Phase 2 – Scheduling

DOCSS
– the basics

Dana C. Farabaugh, M.D.
Associate Dean, Clinical Education

Robin C. Smith
Director
Division of Clinical Education
Regional Medical Campuses for 2020-2021

- Allegheny Health Network – Pittsburgh, PA
- Crozer Chester Medical Center – Upland, PA
- Kaiser Permanente – Bay Area, CA
- Reading Hospital-Tower Health – W. Reading, PA
- UPMC Pinnacle – Harrisburg, PA
- York Hospital - WellSpan – York, PA
West Philadelphia / Main Line Health

- Throughout the Mainline Health System
- Mercy Fitzgerald Hospital
- Drexel Tower Health

- Additional focus on the underserved communities in these areas.
Regional Medical Campus
All Year Request Placements

- We will let students know as soon as possible if their request cannot be honored.
- Those that can be placed into a RMC will receive an email with specific placement information.
- Individual emails need to be sent, which usually means well over 200 emails...please be patient.
Regional Medical Campus

- What happens if I am not scheduled for a RMC All Year placement and I requested placement?
  - You will enter the lottery

- What happens if the RMC All Year slots do not fill?
  1. RMC slots offered to those that entered the initial RMC lottery and were not placed
  2. Remaining unfilled slots offered to entire class
  3. Remaining unfilled slots – all students not assigned to RMC for all year will be given a lottery number and randomly assigned.
Regional Medical Campus

- What happens if I am not placed at a Regional Medical Campus for an entire year either by request or by lottery?
  - You will enter the clinical site rotator lottery using DOCSS
The 2021-2022 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…don’t wait to the last minute.
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 ranked them (there is no “send/submit” 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

- “Dream schedules” rarely happen

- There is no “right” order, there is no “bad” order.

- If you ask enough students, you can get a “good” or “disappointing” story about any site…even your #1 or #5 choice.

- Your experience is what YOU make it.
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).
  NOTE: RMC All Year students have limited grid options

- Completion of Stage 1.
THE BASICS

- **Stage 2**: Student enters site selections by personal priority for each rotation (order already determined in Stage 1)
  - Ambulatory Medicine (4 weeks)
  - Neurology (4 weeks)
  - Obstetrics/Gynecology (4 weeks)
  - Pediatrics (4 weeks)
  - Psychiatry (4 weeks)
  - Inpatient Medicine (8 weeks)
  - Surgery (8 weeks)
THE BASICS – Stage 2 continued

- 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 have been assigned to a site. (seven rounds, as seven disciplines are being assigned) You do not schedule Family Medicine in this lottery.
- Completion of Stage 2.
- The DOCSS 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
  You will not need to add the courses, you will only need to rank them
- Review Lottery – FAQ

General instructions remain the same.
Stage 1: Log on to docss.drexelmed.edu

<table>
<thead>
<tr>
<th>Year</th>
<th>Student Level</th>
<th>Login Time</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter 2021-2022</td>
<td>MS Phase 2</td>
<td>01/01/2021 12:00:00 AM</td>
<td>Closed</td>
</tr>
<tr>
<td>Enter 2011-2012</td>
<td>Ms4</td>
<td>02/01/2011 12:00:00 AM</td>
<td>Closed</td>
</tr>
</tbody>
</table>

- 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 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).
Each grid is unique and may only be ranked once. There are no grids with Medicine and Surgery back to back in the lottery.
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.
Lottery - Stage 2

<table>
<thead>
<tr>
<th>Year</th>
<th>Student Level</th>
<th>Login time</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter 2021-2022</td>
<td>MS Phase 2</td>
<td>01/01/2012 12:00:00 AM</td>
<td>Closed</td>
</tr>
<tr>
<td>Enter 2011-2012</td>
<td>MS4</td>
<td>02/01/2011 12:00:00 AM</td>
<td>Closed</td>
</tr>
</tbody>
</table>

- 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).
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.

I am hoping to automatically put all of the options into your list for you. You will then only need to reorder/rank them.
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>
</tr>
</thead>
<tbody>
<tr>
<td>PEDS-PEDS8010S013</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Abington Memorial</td>
<td>Add</td>
</tr>
<tr>
<td>PEDS-PEDS8010S020</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Allegheny General</td>
<td>Add</td>
</tr>
<tr>
<td>PEDS-PEDS8010S042</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>York Hospital</td>
<td>Add</td>
</tr>
<tr>
<td>PEDS-PEDS8010S055</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Monmouth Medical</td>
<td>Add</td>
</tr>
<tr>
<td>PEDS-PEDS8010S064</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>Capital Health Syst.</td>
<td>Add</td>
</tr>
<tr>
<td>PEDS-PEDS8010S065</td>
<td>Pediatrics</td>
<td>Pediatrics Clerkship</td>
<td>St. Christopher's Ho</td>
<td>Add</td>
</tr>
<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 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 ordered everything the way you would like, 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.
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, rather than listing every option by discipline.
  - If you are interested in staying out of Philadelphia, do the reverse.

- Rank rotations in YOUR order of preference.

- The computer will force all of the options into your rank list. All you have to do is re-order them.
Common Scenarios

“I don’t have any real preferences…except that I want to be in Philadelphia and I’d like to do OB before Surgery and I don’t want Surgery last and …

That is a very specific schedule…students should plan to be flexible…

There are a limited number of slots in each discipline and site. Students are evenly distributed for each block (52 for 8-week rotations and 26 for 4-week rotations).
Common Scenarios

- You come to review your preferences and start the conversation with:

  “These are the places I’d be willing to go…”

  It is a lottery…you may have to go to sites you didn’t “plan” or “want” to go…

FLEXIBILITY IS KEY TO YOUR HAPPINESS.
Lottery

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

You have the same odds as your classmates.

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

Any unscheduled disciplines will be scheduled during a post-lottery process.
“Success” in the Lottery

- Realize it is a lottery
- Don’t get attached to a “schedule”
- Don’t spend too much time “planning”
- All special need requests must be in writing
- Adhere to lottery timeline (posted online)
Strong Recommendations

- Don’t spend too much time on this…
  - It is a lottery
  - 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…
  - Rank your selections on-line
  - 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 contact 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.
Timeline

A couple of dates to highlight:

1/11/2021 at Noon: AYR and SNR due
1/19/2021: Notification of RMC placement
1/27/2021: Stage 1 of the lottery process begins

You should always watch for, and respond to, emails from me (rs37@drexel.edu)
Division of Clinical Education

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

Dana C. Farabaugh, M.D., Associate Dean
Robin C. Smith, Director
Marcine Townes, Director, Student Scheduling
Kathleen Kronmiller
Karen Johnson