Phase 2 – 3rd 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

Drexel
Online
Curriculum
Scheduling
System
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 (3rd 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.
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)
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
- Select
- "Drexel University User"
Use your Drexel ID and Password to log on.

Example: abc123
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.
The lottery system is active. Add grids to your Course Grid Selections.
Your track is Undecided Pathway.

Announcements

Evaluations to Complete
View a report of the evaluations you need to complete

Schedule
Lottery Selections

Test AAStudent 1's Course Grid Selections for 2012-2013

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.

You must add grids to your selections.
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).
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.

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**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 your browser may place your cursor over a block within a grid to verify its name.

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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

Log back in to DOCSS
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).

You must add courses to your lottery selections including those from your grid.
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.
You will select “Add” for the site you wish to add to your lottery choices

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Department</th>
<th>Course Name</th>
<th>Locations</th>
<th>Actions</th>
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</thead>
<tbody>
<tr>
<td>PEDS-PEDS8010S013</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Abington Memorial</td>
<td>Add</td>
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<tr>
<td>PEDS-PEDS8010S020</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Allegheny General Hospital</td>
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<td>PEDS-PEDS8010S042</td>
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<td>Pediatrics Clerkship</td>
<td>York Hospital</td>
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<td>PEDS-PEDS8010S055</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Monmouth Medical School</td>
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<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Capital Health System</td>
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<tr>
<td>PEDS-PEDS8010S065</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>St. Christopher's Hospital</td>
<td>Add</td>
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<tr>
<td>PEDS-PEDS8010S070</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Kaiser Permanente</td>
<td>Add</td>
</tr>
</tbody>
</table>
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.
You may easily make changes.

- 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

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.

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

It is priority list and you have to decide how you 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

- 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.

- 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

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 account is your official email.
Questions

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

clinicaleducation@drexel.edu
215-991-8360
Room 114K (inside the Student Affairs Suite)

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Karen Johnson