Please use this information as a reference when you start your lottery entries on DOCSS

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note: this is not the full meeting presentation
The 4th Year: Scheduling

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What is different from the 3rd year lottery?

- Everyone must complete:
  - Required Emergency Medicine Subinternship
  - Required Subinternship
    - Determined by Pathway
      - Medicine; OB/GYN; Pediatrics; or Surgery
  - Transition to Clinician (will be forced onto your schedule)

Remaining elective rotations will be more distributed, therefore, you are not competing for the same rotations.
30 weeks of credit

Max weeks per discipline (24 Med, all others 16)

Max 16 weeks away

Away rotations – view info on 4th year webcampus site
Required Subinternships

No substitutions –
list of courses provided on web:
https://webcampus.med.drexel.edu/ClinicalEducation/#Year4/SitesNTimes4.htm

Provide ALL options for Emergency or this may need to OVERRIDE another rotation

Again, Required Emergency Medicine Sub-I is the only course that can delete another course off your schedule in order to be scheduled (other course will not be moved, it will be deleted)
Some Pathways have a required course in addition to the Required SUB I (Med/Surg/OB/Peds)

You must prioritize your pathway required course appropriately to ensure that you get this course – you are not competing with the entire class, only those who are interested in this specialty (usually in the pathway)

You may also choose or need to schedule this outside the lottery
Reminder

• There are many Sub Internships available....

• NOT all Sub Internships meet the goals and objectives of the Required SUB-Internship

• See list of courses that meets requirements: https://webcampus.med.drexel.edu/ClinicalEducation/#Year4/SitesNTimes4.htm
Course Catalogue

• Use the Senior Elective Catalogue on webcampus

• Under the dates not available, click the link and you will get a full calendar of the 2- & 4-week start dates for the year

• Under Notes, it is clearly identified if the course is “by arrangement only” and what the next steps are

• Once you know what you want to look at, then use the course number to look in DOCSS and add the course
What you need to do in DOCSS

Drexel Online Curriculum Scheduling System

docss.drexelmed.edu

When you log on, be sure to select the 2023-2024 the year you will be MS-Phase 3
Select “Add Course”
• You must first select your Pathway (track) – without a Pathway selection, you will not be entered into the final lottery run per COM policy.
You may click on “Course Title” to get detailed information OR “Add” to enter a course into your lottery selections.

Select the Department in the drop down and then “Search”

This will yield a list of available courses within the Department.
Simply check which dates you wish you have added to your lottery entries and click “Add Selected Courses”

Once you have done this for what you want, you can easily view and modify
Select “Lottery Selections” to view what you have entered.
You can easily modify from this screen by dragging and dropping and then click “Update Order” (instructions are found on this screen).
Finalizing your entries

- Once you have entered everything you would like to have run in the lottery, and the courses are in the order you want...

- Make sure you have clicked Update Order and have no pending changes made

- Simply log out or close the browser

- There is no “final submit” ...everything is saved
Things you need to know - Scheduling

You can schedule one EM SubI and then one Required SubI based on your Pathway Requirement
Scheduling considerations

• The Pathway required courses have been programmed to be permitted for a maximum of 4 weeks so that you may only be scheduled for 4-weeks during the lottery.

• This only works for your selected Pathway.

• Post lottery, this will be changed for selected Pathways. For other Pathways, students will have to submit an add/drop form to have an additional course be manually overridden.
• Please keep in mind that you could be scheduled for the “same” elective course at multiple sites

• Example: Anesthesiology at more than one site
  *if you have not selected the Anesthesiology Pathway as your Pathway, DOCSS will permit you to be scheduled for Anesthesiology rotations at different sites should they be available (same with Radiology, Derm, etc).*
## Sample Lottery Entries

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<thead>
<tr>
<th>PRIORITY</th>
<th>COURSE</th>
<th>START DATE</th>
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<tr>
<td></td>
<td><strong>Course Code</strong></td>
<td><strong>mm/dd/yy</strong></td>
</tr>
<tr>
<td>10</td>
<td>MEDI8504S570 Med Sub-I @ HAR</td>
<td>2/1/2016</td>
</tr>
<tr>
<td>20</td>
<td>MEDI8504S200 Med Sub-I @ AGH</td>
<td>2/1/2016</td>
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<td>2/1/2016</td>
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<td>40</td>
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<tr>
<td>190</td>
<td>PEDS9914S630 Neon Sub-I@ CCMC</td>
<td>8/31/2015</td>
</tr>
</tbody>
</table>

In this example, the student is indicating that time is the priority (i.e., they want their Pediatric requirement in Block 2, if not available Block 2, Block 3, then Block 4 (location is not the priority)

This is an EXAMPLE; **not nearly expansive enough and the student may not be scheduled.**
In this example, the student is indicating that Site is the priority (i.e., they want their Pediatric requirement in Block 2 at SCHC, if not available then at SCHC Block 3, if not available then SCHC Block 4 before looking at CCMC in Block 2.

This is an EXAMPLE, not nearly expansive enough and the student may not be scheduled.
How to search courses in DOCSS
How to search for slots in a particular block:

1) Enter the start date
2) Click “ADD NEW” – you can select criteria (we suggest “Only open courses” and the year “MS-Phase3”)
3) Click “Search”

You will receive a list of courses with availability.

You could do the same thing for a particular site.
Several links on left hand side will prove useful as you work your way through the lottery and 4th year!

Timeline

Required Rotation list

Start Dates

Pathway information

Under Electives Tab:

By Arrangement Only cheat sheet

Special Electives process
Please address questions to the Office of Clinical Education prior to the posted deadline!

Clinical Education

215-991-8360

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