

## About PrMEIR

10 years ago, NYU School of Medicine established the Program for Medical Education Innovations and Research (PrMEIR) to stimulate innovation in and research on the education of physicians and other health care professionals. This work has required teamwork of the highest order. PrMEIR is a group of highly skilled clinicians from many disciplines, educators, psychologists, biostatisticians, and benefactors. Together, we have done a significant body of work and published and presented it nationally and internationally. PrMEIR's mission is to advance medical education scholarship and institute best practices for patient-centered, evidence-based medical education. We support research and practice that strengthen the links between healthcare provider training and patient health and well-being.

## About PSSIP

The PrMEIR Scholars Summer Intensive Program (PSSIP) is an innovative program for enthusiastic and inspired students. This 8-week program is designed to provide students with advanced research experience, to facilitate professional development through a weekly series of workshops, and to furnish a wealth of knowledge about the variety of routes for a career in the healthcare industry. The program is open to students in High School through Graduate School, and we invite applications from mature, committed, and motivated students who fully accept the demands of the PSSIP and have a willingness to participate enthusiastically in all aspects of the program.

## PSSIP Teams 2016

**There are 5 project teams that make up the scholars program for 2016:**

1. Database for Research on Education in Academic (DREAM) Team
2. Patient Empowerment Project (PEP) Team
3. Primary Care Training and Enhancement (PCTE) Team
4. Unannounced Standardized Patients (USP) Program Team
5. Business Team

We encourage applicants to read the description of each project below thoroughly before applying. Each accepted scholar will be a part of one project team, and will work with that team to advance the goals of the project.

## Participation Requirements

All participating scholars are required to commit a minimum of 20 hours per week to the program. Attendance will be required every Friday for a weekly PSSIP meeting and a professional development workshop. Each scholar will also be required to attend the weekly meeting for his/her specific team. All other hours will be arranged with the PSSIP coordinator, Nina Song.

# Application Process

## Who Should Apply

We invite applications from mature, committed and motivated students who fully accept the demands of the PSSIP and have a willingness to participate enthusiastically in all aspects of the program. We encourage applications with a strong interest in healthcare, psychology, biostatistics, public health, administration/business, education, or any relevant disciplines.

## Application Requirements

1. Non-Traditional Volunteer Form (attached here)
2. Resume or Curriculum Vitae
3. Personal Statement
4. Please include the following in your personal statement:
  - A. Details about your background and/or your future aspirations
  - B. Why you would like to be a part of PSSIP
  - C. Which team you would like to be considered for and why
5. One Letter of Recommendation
6. One Reference

Please send all application materials to Nina Song at [nina.song@nyumc.org](mailto:nina.song@nyumc.org) with the title “*Application Package for PSSIP 2016*”. We encourage applicants to send all completed materials together in one email.

## Application Timeline

The application for those interested in the 2016 PrMEIR Scholars Summer Intensive Program is now open, and will close on January 31, 2016. Applications will be reviewed during February 2016. Should we need any further information about your application or candidacy, we may reach out to schedule a phone, Skype, or in-person interview. Notifications of acceptance will be sent out on or around March 1, 2016.

# PSSIP 2016 Drafted Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>June 13</b>	<b>June 14</b>	<b>June 15</b>	<b>June 16</b>	<b>June 17</b>
<b>Week 1</b>	10am Orientation	10-11am PEP Meeting  1-2pm DREAM Team Meeting	9-10am PCTE Meeting  11am-12pm USP Meeting	Time TBD Business Meeting	10-11am Scholars Program Meeting  11am-12:30/1pm Professional Development Workshop
	<b>June 20</b>	<b>June 21</b>	<b>June 22</b>	<b>June 23</b>	<b>June 24</b>
<b>Week 2</b>	Open Day	10-11am PEP Meeting  1-2pm DREAM Team Meeting	9-10am PCTE Meeting  11am-12pm USP Meeting	Time TBD Business Meeting	10-11am Scholars Program Meeting  11am-12:30/1pm Professional Development Workshop
	<b>June 27</b>	<b>June 28</b>	<b>June 29</b>	<b>June 30</b>	<b>July 1</b>
<b>Week 3</b>	Open Day	10-11am PEP Meeting  1-2pm DREAM Team Meeting	9-10am PCTE Meeting  11am-12pm USP Meeting	Time TBD Business Meeting	10-11am Scholars Program Meeting  11am-12:30/1pm Professional Development Workshop
	<b>July 4</b>	<b>July 5</b>	<b>July 6</b>	<b>July 7</b>	<b>July 8</b>
<b>Week 4</b>	Independence Day– PSSIP Closed	10-11am PEP Meeting  1-2pm DREAM Team Meeting	9-10am PCTE Meeting  11am-12pm USP Meeting	Time TBD Business Meeting	10-11am Scholars Program Meeting  11am-12:30/1pm Professional Development Workshop
	<b>July 11</b>	<b>July 12</b>	<b>July 13</b>	<b>July 14</b>	<b>July 15</b>
<b>Week 5</b>	Open Day	10-11am PEP Meeting  1-2pm DREAM Team Meeting	9-10am PCTE Meeting  11am-12pm USP Meeting	Time TBD Business Meeting	10-11am Scholars Program Meeting  11am-12:30/1pm Professional Development Workshop
	<b>July 18</b>	<b>July 19</b>	<b>July 20</b>	<b>July 21</b>	<b>July 22</b>
<b>Week 6</b>	Open Day	10-11am PEP Meeting  1-2pm DREAM Team Meeting	9-10am PCTE Meeting  11am-12pm USP Meeting	Time TBD Business Meeting	10-11am Scholars Program Meeting  11am-12:30/1pm Professional Development Workshop
	<b>July 25</b>	<b>July 26</b>	<b>July 27</b>	<b>July 28</b>	<b>July 29</b>
<b>Week 7</b>	Open Day	10-11am PEP Meeting  1-2pm DREAM Team Meeting	9-10am PCTE Meeting  11am-12pm USP Meeting	Time TBD Business Meeting	10-11am Scholars Program Meeting  11am-12:30/1pm Professional Development Workshop
	<b>August 1</b>	<b>August 2</b>	<b>August 3</b>	<b>August 4</b>	<b>August 5</b>
<b>Week 8</b>	Open Day	10-11am PEP Meeting  1-2pm DREAM Team Meeting	9-10am PCTE Meeting  11am-12pm USP Meeting	Time TBD Business Meeting	10-11am Scholars Program Meeting  11am-12:30/1pm Professional Development Workshop

# PSSIP Project Teams

## Database for Research on Education in Academic (DREAM) Team

We are looking for individuals who have a strong interest and desire to work with a large quantitative dataset. Individuals on our DREAM Team will help with various aspects related to the database, which includes assisting with data abstraction, cleaning, restructuring, merging various datasets, and developing infrastructure within the database. Team members will also be responsible for performing descriptive and inferential statistical analysis, summarize results using tables and graphs for presentation and/or manuscript preparation, and editing and finalizing research databases for statistical analyses. The DREAM team will work together as a group, with the guidance of faculty researchers, throughout the 8 weeks to develop a final product.

## Patient Empowerment Project (PEP) Team

We are looking for individuals who are interested in the implementation and evaluation of the Patient Empowerment Project and moving the project forward into the next phase in collaboration with Kognito, a company which focuses on creating digital simulations to improve health outcomes. Team members will assist in various aspects of the project which includes, but is not limited to: patient recruitment, data collection and analyses (through surveys and focus groups), and usability testing. The team will work closely with research staff and faculty to disseminate research findings through the development of abstracts, posters, and/or manuscripts.

## Primary Care Training and Enhancement (PCTE) Team

We are looking for individuals to assist the PCTE team by identifying, extracting, cleaning, and collating data from various electronic medical record systems and conducting systematic literature reviews. Individuals interested in team functioning and processes may perform structured observations of teams, organizations, and processes. The team will work closely with our research staff and faculty to develop a project by the end of the 8-week session. Projects may include developing abstracts and posters based on preliminary findings of the study.

## Unannounced Standardized Patient (USP) Program Team

We are looking for individuals to assist with the implementation and evaluation of the USP program at two clinical sites. Responsibilities may include, but are not limited to: coding Objective Structured Clinical Exam (OSCE) cases on various dimensions such as chief complaints, patient activation, shared decision making; data entry; training Standardized Patients (SPs) to portray patients; develop a system to create individual performance reports. The team will work closely with our research staff and faculty to develop a project related to the USP program/disseminate research findings through the development of abstracts, posters, and/or manuscripts.

## Business Team

We are looking for highly organized individuals with excellent communication skills to assist our program coordinators with the day-to-day operations of PrMEIR, the monthly newsletter, and the website. Team members will help with the organization, scheduling of residency interviews and events, and research projects related to medical education and medical residencies. Team members will gain a better understanding of nonprofit/organizational business operations, programmatic planning, and medical residency programs. The team will work closely with our program coordinators and staff to develop a project by the end of the 8-week session. Projects may include a portfolio of articles written for a monthly newsletter, redesign of our program website, or another project decided upon with PrMEIR staff.

# **PrMEIR Leadership Team**

## **Sondra Zabar, MD: Co-Director**

Sondra.Zabar@nyumc.org

## **Adina Kalet, MD, MPH: Co-Director**

Adina.Kalet@nyumc.org

## **Colleen Gillespie, PhD: Director of Evaluation**

Colleen.Gillespie@nyumc.org

## **Lisa Altshuler, PhD: Associate Director of Evaluation and Assessment**

Lisa.Altshuler@nyumc.org

## **Christine Alaimo, MA: Program Manager**

Christine.Alaimo@nyumc.org

(212)263-8145

## **Nina Song, MPH, CPH: Program Coordinator**

Nina.Song@nyumc.org

(212)263-8896



## HR Non Traditional Volunteer- Application/Registration

Date \_\_\_\_\_

Title (Please circle): Miss Ms. Mrs. Mr. Dr. Other \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Date of Birth (MM/DD/YY) \_\_\_\_\_ Age \_\_\_\_\_ Email \_\_\_\_\_

Highest level of Education Completed \_\_\_\_\_

Social Security Number \_\_\_\_\_ Authorized to work/study in the US? \_\_ Yes \_\_ No

Employer Name \_\_\_\_\_ Employer Address \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

Emergency Contact Address \_\_\_\_\_

### Pre –Approval:

Department Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

### Minors: Volunteer must be 16 years of age to apply.

For volunteers under the age of 18: I understand I may volunteer with limited hours, restricted activities.

- Proper employment certificates (also referred to as Work Permits/Working Papers) are necessary
- Parent/Guardian Consent to Volunteer (if under 18);
- Parent/Guardian Consent to run Background Consent;
- Parent/Guardian Consent Medical (if under 18) Employee Health Service obtains consent

### Non-Traditional unpaid VOLUNTEER CERTIFICATION

I agree to comply with NYULMC unpaid Volunteer Guidelines as well as applicable policies of the Department to fulfill the unpaid volunteer responsibilities to the best of my ability. I understand that I will receive no monetary benefit in return my unpaid volunteer service. I further understand the assigned Department may terminate this agreement at any time without prior notice.

Have you ever been convicted? \_\_\_\_ Yes \_\_\_\_ No

If yes, please complete this section

Have you volunteered with us before? \_\_\_\_ Yes \_\_\_\_ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_