



DREXEL UNIVERSITY  
College of  
Medicine

# Phase 2 – 3<sup>rd</sup> year and the Clinical Clerkships:



**DOCSS**  
– the basics

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# Regional Medical Campuses for 2020-2021

- **Allegheny Health Network** – Pittsburgh, PA
- **Crozer Chester Medical Center** – Upland, PA
- **Kaiser Permanente** – Bay Area, CA
- **PinnacleHealth System** – Harrisburg, PA
- **Reading Hospital-Tower Health** – W.Reading, PA
- **York Hospital - WellSpan** – York, PA



# Regional Medical Campus All Year Request Placements

- We will let students know as soon as possible if their request cannot be honored so they may begin to think about and enter their lottery selections.
- Those that can be placed into a RMC will receive an email with specific placement information.
- Individual emails need to be sent, which means ~230 emails...please be patient.

# Regional Medical Campus

- What happens if I am not scheduled at a RMC for an All Year placement and I requested placement?
  - You will enter the lottery process
- What happens if all of the All Year slots at the RMC do not fill?
  - You have the option to select another site OR
  - You may choose to enter the lottery
    - I will send you an email within the next couple of days if you have any options

# Regional Medical Campus

- What happens if I did not request an All Year site?
  - You will enter the lottery using DOCSS



# The Lottery

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**D**rexel

**O**nline

**C**urriculum

**S**cheduling

**S**ystem



## DOCSS – the lottery

- The 2020-2021 lottery will be run in 3 Stages
  - Stage 1
    - grid placement (order of rotations)
  - Stage 2
    - site placement for OB/PE/PS/AM/NE/IM/SU
  - Stage 3
    - site placement for Family Medicine completed by the Department of Family, Community and Preventive Medicine.

Stage 2 and 3 may be in any order or simultaneous.



# Entering Your Choices into DOCSS

- Once you have reviewed your options you will need to rank your choices into DOCSS prior to the posted deadline
- There are scheduled (3<sup>rd</sup> Sunday of the month) and unscheduled (very few) web outages...deadlines are not extended.





# Entering Your Choices into DOCSS

- You may make changes to your on-line ranking as many times as you want until the lottery closes  
(for those of you that like to...not necessary)
- Once you see your selections in DOCSS the way you want them, you have properly entered them  
(there is no “send” button)
- The lottery is not run until after the lottery closes (i.e., it isn't first come, first served)



# Scheduling – the reality of it all

- If you have a “dream schedule” planned, you are likely to be disappointed.
- There is no “right” order, there is no “bad” order.
- If you ask enough students, you can get a “good” or “bad” story about any site...even your #1 or #7 choice.
- Your experience is what YOU make it.



# DOCSS – the lottery

## THE BASICS

- Stage 1: Student enters Grid priority (request for order of rotations)



# DOCSS – the lottery

## THE BASICS

- Stage 1: Student enters Grid priority  
(request for order of rotations)
- Students are randomized and each student is assigned to one Grid (order of all rotations).
- Completion of Stage 1.



# DOCSS – the lottery

## THE BASICS

- Stage 2: Student enters site selections by personal priority for each rotation (order already determined in Stage 1)
  - Ambulatory Medicine (5 weeks)
  - Neurology (5 weeks)
  - Obstetrics/Gynecology (5 weeks)
  - Pediatrics (5 weeks)
  - Psychiatry (5 weeks)
  - Inpatient Medicine (10 weeks)
  - Surgery (10 weeks)



# DOCSS – the lottery

## THE BASICS

- Stage 2: Student enters site selections by personal priority
- Students are randomized and each student is assigned to one Discipline/Site.
- Students are randomized again and each student is assigned to a second Discipline/Site, this is repeated until all seven disciplines are assigned. (seven rounds, as seven disciplines are being assigned)
- Completion of Stage 2.
- The lottery program gives each student an *equal* chance to achieve assignments closest to ones desired



# Lottery – How to enter into DOCSS

Where to start...

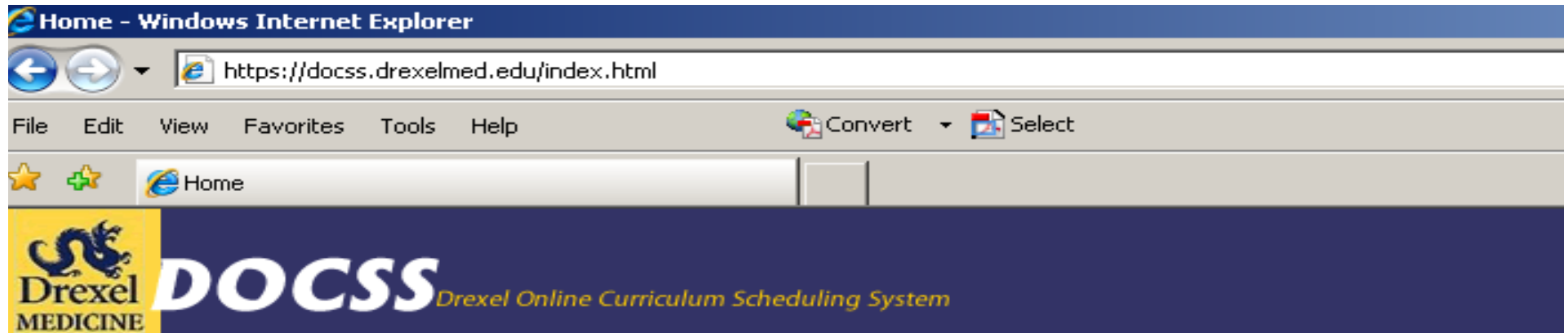
- Review Lottery – Stage 1
- Review Lottery – Stage 2
- Review Lottery – Stage 3
- Review Lottery - FAQ



# **Lottery – Stage 1**

**Drexel Online Curriculum Scheduling System**  
[docss.drexelmed.edu](http://docss.drexelmed.edu)





**LOGIN**

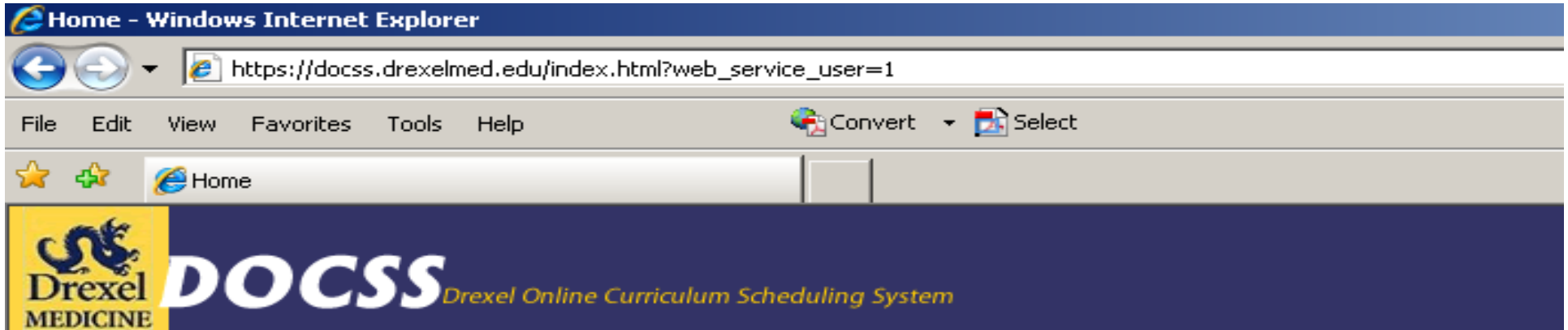
Please select:

[Drexel University User](#)

[Non-Drexel University User](#)

POWERED BY OASIS  
Copyright © 2008 WARF

- Select
- “Drexel University User”



## LOGIN

DrexelMed Students and Faculty should click the **Drexel University User** link and use their Drexel OR DrexelMed usernames and passwords.

All others should click the **Non-Drexel University User** link and use the OASIS username and password issued by the Division of Clinical Education.

Username:   
Password:

Your username and password are **case sensitive**.

- Use your Drexel ID and Password to log on.
- Example: abc123

## Select a year

After entering a year you may change years by using the "Reselect Year" button on the top of the page.

Please select a year before entering this section.

Year	Student Level	Login time	Mode
<a href="#">Enter 2010-2011</a>	MS Phase 2	01/01/2012 12:00:00 AM	Closed
<a href="#">Enter 2011-2012</a>	MS4	02/01/2011 12:00:00 AM	Closed

- You must first Select the “Year”
- “Enter **202x-202x**” – when you will be an **MS Phase 2**
- If the “Mode” indicates “Closed” please email “rs37@drexel.edu” with your drexel credentials so I may research why you cannot access the MS Phase 2 Student Level.

### Announcements

- **The lottery system is active.** Add grids to your Course Grid Selections.
- Your track is Undecided Pathway

### Evaluations to Complete

[View a report of the evaluations you need to complete](#)


Schedule

Lottery Selections

## Test AASStudent 1's Course Grid Selections for 2012-2013

[Add a Grid to My Selections](#)

Use this list to rank the course grids you prefer and to enter these selections in the course grid lottery. To reorder a selection reassign the numbers and click "Reorder" below. If supported by your browser you may place your cursor over a block within a grid to verify it's name.

 AMB	 FAMD	 Int	 MEDI
 NEUL	 OB/GYN	 PEDS	 PSYC
 SURG	 Win		

**You must add grids to your selections.**



### MS-Phase 2 Add Course Grid: 2019-2020

To add a course grid to your selections click each checkbox below, then click the "Add Selected Grids" button. If using your browser you may place your cursor over a block within a grid to verify its name.

AMB	FAMD	Int	MEDI
NEUL	OB/GYN	PEDS	PSYC
SURG	Win		

ID	MaxOpen	Add	View	04-22	05-06	05-20	06-03	06-17	07-01	07-15	07-29	08-12	08-26	09-09	09-23	10-07	10-21	11-04	11-18	12-02	12-16	12-30	01-13	01-27	02-10	02-24	03-09	03-23	04-06	04-20	05-04	05-18
001	9	<input type="checkbox"/>	<a href="#">View</a>			Int	SURG					PEDS		AMB		MEDI					Win	PSYC		NEUL		OB/GYN		FAMD				
002	9	<input type="checkbox"/>	<a href="#">View</a>			Int	OB/GYN	FAMD				SURG				PEDS		AMB			Win	MEDI				PSYC		NEUL				
003	9	<input type="checkbox"/>	<a href="#">View</a>			Int	PSYC	NEUL				OB/GYN	FAMD			SURG					Win	PEDS		AMB		MEDI						
004	9	<input type="checkbox"/>	<a href="#">View</a>			Int	MEDI					PSYC	NEUL			OB/GYN	FAMD				Win	SURG				PEDS		AMB				
005	9	<input type="checkbox"/>	<a href="#">View</a>			Int	PEDS		AMB			MEDI				PSYC	NEUL				Win	OB/GYN	FAMD			SURG						

Once you receive your grid, in Stage 2 of the lottery you will **ADD** your lottery selections for your site preferences. You will only be able to add each rotation into the specific block you are scheduled.

EXAMPLE: If Test Student ends up with Grid 4, Test Student will only be able to add Surgery into Block 7 (1/6/2020).

## MS-Phase 2 Add Course Grid: 2019-2020

To add a course grid to your selections click each checkbox below, then click the "Add Selected Grids" button. If su your browser you may place your cursor over a block within a grid to verify its name.

<span style="display:inline-block; width:15px; height:15px; background-color: #E67E22; border:1px solid #000;"></span> AMB	<span style="display:inline-block; width:15px; height:15px; background-color: #27AE60; border:1px solid #000;"></span> FAMD	<span style="display:inline-block; width:15px; height:15px; background-color: #F1C40F; border:1px solid #000;"></span> Int	<span style="display:inline-block; width:15px; height:15px; background-color: #F080F0; border:1px solid #000;"></span> MEDI
<span style="display:inline-block; width:15px; height:15px; background-color: #FFC0CB; border:1px solid #000;"></span> NEUL	<span style="display:inline-block; width:15px; height:15px; background-color: #9B59B6; border:1px solid #000;"></span> OB/GYN	<span style="display:inline-block; width:15px; height:15px; background-color: #ADD8E6; border:1px solid #000;"></span> PEDS	<span style="display:inline-block; width:15px; height:15px; background-color: #FFFF00; border:1px solid #000;"></span> PSYC
<span style="display:inline-block; width:15px; height:15px; background-color: #27AE60; border:1px solid #000;"></span> SURG	<span style="display:inline-block; width:15px; height:15px; background-color: #C0392B; border:1px solid #000;"></span> Win		

ID	Max	Open	Add	View	04-22	05-06	05-20	06-03	06-17	07-01	07-15	07-29	08-12	08-26	09-09	09-23	10-07	10-21	11-04	11-18	12-02	12-16	12-30	01-13	01-27	02-10	02-24	03-09	03-23	04-06	04-20	05-04	05-18	
001	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	SURG					PEDS		AMB		MEDI				Win	PSYC		NEUL		OB/GYN		FAMD						
002	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	OB/GYN	FAMD				SURG				PEDS		AMB		Win	MEDI				PSYC		NEUL						
003	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	PSYC	NEUL				OB/GYN	FAMD		SURG					Win	PEDS		AMB		MEDI								
004	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	MEDI					PSYC	NEUL		OB/GYN	FAMD			Win	SURG				PEDS		AMB							
005	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	PEDS		AMB			MEDI			PSYC	NEUL			Win	OB/GYN	FAMD		SURG										
006	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	SURG					AMB		PEDS		MEDI			Win	NEUL		PSYC	FAMD		OB/GYN								
007	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	FAMD		OB/GYN			SURG			AMB		PEDS		Win	MEDI				NEUL		PSYC							
008	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	NEUL		PSYC			FAMD		OB/GYN		SURG			Win	AMB		PEDS		MEDI									
009	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	MEDI					NEUL		PSYC	FAMD		OB/GYN		Win	SURG				AMB		PEDS							
010	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	AMB		PEDS			MEDI			NEUL		PSYC		Win	FAMD		OB/GYN		SURG									
011	9	9	<input checked="" type="checkbox"/>	<a href="#">View</a>			Int	SURG					OB/GYN	FAMD		AMB		PEDS		Win	MEDI				NEUL		PSYC							
012	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	NEUL		PSYC			SURG			OB/GYN	FAMD			Win	AMB		PEDS		MEDI									
013	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	MEDI					NEUL		PSYC		SURG			Win	OB/GYN	FAMD		AMB		PEDS								
014	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	AMB		PEDS			MEDI			NEUL		PSYC		Win	SURG				OB/GYN	FAMD								
015	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	OB/GYN	FAMD				AMB		PEDS		MEDI			Win	NEUL		PSYC		SURG									
016	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	SURG					FAMD		OB/GYN	PEDS		AMB		Win	MEDI				PSYC		NEUL							
017	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	PSYC		NEUL			SURG			FAMD		OB/GYN		Win	PEDS		AMB		MEDI									
018	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	MEDI					PSYC		NEUL		SURG			Win	FAMD		OB/GYN	PEDS		AMB								
019	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	PEDS		AMB			MEDI			PSYC		NEUL		Win	SURG				FAMD		OB/GYN							
020	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	FAMD		OB/GYN			PEDS		AMB		MEDI			Win	PSYC		NEUL		SURG									
021	9	9	<input type="checkbox"/>	<a href="#">View</a>			Int	SURG					OB/GYN	FAMD		MEDI				Win	AMB		PEDS		PSYC		NEUL							

Add Selected Grid

Cancel

You may add Grids by checking the "add box" and then clicking the "Add Selected Grid" box at the bottom

Each grid is unique and may only be selected once.

There are no grids with Medicine and Surgery back to back in the lottery.

### Announcements

- The lottery system is active. Add grids to your Course Grid Selections.
- Your track is Undecided Pathway

### Evaluations to Complete

[View a report of the evaluations you need to complete](#)

Schedule

Lottery Selections

### Test AASStudent 1's Course Grid Selections for 2012-2013

[Add a Grid to My Selections](#)

Use this list to rank the course grids you prefer and to enter these selections in the course grid lottery. To reorder a selection reassign the numbers and click "Reorder" below. If supported by your browser you may place your cursor over a block within a grid to verify it's name.

The grids have been added to your lottery selections.

 FAMD	 Interession-I	 MEDI	 OB/GYN
 PEDS	 PSYC	 SURG	

ID	Open	Order	Action	06-18	07-02	07-16	07-30	08-13	08-27	09-10	09-24	10-08	10-22	11-05	11-19	12-03	12-17	12-31	01-14	01-28	02-11	02-25	03-11	03-25	04-08	04-22	05-06	05-20	06-03	06-17					
5	9	10	Drop View	Ir -I																															
7	9	20	Drop View	Ir -I																															
14	8	30	Drop View	Ir -I																															
16	8	40	Drop View	Ir -I																															
				Update																															

You may reorder your selections by changing the order number and selecting "update".

Once you are finished, what you see is what will be entered into the lottery. *There is no final submission button.*



## Lottery – Stage I

- You may make changes up to the deadline.
- What you see is what will be entered into the lottery.
- Then it is time to relax and study until the results are posted and the class will be sent an email. It will then be time for Stage 2.





## **Stage 2 Lottery**

**Drexel Online Curriculum Scheduling System**  
[docss.drexelmed.edu](http://docss.drexelmed.edu)

Log back in to DOCSS

## Select a year

After entering a year you may change years by using the "Reselect Year" button on the top of the page.

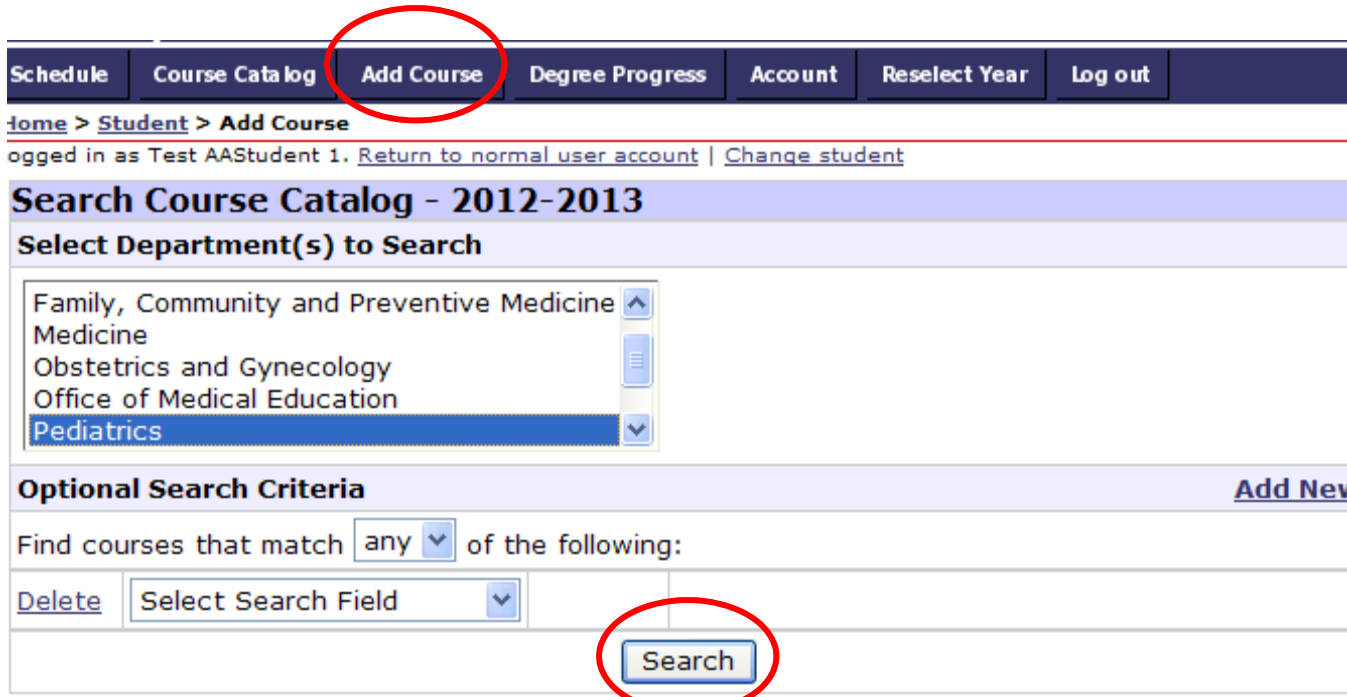
Please select a year before entering this section.

Year	Student Level	Login time	Mode
<a href="#">Enter 2010-2011</a>	MS Phase 2	01/01/2012 12:00:00 AM	Closed
<a href="#">Enter 2011-2012</a>	MS4	02/01/2011 12:00:00 AM	Closed

- Be sure to again select the correct Year
- “Enter 202x-202x” – when you will be an MS Phase 2

- When you log on to DOCSS following the grid lottery, you will have two options “Schedule” or “Lottery Selections”
- Choose “Schedule” to see the order of rotations that were assigned during Stage 1 (i.e., you will see which grid you received and therefore which order your rotations will be in).

The screenshot shows the top navigation bar with links: Schedule, Course Catalog, Add Course, Degree Progress, Account, Reselect Year, and Log out. Below this is a breadcrumb trail: Home > Student > Schedule. A login status bar indicates the user is logged in as 'Test AASStudent 1' with links to 'Return to normal user account' and 'Change student'. The main content area is divided into two columns. The left column has an 'Announcements' section with two bullet points: 'The lottery system is active. Add courses to your Lottery Selections.' and 'Your track is Undecided Pathway'. The right column has an 'Evaluations to Complete' section with a link to 'View a report of the evaluations you need to complete'. Below these are two buttons: 'Schedule' (circled in red) and 'Lottery Selections'. A purple header bar reads 'Test AASStudent 1's MS3 Lottery Selections for 2012-2013' with an 'Instructions' link on the right. Below this are two buttons: 'Update order' and 'Expand/Contract Lottery Selections'. At the bottom is a table with columns: Order, Date, Course #, Department, Course, Location, Modified, Weeks, Credits, and an empty cell. A red text message at the bottom states: 'You must add courses to your lottery selections including those from your grid.'



Schedule Course Catalog **Add Course** Degree Progress Account Reselect Year Log out

[Home](#) > [Student](#) > [Add Course](#)

ogged in as Test AASstudent 1. [Return to normal user account](#) | [Change student](#)

### Search Course Catalog - 2012-2013

Select Department(s) to Search

Family, Community and Preventive Medicine  
Medicine  
Obstetrics and Gynecology  
Office of Medical Education  
**Pediatrics**

**Optional Search Criteria** [Add New](#)

Find courses that match any of the following:

<a href="#">Delete</a>	Select Search Field	
		<b>Search</b>

Select

- “Add Course”

Then, use the drop down to Select the Department

Then, Select

- “Search”

Once you have selected the Department,  
Click on “Search”.

You will be given a menu of sites for the timeframe you are available.

## Search Course Catalog - 2016-2017

### Select Department(s) to Search

Obstetrics and Gynecology  
Office of Medical Education  
Pediatrics  
Psychiatry  
Surgerv

You will select "Add" for the site you wish to add to your lottery choices

### Optional Search Criteria

[Add New](#)

Find courses that match  of the following:

[Delete](#)

Select Search Field

Search

Course No.	Department	Course Name	Locations	Actions
PEDS-PEDS8010S013	<a href="#">Pediatrics</a>	<a href="#">Pediatrics Clerkship</a>	Abington Memorial	<a href="#">Add</a>
PEDS-PEDS8010S020	<a href="#">Pediatrics</a>	<a href="#">Pediatrics Clerkship</a>	Allegheny General Hospital	<a href="#">Add</a>
PEDS-PEDS8010S042	<a href="#">Pediatrics</a>	<a href="#">Pediatrics Clerkship</a>	York Hospital	<a href="#">Add</a>
PEDS-PEDS8010S055	<a href="#">Pediatrics</a>	<a href="#">Pediatrics Clerkship</a>	Monmouth Medical Center	<a href="#">Add</a>
PEDS-PEDS8010S064	<a href="#">Pediatrics</a>	<a href="#">Pediatrics Clerkship</a>	Capital Health System	<a href="#">Add</a>
PEDS-PEDS8010S065	<a href="#">Pediatrics</a>	<a href="#">Pediatrics Clerkship</a>	St. Christopher's Hospital	<a href="#">Add</a>
PEDS-PEDS8010S070	<a href="#">Pediatrics</a>	<a href="#">Pediatrics Clerkship</a>	Kaiser Permanente, ...	<a href="#">Add</a>



## Development Site

Logged in as Test AASudent 1. [Return to normal user account](#) | [Change student](#)

### Availability for PEDS-PEDS8010S020: Pediatrics: Pediatrics Clerkship

Add Selected Courses

Dates	Weeks	Credits	Location	Auth. Required	MS3		Add
					Max.	Open	<input type="checkbox"/>
11/05/2012 - 12/14/2012	6	6	Allegheny General Hospital	No	3	3	<input type="checkbox"/>

Add Selected Courses

Click on “Add” and then “Add Selected Courses”

You will only be able to select the date that you were pre-assigned to the discipline.

# LOTTERY SELECTIONS:

If you click on “Schedule” at the top of the page and then the “Lottery Selections” tab, you will see what you have entered as your Lottery Selections.

**Schedule** Course Catalog Add Course Degree Progress Account Reselect Year Log out

Home > Student > Schedule

Logged in as Test AASTudent 1. [Return to normal user account](#) | [Change student](#)

**Announcements**

- The lottery system is active. Add courses to your Lottery Selections.
- Your track is Undecided Pathway

**Evaluations to Complete**

[View a report of the evaluations you need to complete](#)

Schedule **Lottery Selections**

**Test AASTudent 1's MS3 Lottery Selections for 2012-2013** [Instructions](#)

Drop selected Update order Expand/Contract Lottery Selections

Order	Drop	Date	Course #	Department	Course	Location	Modified	Weeks	Credits
1	<input type="checkbox"/>	11/05/2012 - 12/14/2012	PEDS-PEDS8010S055	Pediatrics	Pediatrics Clerkship	Monmouth Medical Center	12/29/2011 03:33:50 PM	6	6
2	<input type="checkbox"/>	11/05/2012 - 12/14/2012	PEDS-PEDS8010S020	Pediatrics	Pediatrics Clerkship	Allegheny General Hospital	12/29/2011 03:35:20 PM	6	6
3	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S030	Psychiatry	Psychiatry Clerkship	Hahnemann University Hospi	12/29/2011 03:36:19 PM	6	6
4	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S026	Psychiatry	Psychiatry Clerkship	Mercy Philadelphia Hospital	12/29/2011 03:36:29 PM	6	6
5	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S028	Psychiatry	Psychiatry Clerkship	Friends Hospital	12/29/2011 03:36:35 PM	6	6
6	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S033	Psychiatry	Psychiatry Clerkship	Chambersburg Hospital	12/29/2011 03:36:42 PM	6	6
7	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S055	Psychiatry	Psychiatry Clerkship	Monmouth Medical Center	12/29/2011 03:36:52 PM	6	6
8	<input type="checkbox"/>	07/02/2012 - 09/21/2012	SURG-SURG8010S05	Surgery	Surgery Clerkship	Pinnacle Health System	12/29/2011 03:37:24 PM	12	12
9	<input type="checkbox"/>	07/02/2012 - 09/21/2012	SURG-SURG8010S02	Surgery	Surgery Clerkship	Easton Hospital	12/29/2011 03:37:31 PM	12	12
10	<input type="checkbox"/>	07/02/2012 - 09/21/2012	SURG-SURG8010S05	Surgery	Surgery Clerkship	Monmouth Medical Center	12/29/2011 03:37:38 PM	12	12
11	<input type="checkbox"/>	07/02/2012 - 09/21/2012	SURG-SURG8010S01	Surgery	Surgery Clerkship	Abington Memorial Hospital	12/29/2011 03:37:49 PM	12	12

**Announcements**

- **The lottery system is active.** Add courses to your Lottery Selections.
- Your track is Undecided Pathway

**Evaluations to Complete**

[View a report of the evaluations you need to complete](#)

You may easily make changes

Schedule

Lottery Selections

**Test AASStudent 1's MS3 Lottery Selections for 2012-2013**

**You have unsaved changes. Please use the "Update order" button to save them and avoid losing your work.**

[Instructions](#)

Drop selected

Update order

Expand/Contract Lottery Selections

Order	Drop	Date	Course #	Department	Course	Location	Modified	Weeks	Credits
1	<input type="checkbox"/>	11/05/2012 - 12/14/2012	PEDS-PEDS8010S055	Pediatrics	Pediatrics Clerkship	Monmouth Medical Center	12/29/2011 03:33:50 PM	6	6
2	<input type="checkbox"/>	11/05/2012 - 12/14/2012	PEDS-PEDS8010S020	Pediatrics	Pediatrics Clerkship	Allegheny General Hospital	12/29/2011 03:35:20 PM	6	6
3	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S030	Psychiatry	Psychiatry Clerkship	Hahnemann University Hospi	12/29/2011 03:36:19 PM	6	6
4	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S026	Psychiatry	Psychiatry Clerkship	Mercy Philadelphia Hospital	12/29/2011 03:36:29 PM	6	6
5	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S033	Psychiatry	Psychiatry Clerkship	Chambersburg Hospital	12/29/2011 03:36:42 PM	6	6
6	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S055	Psychiatry	Psychiatry Clerkship	Monmouth Medical Center	12/29/2011 03:36:52 PM	6	6
7	<input type="checkbox"/>	07/02/2012 - 09/21/2012	SURG-SURG8010S05	Surgery	Surgery Clerkship	Pinnacle Health System	12/29/2011 03:37:24 PM	12	12
8	<input type="checkbox"/>	07/02/2012 - 09/21/2012	SURG-SURG8010S02	Surgery	Surgery Clerkship	Easton Hospital	12/29/2011 03:37:31 PM	12	12
9	<input type="checkbox"/>	07/02/2012 - 09/21/2012	SURG-SURG8010S05	Surgery	Surgery Clerkship	Monmouth Medical Center	12/29/2011 03:37:38 PM	12	12
10	<input type="checkbox"/>	03/25/2013 - 05/03/2013	PSYC-PSYC8010S028	Psychiatry	Psychiatry Clerkship	Friends Hospital	12/29/2011 03:36:35 PM	6	6
11	<input type="checkbox"/>	07/02/2012 - 09/21/2012	SURG-SURG8010S01	Surgery	Surgery Clerkship	Abington Memorial Hospital	12/29/2011 03:37:49 PM	12	12

- You may drop (delete) items or “drag” to reorder your items.
- Open the “Instructions” for further assistance.
- You must “Update order” to save your changes.





# Finalizing your entries

- Once you have entered everything you wish to prioritize and they are in the order you want...
- Simply log out or close the browser
- You may return to make any edits up until the deadline
- There is no “final submit” ...everything is saved



# Selecting Your Priorities

- **What is important to you?**

(I will show you a couple of samples)

**I will show you what we refer to as a lottery sequence...**



## My Recommendations and What Happens During the Process:

- Recommendation: Start with what area you are interested in and then work your way out in a circle
  - If you are interested in the Philadelphia area, list all of the Phila area sites first in each discipline, rather than a specific discipline.
  - If you are interested in staying out of Philadelphia, do the reverse.
- Rank rotations in YOUR order of preference.
- My suggestion is that you list everything before you are done so that YOU have done the preferencing or the computer will
- Does this make sense???

Neither of the below is “right” or “wrong” they are just different ways to preference. What is important to you?

If the priority is *location*, tell the computer that...

1. Peds SCHC
2. Peds Abington
3. OB Virtua
4. OB Abington
5. Psyc Friends
6. Psyc Mercy
7. Psyc Abington
8. Surg Phila
9. Surg Abington
10. Surg York
11. OB York
12. Peds York
13. Psyc York

1. Peds SCHC
2. Peds Abington
3. Peds York
4. Peds Reading
5. Peds Pinnacle
6. Peds AGH
7. *Surg Phila*
8. Surg Abington
9. Surg Easton
10. Surg Pinnacle
11. Surg Reading
12. Surg York
13. Surg AGH

In this example you are saying you want to prioritize *Pediatrics* over everything – even if you go to AGH for Pediatrics before you look at your Surgery placements.

It is priority list and you have to decide how you want want to prioritize

Each round you will be issued a new lottery number.

You have seven “rounds”; each round, one rotation will be scheduled based on YOUR rankings. Family Medicine is not assigned during this lottery.



# Lottery Entries

- We suggest that you closely monitor the number of “slots” (slots = available positions at each site)
- You may rank 3 sites and only be listing 5 “slots” of 26 available
- Any unscheduled disciplines will be force-scheduled during a **post-lottery** process



## Lottery – Stage 2

Being flexible = being happy with your lottery results. This is a lottery.

You have the same odds as your classmates.

You should rank **all** sites in *your* order of preference.

You may have to go to a site you did not request or plan to rotate to.



## “Success” in the Lottery

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- Realize it is a lottery
- Prioritize what is *most* important to YOU
- All special need requests must be in writing  
(*deadline has passed*)
- Adhere to lottery timeline (posted online)



## “Success” in the Lottery cont.

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- Don't get attached to a “schedule”
- Don't spend too much time “planning” ...  
prioritize what is *most* important and then let  
the computer do its job...
- Be flexible...





# Strong Recommendations

- Don't spend too much time on this...
  - It is a lottery
- Don't procrastinate...
  - Rank your selections on-line
- Don't spend too much time on this...
  - Put your selections in and let it go; you can log back into DOCSS and make modifications any time prior to the deadline *if you elect to*
- Don't procrastinate...
  - Meet the deadlines (they are not extended)
- Don't wait until the last day to rank your selections in DOCSS (i.e., don't procrastinate)
  - Study...don't spend too much time on this, **it is a lottery...each phase should take no more than 15 minutes**



# Resources

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## **Division of Clinical Education**

- DOCSS and clinical site information**

## **Career Development Center website**

- advice from upper classman**

recommend only considering “first-hand” information



# Communication

- E-mails from personal mailboxes should not be used for communication to administrators, faculty or staff at Drexel University College of Medicine or any clinical affiliates at any time.
- Your [drexel.edu](http://drexel.edu) account is your official email.



# Questions

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The Division of Clinical Education is available to assist you...please see us in the Division of Clinical Education **BEFORE** any deadline if you have questions so we may help you.

Changes cannot be made after a deadline has passed.

# Division of Clinical Education

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