



College of Medicine Scheduling and Lottery Information

CLASS OF 2024

JANUARY 31, 2022

JENN WILSON – LEAD CLINICAL CURRICULUM COORDINATOR

Schedule Planning

3rd year rotations are published in the 2021-2022 UTHSC Academic Bulletin.

To access the 2021-2022 bulletin and/or 2021-2022 clinical calendar go to OSLEN:

<https://uthsc.edu/Medicine/OLSEN/>

(Select 'Academic Bulletin' → Select 2021-2022 Academic Year → Select College of Medicine)

Both can be found under the "Frequently Used" section

East Only Students

- Students can choose to complete all 3rd year rotations – including CEs – at one of the East locations. Students in this category are considered “East Only” and will receive separate scheduling instructions.
- Scheduling for these students will begin on February 1st and close on February 6th at 11:59pm.
- Once all other students have completed scheduling, these students will have the opportunity to swap into Memphis rotations – based on availability – if desired.

*Requests to be considered “East Only” are due no later than today, January 31st at 5pm.

Hardship Policy

The Hardship Policy was developed to allow exemptions from the East rotation requirement for select students. For more information, please locate the Hardship application form in the “Clerkships” section on OLSEN.

Acceptable reasons for Hardship:

- You have a child under the age of 18 years.
- You have a chronic illness that requires treatment from a local physician.
- You have a family member with a chronic illness for whom you are the primary caregiver.

*These requests are due no later than today, January 31st at 5pm.

3rd Year Scheduling Phases

Phase 1: Scheduling Core Clerkships

- February 1-6: Scheduler open to East Only students. East Only students will schedule their entire M3 year in their East location of choice. Any rotations scheduled in Memphis will be removed.
- February 1-6: Remaining students will enter up to 4 core clerkship preferences into eMedley.
- February 7-11: eMedley will run an algorithm to schedule all 7 core clerkships for all 3rd year students (excluding East Only students) while taking preferences into account.
- Preferences can be selected based on 3 criteria:
 1. Clerkship (Ex: Core Clerkship in Medicine MED-30000 etc.)
 2. Location (Memphis, Knoxville, Chattanooga, Nashville or Memphis-Jackson)
 3. Block/Period

*****Preferences are not guaranteed*****

3rd Year Scheduling Phases cont'd...

Phase 2: Reviewing Core Clerkship Schedules and Scheduling Career Exploration Electives (CEs)

- February 14-18: Jenn Wilson will confirm every student has all rotations scheduled and schedule any students who didn't get a complete schedule.
- February 18: Once initial scheduling is complete, students will be notified via the ListServ and will be able to review their schedules in eMedley.

3rd Year Scheduling Phases cont'd...

Phase 2 cont'd: Scheduling Career Exploration Electives (CEs)

Most of the CEs are published in the bulletin, however, additional CEs have been approved since publication last fall. These CEs will be available in the scheduler to view and schedule.

- Students will be randomly assigned to a lottery group of up to 10 students.
- February 21 & 22: Round 1 - Students can schedule 1 CE.*
- February 23 & 24: Round 2 - Students can schedule up to 4 weeks of additional CEs. **
- After the completion of round 2, editing will close to all students.

Students can schedule the same 2-week CE up to 2 times on their schedules. This is not permitted for the 4-week CEs. If students choose to only schedule a total of 4 weeks of CEs, they should schedule an option block (OPN-35000) in the open 2-week slot.

***Time of day for scheduling is dependent on lottery results, but assigned lottery times will fall within 8:00am-5:00pm (CST)**

**** If 2 CEs are scheduled in round 1, the second CE will be administratively dropped.**

3rd Year Scheduling Phases cont'd...

Phase 3: Swapping of Core Clerkships

- February 25-March 4: After reviewing all schedules, students can view availability of core clerkships in eMedley to make changes and/or arrange schedule swaps with other students.
- Schedule swaps can also be made with fourth year students who will be completing core clerkships during their M4 year.
- Class officers will set up a Google document (or similar) in order to help arrange swaps with other students.
- To request a swap, both students should email Jenn Wilson and individually confirm the swap. Once done, then Jenn can make the swap in eMedley.

Prior Authorization

What is Prior Authorization?

- Prior authorization means that faculty approval is required before a student is officially enrolled in a course.
- In the schedule planning stage, it's recommended students note any course(s) that require prior authorization.
- During initial scheduling, students will be able to add these rotations on a preliminary basis but will need to obtain approval to hold their spot indefinitely.
- To request prior authorization, email the instructor of record and/or course coordinator. This information can be found in the academic bulletin on OLSEN under the "Frequently Used" section.
- When approval is received, it should be sent via email to Jenn Wilson (jmcadoo3@uthsc.edu).

Tip: Don't contact the coordinator and/or instructor until all 3 scheduling phases are complete because often schedules will be rearranged.

Publication

Schedules must be published to be considered final.

Publication Rules

- All 7 required core clerkships are scheduled in the current academic year.
- All courses requiring prior authorization are approved.

Publication Exceptions

- Publication Exceptions – Contact Jenn Wilson to request a publication override if:
 - a. You have completed 1 or more core clerkships in a previous academic year.
 - b. You have requested an extended leave of absence which has been approved by Dr. Bettin or Dr. Whitt.

* Absolute publish date is April 1st or students risk being dropped from their unpublished rotations. (30 days before the start of the 2022-2023 academic year).

LSP and PCM Scheduling

- Scheduling of LSP and PCM are not available to schedule in eMedley.
- Students will continue to enroll in LSP (and PCM for M4 year) in Banner.

Checking for Holds

- Please remember to check for Holds on your account prior to Prep to Clerkships week.
- Reasons for Holds: outdated or missing immunizations, outdated or missing TB skin test, outstanding fees or tuition.
- Having a Hold on your account prevents:
 - Enrollment rolling over from eMedley to Banner (system of record)
 - Coordinators from seeing you on the roster for your courses (so you will miss important info about rotations)
 - Posting your clerkship grades. Without

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DON'T HESITATE TO CONTACT ME WITH ANY QUESTIONS OR CONCERNS.

Sample Schedules

5	6	7	8	9	10	11	12		1	2	3	4
C		D		E		F			A		B	

Internal Medicine	Psych	Ob/Gyn	Opt	Neuro	Surgery		FM	Peds	CE	CE
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Psych	CE	Peds	FM	Ob/Gyn	Neuro	Opt	CE		Internal Medicine	Surgery
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Ob/Gyn	Peds	Neuro	Internal Medicine	CE	FM
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Surgery	CE	Opt	Psych
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Delayed Step 1 Exam

5	6	7	8	9	10	11	12		1	2	3	4		
C		D		E		F			G		A		B	

Option	Neuro	Surgery	Internal Medicine	CE	Peds		Ob/Gyn	FM	Psych
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Returning After Scholar's Year

5	6	7	8	9	10	11	12		1	2	3	4		
C		D		E		F			G		A		B	

Option	Option	Internal Medicine	CE	FM	CE	Ob/Gyn		Peds	CE	Psych	Neuro
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Life Event in the Spring

5	6	7	8	9	10	11	12		1	2	3	4		
C		D		E		F			G		A		B	

FM	Ob/Gyn	Peds	CE	Psych	Internal Medicine		Surgery	Neuro	Opt	CE
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M3 Core Clerkship Overview

Memphis 2022-2023



Family Medicine Clerkship

- Clerkship Director: Amanda Miller, MD
- Assistant Clerkship Director: Monica Juma, DO
- Clerkship Coordinators: Leslie Ghandi
- 6-week core clerkship
- Goal: to expose you to the full breadth and depth of what family doctors can do
- Acute and chronic ambulatory care, preventive adult and pediatric medicine, geriatrics, palliative care, low-risk obstetrics, inpatient medicine, sports medicine, office procedures, and more!
- 2 weeks of inpatient (1 week OB, 1 week Med team) + 4 weeks outpatient
- Inpatient: Saint Francis Hospital (with a few exceptions due to preceptors' rounding, etc.)
- Outpatient: community preceptors around Memphis or UT family resident clinic
- Can request certain outpatient preceptors, will receive email from clerkship coordinator for requests before rotation
- Occasionally will do some inpatient while on 'outpatient' month if your preceptor admits their own patients
- Didactics: Friday afternoons
- Call: Variable depending on site
- SFH: one weekend during inpatient
- Various preceptors: sometimes will ask you to work on the weekends
- Days off: Most weekend days but depends on the site
- Grades: 50% clinical evaluations, 20% Journal Club presentation, 30% Shelf

Internal Medicine Clerkship

- Clerkship Director: Tina Mullick, MD
- Assistant Clerkship Director: Christopher Jackson, MD
- Clerkship Coordinator: Stefano Cannioto
- IM Clerkship Sites: Memphis, Chattanooga, Knoxville, and Nashville
- Hospital Sites: Methodist University Hospital, VA Medical Center, Regional One Health and Baptist Memorial Hospital East
- 8 Week Rotation
 - 6 weeks Inpatient at 2 sites
 - 2 weeks Ambulatory clinics general & subspecialty
- No night call, variable admission on call, team call
- 1 day off per week on average with weekend between and after ambulatory off
- Didactic lecture series Fri pm, NBME Shelf exam. Resident conferences.
- Grades 2/3 evaluations from combined inpatient blocks, 1/3 shelf exam.
- Orientation and requests prior to rotation

Neurology Clerkship

- Clerkship Director: Katherine Nearing, MD
- Clerkship Coordinator: Andrea Jones-Coppage
- Length of rotation: 4 weeks, Two 2-week blocks
- Locations: MUH (Stroke rotation), MUH (General Neurology Rotation), Wesley Neurology (outpatient rotation), LeBonheur pediatric neurology
- Schedule Monday-Friday 8-5
- Calls: optional
- Documentation of completion of a full neurologic exam
- The clerkship grade is composed of the written (shelf) exam (40%) and the clinical score (60%)
- Two TBL sessions weekly, Neurology grand rounds, Neurology resident lectures Thursday afternoons, Neuroradiology conference, peds neuro conferences at LeBonheur, neuro exam practice session

Ob/Gyn Clerkship

- **Clerkship Director:** Pallavi Khanna, MD, FACOG, NCMP
- **Assistant Clerkship Director:** Florene Odulana, MD, FACOG
- **Clerkship Coordinator:** Martha Velez
- **Clerkship:** 6 weeks
 - **3 weeks Ob:** L&D – (ROH) Regional One Health Clinics: Residents', Attendings', MFM
 - **2 weeks Gyn:** Surgery – BWH MGT or ROH Clinics: Colpo, Procedure, Attendings'
 - **1 week Gynecologic Oncology** – Surgery & clinic
 - Inpatient sites: ROH, Methodist University, Methodist Germantown, Baptist, Baptist Women's, St. Francis - Memphis
 - Outpatient sites: ROH, West Cancer Center, LeBonheur Fetal Center, Hollywood Clinic
- **Call:** L&D – A total of 5 Calls – over the 3 weeks; includes 1 Sat or Sun Hours: 6AM - 6PM
- **Didactics:** Tuesdays 7 AM – 11 AM
- **Grade:** 50% Clinical, 30% Shelf, 10% OSCE, 5% uWISE Quizzes, 5% Social Determinants of Health Case write-up
- **Attend:** Grand Rounds, Oncology M&M or Tumor Board, Mid-Rotation Feedback Meeting and Meeting with Chairman
- **Requests:** email Coordinator 4 weeks before the start of the Clerkship

Pediatrics Clerkship

- Clerkship Director: Kristen Bettin, MD
- Assistant Clerkship Director: Desiree Burroughs-Ray, MD
- Clerkship Coordinator: Angie Cooper
- 6 weeks: 3 wks inpatient, 2 wks outpatient, 1 wk nights
- Inpatient at Le Bonheur Children's Hospital
 - General pediatrics and subspecialty patients
- Outpatient:
 - Well baby nursery & NICU, ED, GI, private pediatrician preceptor for all
 - Options for other subspecialty clinics based on requests (includes St. Jude)
- Nights week: 4 night shifts from 7pm-8am
- Didactics on Friday afternoons
- Days Off: 1 per week on inpatient with weekend in between weeks 3 & 4 off, outpatient weekends off
- **Email for your requests will be sent 2-3 weeks prior to start of rotation. Notify us of any planned absences 30 days in advance of orientation.**
- Grade: 50% clinical, 35% shelf exam, 10% slide exam, 5% outpatient



Psychiatry Clerkship

Clerkship Director: Khyati Kothari, MD **Clerkship Coordinator:** Terika Miller

- **Structure** : 4 weeks rotation- make sure you have ROH/VA access if you are assigned to these sites. MMHI/Lakeside access on first day of rotation.
- Rotation is **Monday-Friday**. No weekends/call as of now.
- **Regional One:** Consult service, **VA:** inpatient psych or Consult service, **MMHI-** inpatient state hospital service, **Lakeside:** inpatient psychiatry
- **Outpatient Clinics:** 1 half day in Child Psychiatry and 2 half days in resident's clinic
- **Orientation:** 1st Monday of the block 8:30 am- 1:45 pm via zoom. Site specific orientation starts at 2:30pm at assigned sites
- **Didactics:** Thursday noon onwards, additional lectures on Friday afternoons
- **Grade:** 60% grade- clinical evaluation 40% grade- SHELF
- Short clerkship thus any more than 2 days out will need to be made up. Minimize time off clinical duties.
- **Requests** for placements taken **only a block in advance** and in order received and should be sent to **Ms. Miller. Inform us of planned absences 30 days prior to the start of the rotation.**

Surgery Clerkship

- Clerkship Director: Dr. Jeremiah Deneve
- Clerkship Coordinator: Ms Courtney Bishop
- Structure of the clerkship – 8-week rotation consisting of:
 - 2 weeks of trauma at Regional One Health (ROH)
 - 4 weeks of general surgery with choices of minimally invasive, oncologic, acute care surgery and general surgery at Methodist, Baptist, ROH, and VA
 - 2 weeks of elective surgery with choice of transplant, pediatric surgery, vascular, cardiothoracic at LeBonheur, Methodist, or Baptist. Arrangements can be made for neurosurgery, plastic surgery, ENT, urology, orthopedic surgery, among others
- Instruction and evaluations are provided by attendings, fellows, and residents
- Multiple interactive lectures and labs are provided, including suturing, knot tying and airway
- Students are expected to round on their patients, write notes and participate in clinic and OR
- Call – Every 6th night at ROH, otherwise night call is optional
- Days Off -- an average of one day off a week is provided (minimum of 4 days per 28 days)
- Students are evaluated clinically as well as with shelf and oral exams.
- Requests for rotations will occur when the coordinator sends out the schedule by email approximately one to two weeks prior to the start of the rotation

Contact Information

- Family Medicine
 - Clerkship Director – Amanda Miller, MD, aweave13@uthsc.edu, Office phone: 901-448-0230
 - Assistant Clerkship Director – Monica Juma, DO, mjuma@uthsc.edu
 - Clerkship Coordinator – Ms. Leslie Ghandi, lghandi@uthsc.edu, office phone: 901-448-7574
- Internal Medicine
 - Clerkship Director – Tina Mullick, MD, dborsche@uthsc.edu , cell 901-562-2658
 - Assistant Clerkship Director – Christopher Jackson, cjacks67@uthsc.edu , cell 941-348-3224
 - Clerkship Coordinator – Mr. Stefano Cannioto, scannio1@uthsc.edu , office 901-448-6809
- Neurology
 - Clerkship Director – Katherine Nearing, MD, knearing@uthsc.edu
 - Clerkship Coordinator – Ms. Andrea Jones-Coppage, ajcoppage@uthsc.edu
- Ob/Gyn
 - Clerkship Director – Pallavi Khanna, MD, pkhanna1@uthsc.edu office 901-448-7478
 - Assistant Clerkship Director – Florene Odulana, MD, fdixon1@uthsc.edu office 901-448-4780
 - Clerkship Coordinator – Ms. Martha Velez, mvelez@uthsc.edu office 901-448-5859
- Pediatrics
 - Clerkship Director – Kristen Bettin, MD, MEd, kbettin@uthsc.edu, cell 724-816-1428
 - Assistant Clerkship Director – Desiree Burroughs-Ray, MD, dburroug@uthsc.edu
 - Clerkship Coordinator – Ms. Angie Cooper, acoope28@uthsc.edu, office 901-287-6321
- Psychiatry
 - Clerkship Director – Khyati Kothari, MD, kkothari@uthsc.edu
 - Clerkship Coordinator – Ms. Terika Miller, tmille20@uthsc.edu, 901-448-4561
- Surgery
 - Clerkship Director – Jeremiah Deneve, MD, jdeneve@uthsc.edu
 - Clerkship Coordinator – Ms. Courtney Bishop, cbishop@uthsc.edu, office 901-448-8370