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CREATE CHANGE

Preparing for Year 3 at Ochsner Clinical School

UQ-Ochsner MD Program
Year 3, 2024

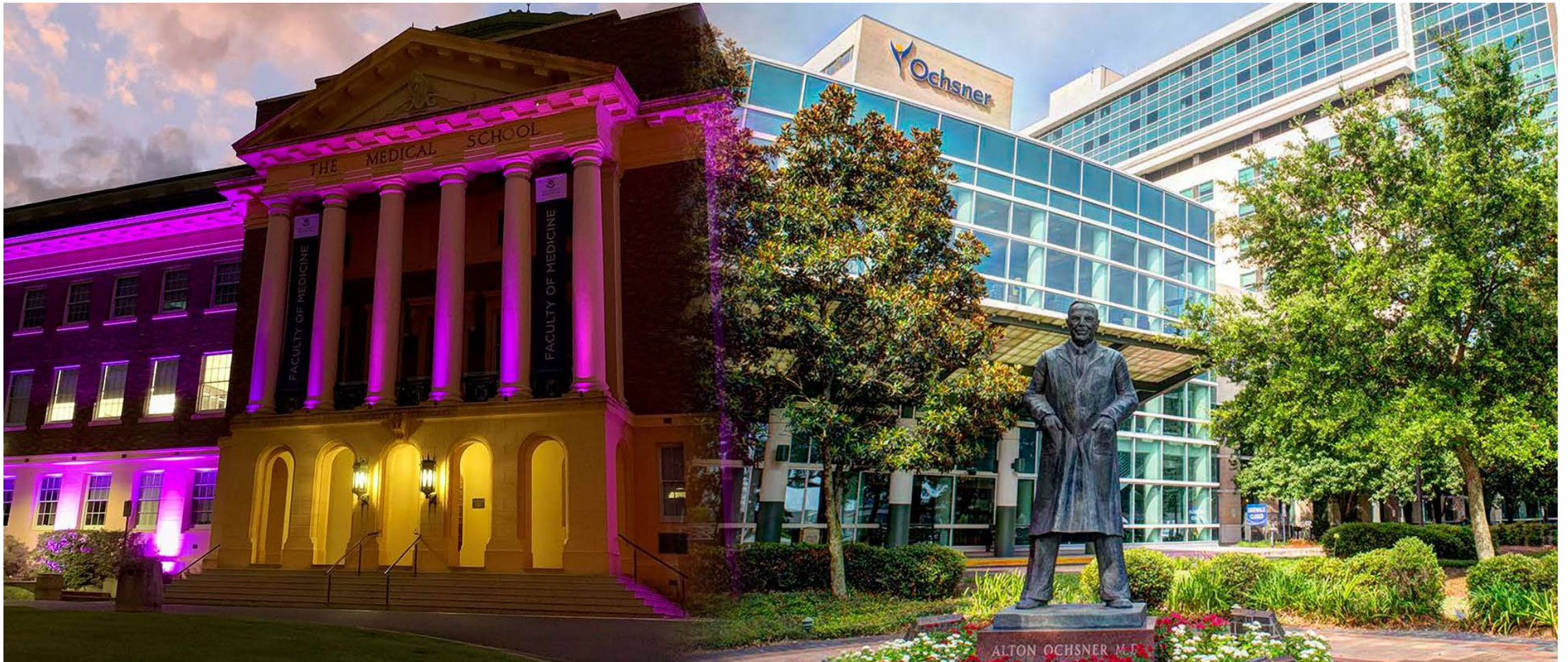


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Ochsner[®]
Clinical School

Preparing for the transition to New Orleans



Preparing for Year 3 at Ochsner

Objectives

- Navigating UQ-Ochsner's online resources
- Orientation & onboarding for Year 3
- White Coat Ceremony
- Registering for Step 1
- Making a smooth transition to NOLA



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Ochsner Years 3 and 4

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Years 3 and 4

Welcome to Years 3 and 4 of the UQ-Ochsner MD Program.

UQ-Ochsner students complete the majority of their clinical training at UQ's Ochsner Clinical School, based within Ochsner Health in New Orleans, Louisiana, USA.

Students in the UQ-Ochsner MD Program can access the [UQ-Ochsner MD Blackboard site](#) which provides confidential information, specifically as it relates to UQ-Ochsner students in Years 3 and 4. Students automatically receive email notices to their UQ email when announcements are posted on the community site.

The Ochsner Clinical School Guidelines state that UQ-Ochsner students must have a passing score on USMLE Step 1 to be deemed in **good academic standing during Years 3 and 4**. Therefore, a *passing score on USMLE Step 1* is required for students to participate in extracurricular activities, such as away rotations, leadership positions, volunteer work, research, and conferences.

- Years 1 and 2 Ochsner >
- Years 3 and 4 Ochsner v
- Allocations
- Orientation
- USMLE Step 2
- Year 3 ←
- Year 4 >
- Student support and resources >
- Ochsner Medical Student Association >



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Orientation & Onboarding for Year 3

UQ-Ochsner Orientation and Onboarding

This section contains complete details for UQ-Ochsner students transitioning to Year 3 at the Ochsner Clinical School.

NOTE: Students may experience difficulties accessing some of the websites needed to complete orientation and onboarding requirements, whilst still in Australia or outside the U.S. For many complex reasons, some sites are not always accessible everywhere in Australia. The sites are accessible on campus at St. Lucia and Herston, and anywhere in the CBD of Brisbane. *Please also try using different internet browsers.*

[View the Ochsner Year 2 to Year 3 transition checklist.](#)

[View the OMSA NOLA Guide.](#)

1. 2024 Orientation dates
2. Ochsner email accounts
3. Health insurance information
4. Orientation documents
5. Immunizations and health screenings
6. BLS Certification
7. Learning modules
8. Blackboard
9. Student parking
10. UQ-Ochsner annual requirements

This site serves as one central location for you to access all information needed to begin at Ochsner in January.

1. 2024 Orientation dates

In-person attendance at ALL orientation and onboarding activities for the Year 3 UQ-Ochsner Cohort is compulsory, *with no exceptions*. Details regarding the schedule for orientation and onboarding will be provided directly to students via their UQ email.

- UQ-Ochsner students beginning Year 3 should **plan to arrive in New Orleans no later than Wednesday, 3rd January 2024.** ←
- **Onboarding events are scheduled for Thursday, 4th January 2024.** ←
- The annual White Coat Ceremony is scheduled for Saturday, 6th January 2024 at 11:00 am at the [Jefferson Performing Arts Center](#). Tickets are not required and there is no guest limit.
- Introductory Week for Semester 1 is 8th - 12th January 2024 with all day compulsory activities in-person, *with no exceptions*.

- You must allow for time to move to NOLA, set up housing, electricity, internet, transportation, etc.
- There will be no time once Intro Week begins.
- You must have your own reliable transportation.

Summary of deadlines

To assist you in preparing for your transition to Year 3 at the Ochsner Clinical School, below is an at-a-glance view of deadlines in US, CST New Orleans time zone.

- **18th December 2023, Monday**
 - Enrol in [MyPassword](#)
 - Set up [Ochsner email](#)
 - Submit [orientation documents](#)
 - Complete required [health surveys](#)
- **3rd January 2024, Wednesday**
 - Complete OLN [learning modules](#)
- **8th January 2024, Monday**
 - Submit [BLS certificate documentation](#)
 - Submit proof of [health insurance](#)
- **12th January 2024, Friday**
 - Complete the [Caring Communication Training](#)

UQ-Ochsner Orientation and Onboarding

This section contains complete details for UQ-Ochsner students transitioning to Year 3 at the Ochsner Clinical School.

USMLE Step 1 Exam

When you sit for the USMLE Step 1 exam, you will be provided with an *embossed receipt from the Prometric Center*. Please be sure to retain this receipt for your records as you are required to **submit your receipt to med.ocsStudentAdmin@uq.edu.au**. Ensure this is the *embossed receipt from the Prometric Center* and not just the confirmation of your location and test date. Please refer to the [Sit to Progress requirements](#).



2. Ochsner email accounts

Ochsner email accounts will be created for all UQ-Ochsner students for use in Years 3 and 4 of the UQ-Ochsner MD Program. **Official email correspondence is sent to students' UQ & Ochsner email accounts. Students are responsible for what comes through both their UQ & Ochsner email.** It is strongly suggested to link your email accounts to remain updated at all times. Students who have not received the details for setting up their Ochsner accounts by the end of November should contact med.ocsStudentAdmin@uq.edu.au.

Setting up Ochsner email

Using your Ochsner User ID and temporary password, which will be sent to your UQ student email from Ochsner IS Provisioning (ISProvisioning@ochsner.org), enroll in [MyPassword](#) to reset and create a new Ochsner password. **Refer to the [MyPassword Enrollment instructions](#). Students must enroll in MyPassword *before* accessing their Ochsner email for the first time.** Once you have completed the MyPassword enrollment, you can login to your Ochsner email using this newly created password at <http://webmail.ochsner.org>. Your Ochsner email is your Ochsner User ID@ochsner.org (i.e. v-xxxx@ochsner.org).

MyPassword and Ochsner email accounts must be set up by **18th December 2023**.

NOTE: Students may experience difficulties accessing the websites for MyPassword and Ochsner email, whilst still in Australia. For many complex reasons, the Ochsner.org sites are not always accessible everywhere in Australia. The sites are definitely accessible on campus at St. Lucia and Herston, and anywhere in the CBD of Brisbane.

[Computer/Security Access Quick Reference Sheet & FAQs](#)

You must complete the entire process of enrolling in MyPassword before you can access your Ochsner email.

3. Health insurance information

The Ochsner Clinical School requires all medical students to have health insurance. *The UQ OSHC student insurance, provided during Years 1 and 2 in Brisbane, only covers students while in Australia, and does not cover students in their home country.*

NOTE: The health plan previously provided through the Ochsner Clinical School was discontinued in 2022.

All students are required to enrol in medical coverage and present proof of coverage prior to beginning clinical placements in January 2024. *Failure to do so will result in ineligibility to start placements in January 2024.* Students will need to shop around for a plan that suits their needs best and use the website healthcare.gov as a guide. The marketplace opens on November 1st of each year. Students can also refer to the [OMSA NOLA Guide](#) for advice from OMSA.

To submit proof of health coverage, please upload documentation via Placements by Monday, 8th January 2024. Once logged in to [Placements](#), navigate to *My Details > MED-Ochsner Important Information > Proof of Health Insurance* and upload your documentation. **Please make sure the documentation includes both sides of your card and includes an expiration date.**

4. Orientation documents

Students are required to complete these documents before arrival at Ochsner Clinical School. Download and complete the following documents and then submit them to med.ocsStudentAdmin@uq.edu.au. The deadline for uploading the below documents is **Monday, 18th December 2023**.

- [Student confidentiality statement - HIPAA](#)
- [MPS consent and release](#)

Upload Information

Once settled in the U.S., students should update the following information on [Placements](#) under *My Details*. This will show up as a *To Do* task on your home page. Click on the task or navigate to *My Details* and update the information in the designated section.

- Emergency contact information
- Mobile number
- Alternate email
- Residential address

5. Immunizations and health screenings

The Ochsner Clinical School has established mandatory procedures and immunizations that all students must meet before participating in any clinical program or activity. All UQ-Ochsner students entering Year 3 are required to undergo health screenings during orientation and onboarding, before beginning any clinical placement. Students will be randomly assigned for health screenings for **Thursday 4th January 2024**. *Notifications will be sent to both students' UQ and Ochsner email accounts.*

The following tests will be conducted:

- TB Test (QuantiFERON Gold)
- Drug Screen (Non-DOT 789 Panel)
- Flu Shot
- DTap (Diphtheria, Tetanus, Pertussis) - *if needed*
- Titers for (MMR, Varicella, Hep B)
- Mask Fitting (***Men should shave for mask fitting***)
- Color Vision

Professional attire is required as business photos will be taken during this time. **Please plan accordingly and dress appropriately. All men must wear ties.**

Students will receive official parking decals during this time. *Please come prepared with your vehicle's Year, Make, Model, Color, State, and License Plate Number.* We recommend taking a photo of your license plate to bring along to your assigned onboarding activities.

ReadySet Health Portal

Students are required to set up their secure ReadySet Health Portal profile by following the [ReadySet Instructions](#) and complete the required health surveys by **Monday, 18th December 2023**. Please note that this portal cannot be accessed outside the United States, and students will need to set up their profile once they return to the U.S.

Create your ReadySet profile & complete the health surveys

NOTE: This portal cannot be accessed outside of the U.S.

BLS Certification

As a UQ medical student you are required to complete a number of [compulsory annual program requirements](#). **As a UQ-Ochsner MD student in Years 3 and 4, there are annual requirements required by both UQ and Ochsner Health.** We realise this can be challenging to comprehend so we have prepared the information below to help clarify.

You are strongly encouraged to have this certification completed before arriving in New Orleans.

Ochsner Health requires students to have a current American Heart Association (AHA) Basic Life Support CPR card. **This involves a 2-part process.**

1. BLS Online eLearning Course or HeartCode BLS online eLearning Course
2. Hands-On Skills Session

Refer to [BLS Certification](#) and [UQ-Ochsner Annual Requirements](#) on the [Orientation website](#) for complete step-by-step details.

MUST be by the American Heart Association

These sections are very wordy but provide ALL the details.

Learning Modules

In preparation for beginning clinical placements at Ochsner there are two groups of learning modules that have been developed to assist students in this phase of medical education. The OCS Administration has implemented this process electronically for students to complete these requirements at their own pace and convenience prior to attending orientation.

- Ochsner Learning Network (OLN) Modules - this curriculum is designed to provide an overview of Ochsner-specific policies, procedures and guidelines as they apply to students and employees at Ochsner Health.
- Epic Modules-Medical Student Training - Epic is the Electronic Medical Record System used throughout Ochsner System. Medical students must complete the Medical Student Training Modules in order to access Epic.

Once you have completed the [MyPassword enrollment](#), and successfully logged in your [Ochsner email](#), these modules can be accessed via the [Ochsner Learning Network \(OLN\)](#).

Students should allow ample time to complete the modules as it will take several hours. **All modules must be completed by Wednesday, 3rd January 2024.**

In compliance with the Joint Commission and Regulatory Standards, students are required to complete the above learning modules prior to beginning clinical placements. If these modules have not been completed, students will NOT be allowed to begin the clinical placement and therefore, will be considered an unexcused absence.

Caring Communication Training

Caring Communication Training is used throughout the Ochsner Health System and is required as part of onboarding to the Ochsner Clinical School. The Caring Communication Training recording is located on the **MD Ochsner 2024 Blackboard site** under the section *Introductory Week Timetables*, located on the left-side menu. You may review this at your leisure; however, **it must be completely viewed no later than close of business, Friday, 12th January 2024**. Compliance tracking will be captured through Blackboard Analytics.

Allow yourself ample time to complete these modules.

MD Ochsner Blackboard Site

In addition to the [UQ-Ochsner website](#) being one of your main sources of information, you will be enrolled in the **MD Ochsner 2024 Community Site on Blackboard**, which provides you with confidential information, specifically as it relates to you as a UQ-Ochsner student in Years 3 and 4. You will automatically receive email notices to your UQ email when announcements are posted on the community site.

All course-related information is posted on [Blackboard](#).

Student Parking at Ochsner Clinical School

Students are required to park within clearly defined areas of the Ochsner Clinical School parking area. Please review the documents below before arriving at the clinical school to ensure there are no security issues. Ochsner Security monitors the parking areas and will issue tickets with fines if in violation.

Students will receive parking decals during the scheduled health screening day.

- [Student Parking at OCS](#)
- [Main Campus Parking & Bus Route](#)
- [OCS Main Campus Map](#)
- To track shuttle times on Main Campus, download the [DoubleMap](#) app.

Onboarding Details Email

- A detailed notification will be sent to your UQ email the week following your end of semester exams from med.ocsStudentAdmin@uq.edu.au (*week commencing November 13th*)
- Subject line: **Ochsner Onboarding & Orientation Details for 2024**
- THOROUGHLY read this email and save for future reference
- Contains details specific to you
 - Your scheduled times for Health Screening, Scrub Class, and other onboarding details

Student support and resources

[Home](#) / [About](#) / [Clinical Schools](#) / [Ochsner Clinical School](#)

- [Medical Societies](#)
- [Medical Societies Online Group](#)
- [Medical School Student Support team \(Brisbane based\)](#)
- [Ochsner Clinical Leadership](#)
- [Ochsner Student Administration](#)
- [Ochsner Student Centre](#)
- [Ochsner Medical Library](#)
- [OCS Student Policy Manual](#)
- [Program Guidelines and Resources](#)
- [Professionalism Guidelines](#)
- [Student Wellness \(Years 3 & 4\)](#) ←
- [UQ-Ochsner MD Blackboard site](#)

Years 1 and 2 Ochsner	>
Years 3 and 4 Ochsner	>
Student support and resources	▼
Medical Societies	>
Ochsner Medical Student Association	>

Contact

The University of Queensland Ochsner Clinical School

Center for Academic Excellence
1401-A Jefferson Hwy
New Orleans, Louisiana 70121

New Orleans based staff

Email: med.ocsStudentAdmin@uq.edu.au

Phone: +1 504 842 1204 | +1 504 842 7460 | +1 504 754 7279

Student Wellness (Years 3 & 4)

- The Student Wellness resources for UQ-Ochsner Students in Years 3 and 4 are located on the **UQ-Ochsner MD Community Site on Blackboard**.
- Among some of the resources available includes complete access to Ochsner’s “Employee Assistance Program” (EAP) provider, **ComPsych**.
- **ComPsych** offers a wide array of services – counselling, housing, event planning, transportation, childcare, legal, etc.
- Some examples of services provided through ComPsych to assist in transitioning to Ochsner
 - Relocation to New Orleans Information
 - Car Buying Information
 - Preschool Information
- Sample packets of the above are located in the *Student Wellness* section of **UQ-Ochsner MD** on Bb.



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Registering for USMLE Step 1

USMLE Step 1

- Refer to [UQ-Ochsner USMLE Step 1](#)

Study Support - Step 1

Timeline to apply

Sit to Progress

USMLE - Step 1

[Home](#) / [About](#) / [Clinical Schools](#) / [Ochsner Clinical School](#) / [Years 1 and 2 Ochsner](#)

- [View the USMLE Ochsner Step 1 Study Guide.](#)
- [View the Peer USMLE Learning Plan.](#)
- [View the OMSA Step 1 Registration Guide 2023.](#)

USMLE Step 1 – Timeline to Apply

All international medical students must register and apply for the USMLE Step 1 via the Educational Commission for Foreign Medical Graduates (ECFMG). Applying for Step 1 involves several steps.

Year 2

ECFMG number

Before registering for ECFMG certification, you need to register for an ECFMG number. This is the same number you will use for your USMLE exams. Generating an ECFMG number can take up to 5 business days to complete. Register with [ECFMG](#) through [IWA](#) (allow a minimum of 5 business days to process your request). This registration process does not include applying for a Step 1 exam date.

ECFMG certification

The Application for ECFMG Certification requires applicants to confirm their identity, contact information, and graduation from or enrolment in a medical school. Once the application for certification is completed, a Form 186 will generate that you can download and complete using NotaryCam (instructions are listed on the form). ***This process can take several weeks to complete.***

Once you are ECFMG certified, you will be able to apply for Step 1.

Begin this NOW!

USMLE Step 1 – Timeline to Apply

September Year 2

Apply for Step 1

When you apply to sit Step 1, you must select a three-month eligibility period for when you intend to take the exam. *The first available Step 1 eligibility period for current Year 2 students is December to February.*

You cannot apply for Step 1 until the exam window opens, which is not until mid-September. If a student selects an eligibility period that begins before they have completed Year 2 coursework (i.e. November), the Faculty will not approve the application and there will be significant delays in the application.

Eligibility period must be
**December 1, 2023 –
February 28, 2024.**
NO earlier!

USMLE Step 1 – Timeline to Apply

Faculty verification

Eligibility to sit USMLE Step 1 is dictated by USMLE and ECFMG. Students are not eligible to sit Step 1 until they have successfully completed the basic science curriculum within their medical program, which at UQ, is Year 2. This requirement is not put in place by the Faculty, however the Faculty is required to approve students based on eligibility.

Once you have completed ECFMG certification and applied for the appropriate Step 1 exam window, the Faculty of Medicine will receive a notification directly from ECFMG to verify your eligibility to take the exam. *Please note that once you submit your application to ECFMG, it takes approximately one week before the Faculty of Medicine is notified.* The Ochsner Student Affairs team and Faculty in Brisbane monitor ECFMG every day during this period; there will be no delays in verifying your eligibility once the notification comes through. As soon as the Faculty verifies your eligibility, you are notified via email, within approximately 30 minutes. Once you have been verified you will receive an exam permit from ECFMG. *Please note that it takes approximately one week after you have been verified to receive an exam permit.*

Register for an exam via Prometric

Navigate the Prometric [site](#) to register for Step 1. You cannot register for an exam date without an exam permit issued by ECFMG. Once you have your exam permit you will be able to register for a test date in your preferred region on your preferred day.

USMLE Step 1

- When you sit for the USMLE Step 1 exam, you will be provided with an *embossed receipt from the Prometric Center*.
- Be sure to retain this receipt for your records as you are **required to submit your receipt to med.ocsStudentAdmin@uq.edu.au**.
 - Make sure this is the *embossed receipt from the Prometric Center* and not just the confirmation of your location and test date.



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Making a smooth transition to NOLA

OMSA NOLA Guide

- The Ochsner Medical Student Association has developed an extremely useful guide, “*Welcome to NOLA Guide for Incoming 3rd Years.*”
- This is available on the [UQ-Ochsner Orientation](#) website.

- Best of luck on
 - Semester 2 exams (It is recommended to take end of semester exams on time and not defer them.)
 - Preparations for USMLE Step 1

- Safe travels





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Questions??

Contact us at med.ocsStudentAdmin@uq.edu.au

or

Post on the [UQ-Ochsner MD 2023 Ed Discussion](#)

Office of Student Affairs

Ochsner Clinical School | The University of Queensland Medical School

med.ocsStudentAdmin@uq.edu.au

UQ Ochsner Doctor of Medicine



We look forward to your arrival in January 2024