
Work Experience: No  Transcript  ECFI-  
Publications: Yes  <SCREENED>  Pers  
Research Experience: Yes  MSPE  COM  
Volunteer Experience: Yes  Letters (4)  
Licensure: No  USMLE Transcript

SOAP Eligibility:

PDWebRevue

Available Reviewers: (0 items) Create User... Assign Applicants/Access...

Reviewer	E-Mail	Current Access Level	New Access Level
You must create users to begin			

Created By

User Name: Admin

\*First Name:  \*E-Mail:

\*Last Name:  \*Phone:

\* Indicates required field.

Send Cancel

# Future of ERAS – PDWS on the Web







# ERAS Reengineering

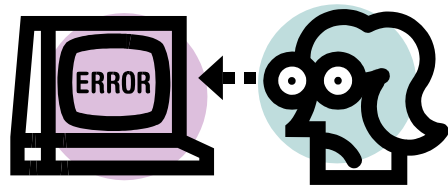
- Software requirements gathering began in March 2010
  - Program site visits and user polls
  - ERAS Advisory Committee and Implementation Advisory Committee (IAC) feedback
- Finalizing requirements June 2011
- Development of new PDWS in process
  - Programs first to receive reengineered software
- Development to be complete March 2012



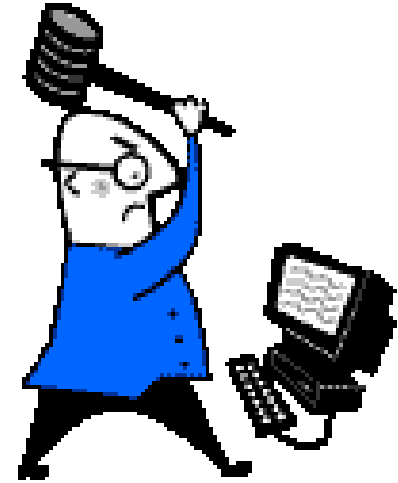
# ERAS Reengineering

- 5 - 6 pilot institutions
- July 1, 2012 pilot begins
  - DIO/DME must provide approval
  - All ERAS programs at pilot institution **MUST** participate – no exceptions
- Full launch July 1, 2013 – pending outcomes from pilot
  
- Why only pilot institutions first?

# ERAS Reengineering



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# What Happens Now?

- Software & User Guides available week of June 20<sup>th</sup>
- Schedule time with your IT team to install the software
- Learn the steps to download and install
  - [https://www.aamc.org/services/eras/program\\_staff/139726/software\\_info.html](https://www.aamc.org/services/eras/program_staff/139726/software_info.html)
- Develop a support network at your institution (other PDs, Coordinators)

# ERAS 2012

## Are you ready?



or





# Need Help From ERAS?

- ERAS Training Programs Staff
  - Angelique Johnson, Manager
    - [ajohnson@aamc.org](mailto:ajohnson@aamc.org) or 202-862-6198
  - Jennifer Nelson, Fellowship Programs Specialist
    - [jnelson@aamc.org](mailto:jnelson@aamc.org) or 202-862-6265
- [ERASideas@aamc.org](mailto:ERASideas@aamc.org)
  - Suggestion box in PDWS
- ERAS HelpDesk
  - [erashelp@aamc.org](mailto:erashelp@aamc.org) or 202-828-0413

# Questions





Tomorrow's Doctors, Tomorrow's Cures

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Learn

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Serve

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Lead

Association of  
American Medical Colleges