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## Introduction

Each MSTP student is assigned an MSTP Career Advisor throughout their MD and Ph.D. training. The MSTP Career Advisor follows the student’s progress and plans and advises them relative to their development as physician scientists.

MSTP students are required to meet biannually with MSTP career advisor (all students are assigned an academic/professional career advisor at the start of our program). The MSTP has a specific Individual Development Plan (IDP) form to be completed and discussed along with an updated biosketch with the Career advisor.

Our MSTP students have generally completed their graduate studies in 4 years or less while remaining highly productive. During the 3rd/4th year, many of our students have invited their MSTP Career Advisor to attend thesis committee meetings as nonvoting members to optimize their planning for clinical re-entry. **For students in a graduate project extending into a 5th year, they are required to invite their Career Advisor or an MSTP Director to thesis committee meetings as an *ex officio, non-voting member* beginning late in the G4 year. Any student whose graduate work extends into the 6th year must receive MSTP Promotion Committee permission to remain a member of our MSTP.**

## Career Advisor Program

The mission of University of Pittsburgh/Carnegie Mellon University is to produce well-rounded, outstanding physician-scientists. Our program spans 22 graduate programs across 7 schools with different requirements. Our Career Advisor program is designed to provide each student with an additional mentor, apart from their thesis advisor, to guide them through the MSTP years, including medical school and graduate school years. The Career Advisor should be familiar with the MSTP requirements as well as the graduate program requirements for the advisees assigned to him or her. All MSTP Career Advisors must complete Implicit bias training.

A Career Advisor is assigned to each matriculating MSTP student prior to their arrival, based on the research experience and programmatic interest of the student. The Career Advisor serves as an additional longitudinal mentor and an advocate for the student, separate from their research mentor, throughout **both the medical school and graduate** years of the MSTP. Associate Director Flynn assigns each new student their Career Advisor based on matching research interests and following consultation with MSTP and graduate program leadership.

Dr. Flynn meets one-on-one with new Career Advisors to introduce the concepts of the Career Advisor Program, as well as the expectations for Advisor and students.

## Career Advisor Role and Requirements

- Meet with students semiannually to assess progress and plans
- Review and advise on the students' biosketch and Individualized Development Plan (IDP)
- All mentors receive the name and contact information of their MSTP trainee's Career Advisor. Career Advisors can reach out to mentor with questions or to assess a student's progress.
- Review information in AMPUP, which includes notes on previous Career advisor meetings, mentor evaluations, program evaluations, promotion letters (see below for access information).
- If a student requires more than 4 years in graduate school, the Career Advisor (or a MSTP Director) joins the thesis committee as a nonvoting member to support a reasonable timeline for graduation. Career advisors can do this prior to G4 year if requested by the student.

## Career Advisor Meetings

- Meetings begin at pre-matriculation (remotely) followed by semi-annual face-face meetings
- In advance of meetings, students provide their Career Advisor with an updated NIH Biosketch and Individualized Development Plan to facilitate discussion. IDP and biosketch can also be found on the MSTP site (see below for access information).
- Career Advisors discuss all aspects of the student's progress, and projected plans for coursework, choosing a rotation or thesis lab, time management, and progress toward research aims, publications, and meeting presentations.
- Keep track of progress relative to MSTP and training milestones
- Keep track of student lab presentation on rigor and that rigor and reproducibility are addressed in the laboratory environment
- May involve confidential discussion of the laboratory as a supportive environment, mentor-student relationship, lab dynamics, and personal concerns.

### Communication of Meeting Outcomes

- The Career Advisor posts online notes (except for confidential discussions) in AMPUP (see below for access information), which are available to the Directors and Associate Directors.

Note: The thesis mentor does not have access to these notes

- Career advisors should reach out to the Directors or Associate Directors with any concerns about an advisee.

### Change in the student's Career Advisor

- Should the Career Advisor pairing become misaligned with a student's evolving area of passion or the relationship is not productive, Dr. Flynn works with the student to identify a new Advisor.
- After the PhD defense and return to medical school, some students wish to transition to or add on a more clinically oriented Career Advisor. This can be a replacement, arranged with the MSTP, or a hybrid in which a clinical faculty member joins the advising team

### The Career Advisor/Program Director meeting with MSTP administration

- Held on a semi-annual or annual basis
- Goal is to share information on salient training issues and best practices and to learn about new and ongoing MSTP requirements and opportunities
- Best practices shared in the context of discussion of hypothetical cases

### Other resources to know about

- In addition to the MSTP Career Advisor, all students have an Advisory Dean, Eliana Bonifacino MD, who guides MSTP students relative to medical school requirements and reentry, clinical scheduling and the residency application process, and who works with Dr. Steinman on the student's Dean's letter to residencies.
- The Office for the Learning Environment at the School of Medicine. The Associate (Evelyn Reis MD) and Assistant (Wendy Mars PhD) Deans for the Learning Environment may be approached by students about any concerning unprofessional incidents relative to faculty.
- The SOM is hiring an ombudsperson who will be another channel whom trainees may choose to reach out to.

### Career Advisors and the MSTP Conflict Resolution Protocol

Role of MSTP Career Advisors. CAs are a unique asset to the trainees for not just being career coaches and co-mentors, but also being an unbiased, committed and longitudinal resource for advice and support throughout their MSTP tenure. Twice yearly meetings are an invaluable platform for conflict detection and remediation; students are free to reach out to CAs outside of the required meeting times for additional discussions. During the formal confidential meetings, trainees have absolute autonomy to articulate and document any conflicts. Beyond a surveillance function, CAs, who are seasoned and experienced faculty themselves, are able to advise and formulate a plan with a trainee. These could range from communication of issues with the mentor, more frequent trainee-CA meetings to monitor the issue, or communication of the issue with the MSTP leadership.

During these years of active learning, trainees may find themselves in challenging periods facing stress or lapses in attention to their own needs. The MSTP is deeply committed to the health and well-being of all students throughout their years in the program. To support the success of its students, the MSTP wants to promote the [resources available to all students](#), as they encounter challenges during their time in the program. No issue is too big or too small to warrant support from the University of Pittsburgh and Carnegie Mellon University.

## How to Enter Career Advisor Notes

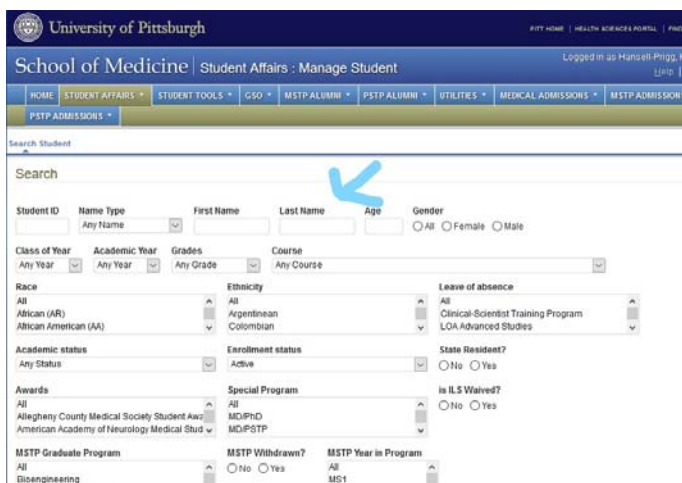
Here are the instructions on how to access AMPUP to enter notes on a meeting with a student.

Go to <https://ampup.medschool.pitt.edu/Dashboard/Index> and sign in.

Next, find the Student Affairs Tab (shown below) – Select Manage Student



Next, search for student by last name



Click on details to see the full academic records.

University of Pittsburgh | HEALTH SCIENCES PORTAL | FIND PEOPLE

School of Medicine Student Affairs : Manage Student Logged in as Hananli-Phigg, Kathleen [Help](#) | [Logout](#)

HOME STUDENT AFFAIRS STUDENT TOOLS GSO MSTP ALUMNI PSTP ALUMNI UTILITIES MEDICAL ADMISSIONS MSTP ADMISSIONS

PSTP ADMISSIONS

Search Student

Search

Student ID  Name Type  First Name  Last Name  Age  Gender  All  Female  Male

Class of Year  Academic Year  Grades  Course

Race  Ethnicity  Leave of absence

Academic status  Enrollment status  State Resident?  No  Yes

Awards  Special Program  is ILS Waived?  No  Yes

MSTP Graduate Program  MSTP Withdrawn?  No  Yes MSTP Year in Program

PSTP Research Program  PSTP Withdrawn?  No  Yes PSTP Year in program

Provide at least one parameter:

Save Filters

Filter Access  Private  Public

Filter Name

Save Search As

1 Record(s) found

Student ID	First Name	Last Name	Class of Year	Enrollment Status	Course & Grades	Actions
4161065			2020	Active	View	<a href="#">Details</a>

Page 1 of 1 | 10 | View 1 - 1 of 1

Export the records to [Excel](#) | [Advanced Export](#)

Next, click on Notes (second tab from the right)

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School of Medicine Student Affairs : Manage Student Logged in as Hananli-Phigg, Kathleen [Help](#) | [Logout](#)

HOME STUDENT AFFAIRS STUDENT TOOLS GSO MSTP ALUMNI PSTP ALUMNI UTILITIES MEDICAL ADMISSIONS MSTP ADMISSIONS

PSTP ADMISSIONS

Search Student: 2 Details

**Redacting Confidential**

Main Info Grades Status Immunization Certification Insurance USMLE NBSE Comments Residency Match Committees BioSurvey Awards Docs Notes MSTP

Basic Information

ID: 538

Student: **Redacting Confidential**

Last Name: **Redacting Confidential** First Name: **Redacting Confidential** Middle Name: **Redacting Confidential** Suffix: **Redacting Confidential**

Current Name: **Redacting Confidential Student Information**

Matriculation Name: **Redacting Confidential Student Information**

Photo Path: E:\Ampl\apps\respictures\SA\PICTURE\SA4161065.jpg

E-mail: **Redacting Confidential**

Medstudent E-mail:

Scroll to the bottom and click add

Search Student > Details

Redacting Confidential Student Information  
Redacting Confidential Student Information

< Back

Main Info | Grades | Status | Immunization | Certification | Insurance | USMLE | NRCMC | Comments | Residency Match | Committees | Survey | Awards | Docs | Notes | MSTP

Student Notes

4 Record(s) found

Date Added	Type	Author	File Name	Action
07/21/2017	Career Advisor	Caterina Rosato		Edit   Remove
07/21/2017	Progress Report	Joanne Flynn		Edit   Remove
07/00/2018	Progress Report			Edit   Remove
05/25/2015	Thesis Advisor			Edit   Remove



+ Add

Page 1 of 1 20 rows View 1 - 4 of 4



University of Pittsburgh | HEALTH SCIENCES PORTAL | FIND PEOPLE

School of Medicine | Student Affairs - Manage Student | Logged in as Hansell-Fripp, Kathleen

HOME | STUDENT AFFAIRS | STUDENT TOOLS | OSO | MSTP ALIANCE | PEPAL ALIANCE | UTILITIES | MEDICAL ADMISSIONS | MSTP ADMISSIONS | PMP ADMISSIONS

Search Student > Details

Redacting Confidential Student Information < Back

Main Info | Grades | Status | Immunization | Certification | Insurance | USMLE | NBME | Comments | Residency Match | Committees | BioSurvey | Awards | Docs | Notes | MSTP

### Student Notes

4 Records found

Note	Date Added	Type	Author	File Name	Action
Redacting Confidential Student Information	07/21/2017	Career Advisor	Caterina Rosano		Edit   Remove
Redacting Confidential Student Information					
Redacting Confidential Student Information					
Redacting Confidential Student Information					
Redacting Confidential Student Information					
Redacting Confidential Student Information					
Redacting Confidential Student Information					
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Redacting Confidential Student Information					
Redacting Confidential Student Information					
Redacting Confidential Student Information					
Redacting Confidential Student Information					
Redacting Confidential Student Information	07/21/2017	Progress Report	Joanne Flynn		Edit   Remove

#### Student Notes

##### Add Advisor Note

Advisor type \*

Advisor Name

Upload Document  No file selected

Supported file types: doc, docx, pdf, ppt, jpeg, jpg, png, gif, fl, bmp, ps

Note\*

Fields marked with \* are mandatory

application to further support his research. Alex has presented his preliminary work at national and international meetings, is a regular participant at our weekly lab meetings and presents to his group at least quarterly and is currently preparing for his preliminary exams after completing the first year of epidemiology coursework. He has assembled a multidisciplinary thesis committee (epidemiology, obstetrics, genetics, biostatistics) who is also advising his preparation of the F10. I am highly enthusiastic about Alex's progress in his research training and experience.

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Add

Where to find the students' IDP on AMPUP  
 Please go to this link: <https://ampup.medschool.pitt.edu/>  
 Sign in with your Pitt.edu credentials



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School of Medicine | Login



**Login**

Login ID

Password

[Forgot Password?](#)

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Enter your login ID and password to continue

For Internet Explorer users, please be sure to turn off [Compatibility mode](#) for optimal viewing

When loaded, please select Student Affairs -> Manage Student

University of Pittsburgh PITT HOME | HEALTH SCIENCES PORTAL | FIND PEOPLE

School of Medicine | Home Logged in as Hansell-Prigg, Kathleen  
[Help](#) | [Logout](#)

HOME
STUDENT AFFAIRS
STUDENT TOOLS
GSO
MSTP ALUMNI
PSTP ALUMNI
UTILITIES
MEDICAL ADMISSIONS
MSTP ADMISSIONS

PSTP ADMISSIONS



University of Pittsburgh  
School of Medicine

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**SOM App**



**Welcome**

Welcome to the Administrative Modernization Project of the University of Pittsburgh's (AMP-UP) School of Medicine

**About**

The School of Medicine undertook a large-scale modernization project in the Fall of 2011, to migrate its academic administrative systems to new technologies, supported by industry leaders, and following software engineering best practices. The system, now available in June 2013, offers an improved user experience, is highly stable, easy to maintain and flexible to change with the rapid changes experienced by medical schools

**Getting Started**

Please access one of the menus above to begin. Access is provided on an as-needed basis. Menus when accessed have sub-menus that run horizontally under the main menu bar. "Breadcrumbs", a list of the menus that you have navigated, are listed above the main menu bar. If you require assistance, or believe that additional access is required, please contact our help desk at [help@hs.pitt.edu](mailto:help@hs.pitt.edu), or 412-648-2222

Then search for student whose IDP you are looking up:

- [HOME](#)
- [STUDENT AFFAIRS](#)
- [STUDENT TOOLS](#)
- [GSO](#)
- [MSTP ALUMNI](#)
- [PSTP ALUMNI](#)
- [UTILITIES](#)
- [MEDICAL ADMISSIONS](#)
- [MSTP ADMISSIONS](#)

Search Student

### Search

**Student ID** 
**Name Type** Any Name
**First Name** 
**Last Name** 
**Age** 
**Gender**  All  Female  Male

**Class of Year** Any Year
**Academic Year** Any Year
**Level** Any Level

**Grades** Any Grade
**Course** Any Course

**Race** All
**Ethnicity** All
**Leave of absence** All

**Academic status** Any Status
**Enrollment status** Active
**State Resident?**  No  Yes

**Awards** All
**Special Program** All
**is ILS Waived?**  No  Yes

**MSTP Graduate Program** All
**MSTP Withdrawn?**  No  Yes

**PSTP Research Program** All
**PSTP Withdrawn?**  No  Yes

**MSTP Year in Program** All
**PSTP Year in program** All

Provide at least one parameter.

Saved Filters

Click Actions - > details

1 Record(s) found

Student ID	First Name	Last Name	Class of Year	Enrollment Status	Course & Grades	Actions
4160589	Redacting Confidential Student Information		2050	Active	View	Details

Page 1 of 1 | 100 | View 1 - 1 of 1

[Email Selected Students](#)

Export the records to [Excel](#) | [Advanced Export](#)

Next, choose the tab labeled "MSTP"

The screenshot shows a web interface with a navigation menu at the top containing the following items: Main Info, Grades, Status, Immunization, Certification, Insurance, USMLE, NEME, Comments, Residency Match, Committees, BioSurvey, Awards, Docs, Notes, and MSTP. A yellow 'M' logo is positioned to the right of the MSTP menu item. Below the menu is a section titled 'MSTP Details' which contains a list of expandable items, each with a right-aligned 'Show' link:

- ▶ Biosketch [Show](#)
- ▶ Program Information [Show](#)
- ▶ MD years 1 & 2 [Show](#)
- ▶ PhD [Show](#)
- ▶ MD Years 3 & 4 [Show](#)
- ▶ Additional Information [Show](#)

IDP information will be found here.

### Who to contact if you are having issues:

For questions about the CA Program

JoAnne L. Flynn, PhD

Distinguished Professor

office: 412-624-7743

cell: 412-334-3802

email: [joanne@pitt.edu](mailto:joanne@pitt.edu)

For questions about accessing AMPUP

Justin Markuss

Email: [justinmarkuss@pitt.edu](mailto:justinmarkuss@pitt.edu)