The 3rd Year and the Clinical Clerkships:
Applying What You’ve Learned

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Vice Dean for Educational and Academic Affairs

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Director
Division of Clinical Education
Academic Calendar – 3rd Year

- Mandatory Intersession I
  - Components completed by June 1st (immunizations, clearances, etc)
  - Online Component on Intersession I completed by mid-June
  - Live Component June 24 – June 28 (Monday-Friday - all day)
- Start dates
  - Block 1 – July 1
  - Block 2 – Aug 12
  - Block 3 – Sept 23
  - Block 4 – Nov 4
  - Block 5 – Jan 6
  - Block 6 – Feb 17
  - Block 7 – Mar 31
  - Block 8 – May 12
- Memorial Day and Labor Day are 3-day weekends
- Refer to the Academic Calendar for all Holidays
Multiple additional sites throughout Pennsylvania and New Jersey are used for Family Medicine rotations, please see: http://webcampus.drexelmed.edu/familymedicine/

Drexel University College of Medicine Educational Affiliates 2013-2014
Allegheny General Hospital/ West Penn Allegheny Health System

- 700+ bed academic center
- Many residency programs
- All-year site (student provides housing)
- Family Medicine available in western Pennsylvania
- Housing available to students on rotation for no more than 12 consecutive weeks
Monmouth Medical Center

- Offers all clerkships
- 527 licensed-bed teaching hospital
- Designated Children’s Hospital
- 8 residency programs
- All year site (student provides housing)
- Housing available to students that are not “All-Year” students
Saint Peter’s University Hospital

- Offers all clerkships
- 478 bed teaching hospital
- Designated Children’s Hospital
- Residency programs
- All year site
  (student provides housing)
- Housing available to students that are not “All-Year” students
Kaiser-Permanente

- South Sacramento – ME, SU, PS
- Sacramento - SU
- Roseville – Women’s and Children’s – OB, PE
- Vacaville – FM

- All year site (student provides housing)

Recommend living in central Sacramento

Above information is preliminary
Clerkship Rules

- Clerkships can begin only on the published start date of a block.

- Students may request or be required to defer a clerkship for extreme circumstances. (Promotions Committee approval)

- There are no days off/sick days during clerkships. (i.e., with permission, you will have to make up any time missed due to illness)
Clerkship Rules continued

- Students must finish all 3rd year clerkships before beginning the 4th year (policy regarding elective in the 3rd year will be reviewed in a moment).

- Students are not permitted to perform clinical rotations under the supervision of an individual when there may be the perception of a biased educational experience (parent/spouse/s/o, etc). Identify this situation to the Division of Clinical Education if it exists.

- Identify yourselves to the Division of Clinical Education if you have a spouse or s/o in the class (you are not permitted to be on the same discipline, at the same site, at the same time)
Guidelines for Scheduling an Elective in the Third Year

See the policy on the Clinical Education 3rd year website

http://webcampus.drexelmed.edu/clinicaleducation/Documents/3rdyearelectives.htm

- Scheduling of this option will occur in December or later
- Recommend that you do not schedule Medicine or Surgery in Block 5/6).
Car

- You must have one.

- Sorry…

  No exceptions.

- Exception to exception
  - if you are not able to drive under ADA,
    please complete a Special Needs Request,
    including required AVL documentation
Clinical Sites

- Provide comparable clinical experiences
  - Patient numbers
  - Patient complexity
  - Conferences, Rounds
  - Site Visits
- May provide meals
- May provide housing (sites beyond 40 miles unless noted otherwise)
Clinical Sites

- Require physical examination and immunization records
  - Must be in compliance with posted guidelines
- Require Child Abuse History Clearance
  - Must be completed again in April 2013
- Require Criminal Background/History Clearance
  - Must be completed again in April 2013
- Require TB maskfitting
  - To be completed Spring 2013 (will need to be clean shaven)
- Site may require drug screening or more up-to-date clearances
- Site may require fingerprinting
- Site may request additional information directly from you such as SS#, DOB, etc
Housing

- *May be provided at no charge*
- Share a bedroom with same gender roommates - no requests
- Share living space with opposite gender
- Guests are not permitted
- Security deposit may be required
- May acquire alternate housing at your own expense
- The “Ps”…pets, pals, parking, property…
Special Needs Requests

- Requests due to disability must be accompanied by an Accommodation Verification Letter (AVL) issued by the Office of Disability Services – DO NOT RELEASE SPECIFIC INFORMATION TO DEAN’S OFFICE

- Primary caregiver

- “Need” to rotate in a particular area or timing

- Scholars (tripart agreements when you entered medical school – see Robin Smith individually if you don’t know what your commitment is)

- **Request must be in writing.** Complete and return form to Division of Clinical Education by Tuesday, January 15 @ 10 a.m.
Special Needs Requests - continued

- Requests will be reviewed by a Deans Committee
- Priority assigned as appropriate
- Enter your lottery choices consistent with request
- No notification is given, do not assume your request will be granted...plan accordingly
- **Deadline – Tuesday, January 15 @ 10 a.m.**

Contact *Division of Clinical Education* if you do not understand any of the above. It will be too late to change after the lottery is run.
You must complete an All Year Request form if you wish to be considered for an all year slot at one of the following sites:

- Allegheny General Hospital, Pittsburgh, PA (except FM),
- Kaiser-Permanente, Sacramento, CA
- Monmouth Medical Center, Long Branch, NJ (except 4 weeks of Medicine), or
- Saint Peter’s University Hospital, New Brunswick, NJ

Deadline – Tuesday, January 15 @ 10 a.m.
All Year Request Form (Continued)

- Provide a brief explanation for your All Year request when you submit your form.

- You will enter Phase I of the lottery; however, a limited number of grids will be available to all year students.

- You are required to complete the Family Medicine lottery. FM will attempt to lottery you into a rotation as close to the site as possible but this is not guaranteed.

- You will be notified of whether or not your all year request is able to be honored in time to enter lottery choices.

- If your scheduled needs to be modified at a later date, your “all year site” may not be able to be maintained.
The Lottery

Drexel
Online
Curriculum
Scheduling
System
DOCSS – the lottery

The lottery will be run in 4 Phases

- Phase I – grid placement (order of rotations)
- Phase II – site placement for OB/PE/PS/SU
- Phase III – site placement for Medicine
- Phase IV – site placement for Family Medicine completed by the Department of Family, Community and Preventive Medicine.

Phase III and IV may be in any order or simultaneous.
DOCSS – the lottery

THE BASICS

- Phase I: Student enters Grid priority (request for order of rotations)
DOCSS – the lottery

THE BASICS

- Phase I: 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 Phase I.
THE BASICS

- Phase II: Student enters site selections by personal priority for each rotation
  - Obstetrics/Gynecology
  - Pediatrics
  - Psychiatry
  - Surgery
DOCSS – the lottery

THE BASICS

- Phase II: Student enters site selections by personal priority
- Students are randomized and each student is assigned to one Site.
- Students are randomized again and each student is assigned to a second Site, this is repeated until all sites are assigned. (four rounds, as four disciplines are being assigned)
- Completion of Phase II.
- Program gives student an equal chance to achieve assignments closest to ones desired
Entering Your Choices into DOCSS

- Once you have reviewed your options you will need to enter your choices into the DOCSS via the web.
- You must enter your entries on-line prior to the posted deadline(s).
- There are scheduled and unscheduled web outages...deadlines are not extended.
- We recommend that you keep a copy of your entries.
Entering Your Choices into DOCSS

- You may make changes to your on-line entries as many times as you want up until the lottery closes.

- Once you see your choices in DOCSS, 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).
Lottery Entries

- We suggest that you closely monitor the number of “slots” (slots = available positions at each site) that you are covering.

- You could enter 3 sites and only be covering 5 “slots”

- Any unscheduled disciplines will be force-scheduled during a post-lottery process
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 #50 choice.

Your experience is what you make it.
“Success” in the Lottery

- Realize it is a lottery
- Prioritize – what is *most* important to you?
- Put all special requests in writing
- Adhere to timeline
“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…
Finalizing your entries

- Once you have entered everything you want and they are in the order you want...
- We suggest that you print a copy for your records or save a pdf
- Simply log out or close the browser
- There is no “final submit” …everything is saved
How Do I Change Rotations?

This is a paper process for the 3rd year.

Forms may be faxed to the Division of Clinical Education

Signed & scanned readable forms may be emailed to: clinicaleducation@drexelmed.edu from your drexel.edu account

Forms are reviewed in the order they are received. Forms are reviewed monthly.

Requests in the text of an email are not accepted at any time.

You may check DOCSS for availability. You have access to the same information at the staff in the Division of Clinical Education.
Schedule Change/Trade Request Form

SCHEDULE CHANGE/TRADE REQUEST FORM: Year 3
(Please fill out completely.)

Note: Do not approach clinical sites in order to make schedule changes. All requests must be made through the Division of Clinical Education.

No changes may be made within 5 weeks of the start of a rotation. Dr. Barbara Schindler, Vice Dean for Educational and Academic Affairs, must approve late changes requested due to emergencies and the latest an emergency request may be submitted for review is two (2) working days prior to the start of the rotation (i.e. 11:59pm on Wednesday for a Monday rotation). The Division of Clinical Education will coordinate review.

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<td>NAME:</td>
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<td>SIGNATURE:</td>
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This request is for the following: Please check:

| SCHEDULE CHANGE | "EVEN TRADE" |

If an "Even Trade," list Name of each Student involved:

All participating students must submit a form of their willingness to participate in the trade. No e-mails will be accepted during initial lottery trade period.

### COURSE(S) TO BE DROPPED

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<th>START DATE</th>
<th>COURSE TITLE</th>
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### COURSE(S) TO BE ADDED

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Reason for requesting change (REQUIRED FOR EMERGENCY REQUESTS):

Signature Required for Emergency Approval:

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<tr>
<th>APPROVED</th>
<th>SIGNATURE (Dr. Schindler)</th>
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<th>DENIED</th>
<th>DATE</th>
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Form should be returned to Division of Clinical Education, Room 119, Queen Lane.
Fax: 215.843.7738 // Tel: 215.891.8360
Strong Recommendations

- Don’t procrastinate…
- Plan what is important
- Don’t procrastinate…
- Enter your choices on-line
- Don’t procrastinate…
- You can log back into DOCSS and make modifications later if you elect to
- Don’t procrastinate…
- Meet the deadline (we don’t extend them)
- Don’t wait until the last day to enter your information into DOCSS (i.e., don’t procrastinate)
- Study…don’t spend too much time on this
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

- Global questions?
- Individual/Specific/Personal Questions may be addressed to us in the Division of Clinical Education
Timeline

- 1/10/13  Clinical Site Fair – 4:00 PM - Atrium

Followed by a “Looking Ahead to Third Year Session” with a Student Panel to discuss the clinical sites
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<th>Date</th>
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<td>1/10/13</td>
<td>DOCSS goes “active” on-line</td>
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<td>1/15/13</td>
<td>Special Needs Request Forms due to Division of Clinical Education (Room 114K) by 10:00 A</td>
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<tr>
<td>1/15/13</td>
<td>All requests for full year at either AGH (FM Pittsburgh area) or Monmouth(except 4 weeks of Medicine&amp;FM) are due to Division of Clinical Education (Room 114K) by 10:00 AM</td>
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<td>1/17/13</td>
<td>Students will be notified if full year will be scheduled</td>
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<td>1/17/13</td>
<td>Phase 1: Lottery due by 4:00PM (Grid lottery)</td>
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<td>1/21/13</td>
<td>Phase 1 Lottery results available</td>
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<td>1/29/13</td>
<td>Phase II: Last day for lottery choice entry - all entries due into DOCSS system by 4:00PM</td>
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<td>2/27/13</td>
<td>Schedules to be posted on DOCSS at 1PM</td>
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<td>Information on scheduling Medicine sub-blocks available on-line</td>
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Timeline

- TBD  Begin entering choices for Medicine sub-blocks
- TBD  4:00 PM Deadline for entering choices for Medicine sub-blocks online
- Early April  Schedules which include Medicine sub-blocks are due to be posted

Refer to the Timeline posted on Webcampus for updated information.
Post-Lottery Policies

- Any schedule change must be requested via a paper add/drop form through the Division of Clinical Education.
- “Even trades” may be requested through the Division of Clinical Education using the paper add/drop process.
- Any change (including even trades) require a minimum of 5 weeks notice prior to start date.
- Students are not permitted to negotiate for slots. If you believe a site wants additional students, please let us know.
- All schedule changes must be approved by the Division of Clinical Education.
- Emergency changes are reserved for true emergencies and must be approved by the Vice Dean for Educational and Academic Affairs per the policy.
- The Division of Clinical Education and Clinical Departments reserve the right to change schedules at any time if there are circumstances beyond their control that would result in an inadequate educational experience for participating students.
Questions

We are available to assist you...please see us in the Division of Clinical Education BEFORE the deadline if you have questions so we may help you.