

## Class of 2023 – Rising 4<sup>th</sup> Year Scheduling

### Scheduling Timeline:

**Monday, January 3 – Friday, January 7** – Administrative scheduling of Core Clerkships.

**Wednesday, January 5** – M4 Orientation Part 2 (3:00-5:00PM CST/4:00-6:00PM EST) via Zoom

**Wednesday, January 5** – Hardship/East Only requests due.

**Friday, January 7** – Rising M4 lottery results will be posted to OLSEN (students notified via listserv).

**Monday, January 10 (8:00am-5:00pm CST)** – East Only and Hardship students will schedule Geri-Palli (MED-40000) and Capstone (IDE-40000) ONLY. \*

\*Students who in enroll in any additional rotations during this timeframe will be administratively dropped from the additional rotations.

**Tuesday, January 11 & Wednesday, January 12** – Round 1 scheduling occurs based on lottery (odd numbered blocks). \*

**Thursday, January 13 & Friday, January 14** – Round 2 scheduling occurs based on lottery (even numbered blocks). \*

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

**Monday, January 17 – Sunday, January 30** – Scheduler open to rising M4s to make changes and submit prior authorizations.

**Monday, January 31 – Friday, March 11** – Scheduler closed to rising M4s due to rising M3 scheduling.

**Monday, March 14** – Scheduler back open to make add/drops which must be done 30 days before the start of the rotation.

**Friday, March 18** – Prior authorizations should be submitted.

**Friday, March 25** – Schedules should be published.

**Friday, April 1 (midnight)** – Hard date for all prior authorizations to be submitted and schedules to be published.

### Rotation Selection Information:

Rotation options and up-to-date availability can be found in eMedley within eduSched (schedule planner application). Details such as course descriptions, prerequisites, course director, coordinator etc. for each rotation can be found in the [UTHSC Bulletin](#) .

## Scheduling FAQ's:

**Q1.** Which version of the bulletin should I use?

**A1.** Use the 2021-2022 version for initial scheduling in January. When the 2022-2023 Bulletin is published in July 2022, students will be notified via the listserv.

**Q2.** How do I schedule my 4<sup>th</sup> year in eMedley?

**A2.** Use the document [How to Schedule Your 4th Year](#) (also posted on OLSEN).

**Q3.** Where do I find a full listing of 4<sup>th</sup> year requirements?

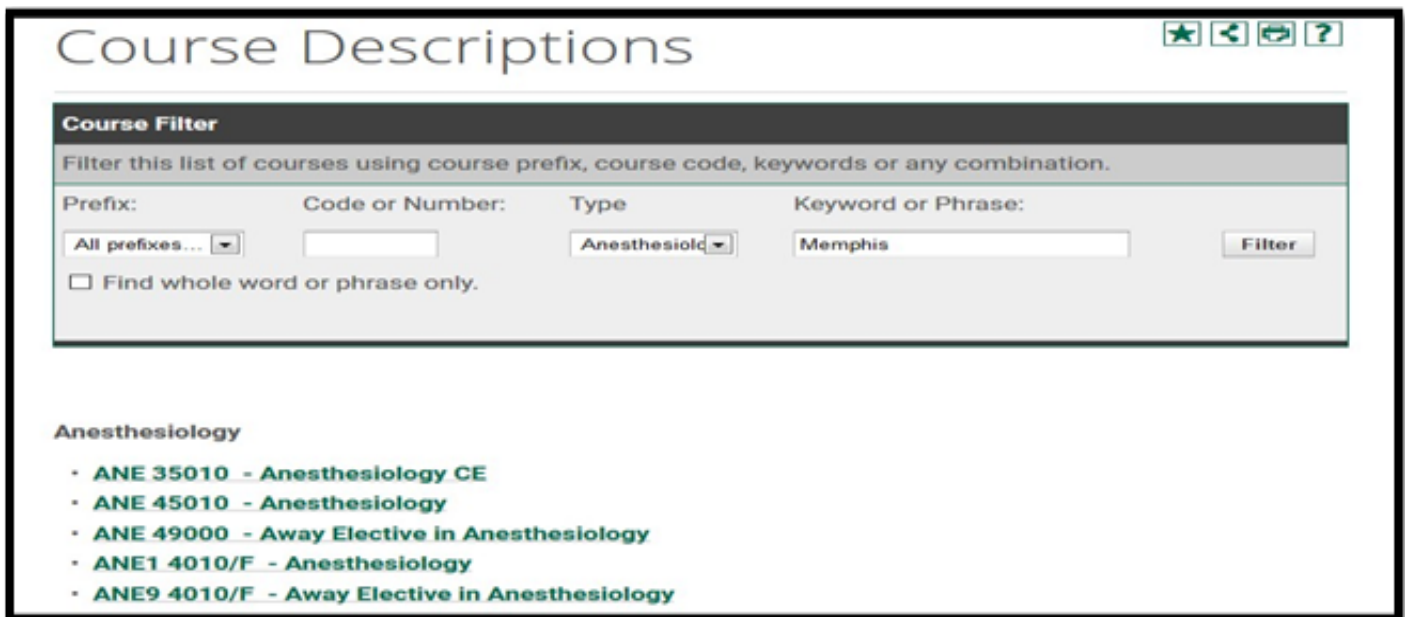
**A3.** Go to the [UTHSC Bulletin](#) >Select 2021-2022 (until 2022-2023 is available to select)>College of Medicine> Under “Programs” select Medicine, MD>scroll down to see all degree requires for the 4<sup>th</sup> year.

**Q4.** How do I find out which electives and junior internships (JI's) in a specific location and/or specialty?

**A4.** Go to the [UTHSC Bulletin](#) >Select 2021-2022 (until 2022-2023 is available to select)>Course Descriptions.

Once on the course description page, use the available filters and the “Key Word or Phrase” option to narrow your search, and then click “Filter.” **Please also see pg. 5 for a listing of all 4<sup>th</sup> year specialty departments and the campus or campus’ where available.** Please see examples below:

Search by specialty department and Campus:



**Course Descriptions**

**Course Filter**

Filter this list of courses using course prefix, course code, keywords or any combination.

Prefix:	Code or Number:	Type	Keyword or Phrase:
All prefixes... ▾		Anesthesiol ▾	Memphis

Find whole word or phrase only. **Filter**

**Anesthesiology**

- **ANE 35010 - Anesthesiology CE**
- **ANE 45010 - Anesthesiology**
- **ANE 49000 - Away Elective in Anesthesiology**
- **ANE1 4010/F - Anesthesiology**
- **ANE9 4010/F - Away Elective in Anesthesiology**

Search by specialty department only:

The screenshot shows the 'Course Descriptions' page with a 'Course Filter' section. The filter instructions are: 'Filter this list of courses using course prefix, course code, keywords or any combination.' The filter fields are: Prefix: 'All prefixes...' (dropdown), Code or Number: (empty text box), Type: 'Anesthesiolc' (dropdown), and Keyword or Phrase: (empty text box). A 'Filter' button is to the right. Below the filter is a checkbox for 'Find whole word or phrase only.' The search results are under the heading 'Anesthesiology' and list several courses:

- ANE 35010 - Anesthesiology CE
- ANE 40100 - Junior Internship in Anesthesia Critical Care
- ANE 45010 - Anesthesiology
- ANE 45020 - Anesthesiology
- ANE 49000 - Away Elective in Anesthesiology
- ANE1 4010/F - Anesthesiology
- ANE2 3010/F - Junior Internship in Anesthesia Critical Care
- ANE2 4010/F - Anesthesiology
- ANE9 4010/F - Away Elective in Anesthesiology

**Q5.** How do I find out who to contact about prior approval or contact about questions I have about a rotation that I have scheduled?

**A5.** Go to the [UTHSC Bulletin](#) >Select 2021-2022 (until 2022-2023 is available to select)>Course Descriptions. Once on the course description page, use the “Key Word or Phrase” box to type the course code and click “Filter” as in the below example. Then click the course link to view course details. \* \*\*

\*The rotation title can also be used to narrow the search, or you can select the pre-fix and code using the filter options.

\*\*Please send all approvals to Jenn Wilson ([jmcadoo3@uthsc.edu](mailto:jmcadoo3@uthsc.edu)) so she can update eMedley.

The screenshot shows the 'Course Descriptions' page with a 'Course Filter' section. The filter instructions are: 'Filter this list of courses using course prefix, course code, keywords or any combination.' The filter fields are: Prefix: 'All prefixes...' (dropdown), Code or Number: (empty text box), Type: 'All types...' (dropdown), and Keyword or Phrase: 'EME-40100' (text box). A 'Filter' button is to the right. Below the filter is a checkbox for 'Find whole word or phrase only.' The search results are under the heading 'Emergency Medicine' and list one course:

- [EME 40100 - Junior Internship in Emergency Medicine](#)

**Q6.** Can I complete my entire 4<sup>th</sup> year at a campus outside of Memphis?

**A6.** Yes and no. This is highly dependent on the specialty he or she wants to pursue and at which campus. Furthermore, it is possible for students to complete 100% of their 4<sup>th</sup> year requirements in Knoxville or Chattanooga because both Capstone and Geriatrics/Palliative Medicine are offered at these locations; however, specialty options vary based on campus. Students at this time cannot complete all 4<sup>th</sup> year requirements at the Nashville campus but can choose from a limited selection of junior internships and 4<sup>th</sup> year electives. \*

\*Page 5 lists each specialty department and if there are any 4<sup>th</sup> year clinical offerings available.

**Q7.** I applied to an away rotation/intend to apply, but I don't know if I've been accepted. How do I schedule that in eMedley?

**A7.** There are 2 parts to this answer:

1. If it is 30 days or more **before** the start date of the scheduled away rotation block scheduled in eMedley, you can drop the rotation and schedule an available UT alternative.
2. If it is **less** than 30 days from the start date of the scheduled away rotation block, contact Jenn Wilson [jmcadoo3@uthsc.edu](mailto:jmcadoo3@uthsc.edu) as soon as you find out for assistance in finding an alternative rotation for that block.

**Q8.** What is the start and end dates of an away rotation do not line up with UT's block start and end dates?

**A8.** Schedule a 2- or 4-week option block before **or** after the block that most closely aligns with the away rotation start and ends dates. This will allow you to complete the away rotation without causing an overlap in your clinical schedule.

### Specialty Departments by Campus

<u>Department</u>	<u>Pre-Fix</u>	<u>Memphis</u>	<u>Knoxville</u>	<u>Chattanooga</u>	<u>Nashville</u>
Anesthesiology	ANE	Yes	Yes	No	No
Genetics	BIO	No	Yes	No	No
Emergency Medicine	EME	Yes	Yes	Yes	Yes
Family Medicine	FME	Yes*	Yes	Yes	Yes
Interdepartmental	IDE	Yes	Yes	Yes	Yes
Internal Medicine	MED	Yes	Yes	Yes	Yes
Neurology	NEU	Yes	Yes	Yes	No
Neurosurgery	NSY	Yes	Yes	No	No
Obstetrics and Gynecology	OBG	Yes	Yes	Yes	Yes
Oral and Maxillofacial Surgery	OMF	No	Yes	No	No
Ophthalmology	OPH	Yes	No	No	No
Orthopaedics	ORS	Yes	Yes	Yes	No
Otolaryngology-Head and Neck Surgery	OTO	Yes	No	No	No
Pathology	PAT	Yes	Yes	Yes	No
Pediatrics	PED	Yes	No	Yes	No
Psychiatry	PSY	Yes	Yes	No	No
Radiology	RAD	Yes	Yes	Yes	No
Radiation Oncology	RON	Yes	No	No	No
Surgery	SUR	Yes	Yes	Yes	Yes
Urology	URO	Yes	Yes	Yes	No
*Family Medicine also offered in Jackson, TN location					