

Class of 2021 – Rising 4th Year Scheduling

Scheduling Timeline:

January 6, 2020 – Deadline to send Hardship Request form and supporting documentation to Miranda Kennedy mfairle1@uthsc.edu. The criteria for a Hardship/required form, can be found on OLSEN: <http://uthsc.edu/medicine/medical-education/clerkships/documents/clerkship-hardship-form.pdf>

January 13, 2020 – Rising M4 lottery results will be posted to [OLSEN](#) .

January 15, 2020 – For students who need at least 1 core clerkship in their 4th year - Deadline to complete 4th Year Core Clerkship Preferences for block and location of needed clerkship(s). Directions for this process will be sent to students by December 20, 2019.

January 16, 2020 – Students who need core clerkships in the 4th year will be scheduled by Miranda Kennedy and sent notification when complete. *

*Although preferences will be taken into consideration, Core Clerkship block(s) and location(s) are not guaranteed.

January 17, 2020 (8:00am CST) to January 20, 2020 (11:59pm CST) – Scheduler opens to hardship students to enroll in Geriatrics Palliative Medicine (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.

January 21 & 22, 2020 – Round 1 Scheduling occurs based on lottery (odd numbered blocks). *

January 23 & 24, 2020 - 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)

February 14-28, 2020– Rising M4 year scheduling closed for rising M3 scheduling.

February 29, 2020 – Scheduling opens to all rising M4's.

February 29, 2020 – January of 2021 - Add/drop deadlines are 30 days before the start of each rotation, and student's in their 4th year have full control of add/drops with the exception of core clerkships. If any issues arise or a core clerkship needs to be rescheduled, please reach out to Miranda Kennedy mfairle1@uthsc.edu.

Rotation Selection/Degree Requirements:

Rotations options and up-to-date availability is available in eMedley within EduSched by January 13, 2020, and details such as the description 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 2019-2020 version for initial scheduling in January. In addition, newly approved rotations that did not meet the bulletin publication deadline are available to schedule in eMedley, and rotation details for these rotations can be viewed in the "[Newley Approved Rotations](#)" document coming soon to on OLSEN within the frequently used section. When the 2020-2021 Bulletin is published in July 2020, students will be notified via the Listserv.

Q2. How do I schedule my 4th year in eMedley?

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

Q3. Where do I find a full listing of 4th year requirements?

A3. Go to the [UTHSC Bulletin](#) >Select 2019-2020 (until 2020-2021 is available to select)>College of Medicine> Under "Programs" select Medicine, MD>scroll down to see all degree requires for the 4th 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 2019-2020 (until 2020-2021 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 [Appendix A](#) (pg. 6) for a listing of all 4th year specialty departments and the campus or campus' where available. Please see examples below:

Search by specialty department and Campus:

The screenshot shows the 'Course Descriptions' page with a 'Course Filter' section. The filter includes fields for 'Prefix', 'Code or Number', 'Type', and 'Keyword or Phrase'. The 'Type' dropdown is set to 'Anesthesiology' and the 'Keyword or Phrase' field contains 'Memphis'. A 'Filter' button is visible to the right of the search fields. Below the filter, a list of courses is displayed under the heading 'Anesthesiology'.

| Prefix: | Code or Number: | Type | Keyword or Phrase: |
|-----------------|-----------------|----------------|--------------------|
| All prefixes... | | Anesthesiology | Memphis |





Find whole word or phrase only.

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:

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: | |
| <input type="text" value="All prefixes..."/> | <input type="text"/> | <input type="text" value="Anesthesiolc"/> | <input type="text"/> | <input type="button" value="Filter"/> |

Find whole word or phrase only.

Anesthesiology





- [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 2019-2020 (until 2020-2021 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 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.

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: | |
| <input type="text" value="All prefixes..."/> | <input type="text"/> | <input type="text" value="All types..."/> | <input type="text" value="EME-40100"/> | <input type="button" value="Filter"/> |

Find whole word or phrase only.

Emergency Medicine

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

Q6. Can I complete my entire 4th 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 4th year requirements in Knoxville or Chattanooga because both Capstone and Geriatrics/Palliative Medicine are offered; however, specialty options vary based on campus. Students at this time cannot complete all 4th year requirements at the Nashville campus, but can choose from a limited selection of junior internships and 4th year electives.

Appendix A (pg. 5) lists each specialty department and if there are any 4th year clinical offerings available.

Q7. When I pull a list of rotations from the bulletin, I see two different sets of numbers, which course numbers will I schedule?

A7. Class of 2021 is the first class to use our new curriculum which uses 5-digit course numbers. The 4-digit numbers are in the process of being phased out. For that reason, when scheduling your 4th year only 5-digit course numbers will be used (starting in block 5, 2020). In addition, only the 5-digit course numbers will be available in eMedley beginning with Block 5, 2020. In the 2020-2021 bulletin, this will not be an issue because all the 4-digit codes will be phased out at that time.

Please see example below. Only those courses circled in red will appear in the eMedley scheduler for your class:

Course Descriptions

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

Prefix: All prefixes... Code or Number: Type: Pathology (MD) Keyword or Phrase: Memphis Filter

Find whole word or phrase only.

Pathology (MD)

- PAT 35010 - Anatomic and Clinical Pathology CE
- PAT 45010 - Anatomic and Clinical Pathology
- PAT 45040 - Advanced Pathology
- PAT 49000 - Away Elective in Pathology
- PAT1 4010/F - Anatomic and Clinical Pathology
- PAT1 4014/F - Advanced Pathology
- PAT9 4010/F - Away Elective in Pathology

Q8. I applied to an away rotation/intend to apply, but I don't know if I've been accepted. How to I schedule that in eMedley?

A8. 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 Miranda Kennedy mfairle1@uthsc.edu as soon as you find out for assistance in finding an alternative rotation for that block.

Q9. What is the start and end dates of an away rotation do not line up with UT's block start and end dates?

A9. 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.

Appendix A
Specialty Departments by Campus

| <u>Department</u> | <u>Pre-Fix</u> | Memphis | Knoxville | Chattanooga | Nashville |
|---|----------------|----------------|------------------|--------------------|------------------|
| 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 | | | | | |