

College of Medicine M4 Scheduling Information

CLASS OF 2023

JANUARY 5TH, 2022

JENN WILSON - LEAD CLINICAL CURRICULUM COORDINATOR

M4 Requirements

<i>Required Courses</i>	<i>Weeks</i>
Junior Internships (2)	8
Capstone	4
Geriatrics – Palliative Medicine	4
Longitudinal Scholars Project	longitudinal
M4 PCM	longitudinal
Electives* (4)	16
Option** (5) (8 weeks in Blocks 11-1)	20

***Need 20 total weeks of electives including CEs and Crisis Management**

****If you need to make up core clerkships, you will have fewer option blocks**

Scheduling Timeline – Review

- January 5, 2022– Deadline to send East Only requests and Hardship Request form and supporting documentation to Jenn Wilson (jmcadoo3@uthsc.edu). The criteria for a Hardship can be found on OLSEN: [Hardship Request Form](#)
- January 7, 2022 – Rising M4 lottery results will be posted to [OLSEN](#).
- January 3-7, 2022 – Students who need core clerkships in the 4th year will be scheduled by Jenn Wilson and Dr. Bettin. Once complete, an email will be sent to the listserv . *

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

Scheduling Timeline - Review Continued..

- January 10, 2022 (8:00am to 5:00pm CST) – Scheduler open to Hardship and East Only students to enroll in Geriatrics - Palliative Medicine (MED-40000) and Capstone (IDE-40000) ONLY. *
- January 11 & 12, 2022 – Round 1 Scheduling occurs based on lottery (odd blocks). **
- January 13 & 14, 2022 - Round 2 scheduling occurs based on lottery (even blocks). **

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

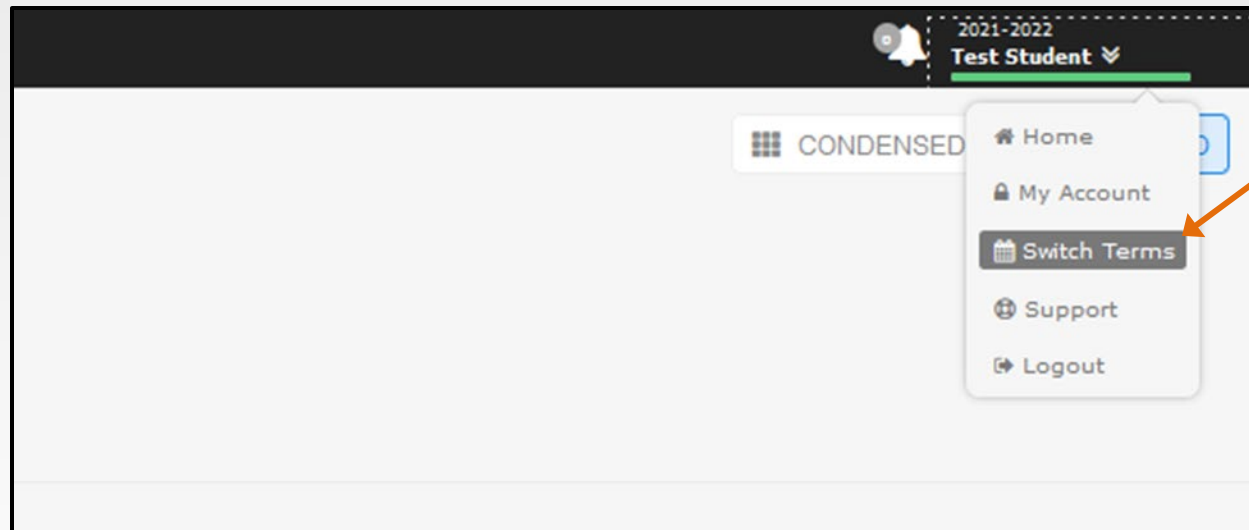
**Time of day is dependent on lottery results, but assigned lottery times will fall within 8:00am-5:00pm (CST)

Scheduling Rotations in eMedley

- Refer to the "How to Schedule Your 4th Year" document posted on [OLSEN](#), under the "Frequently Used" section.

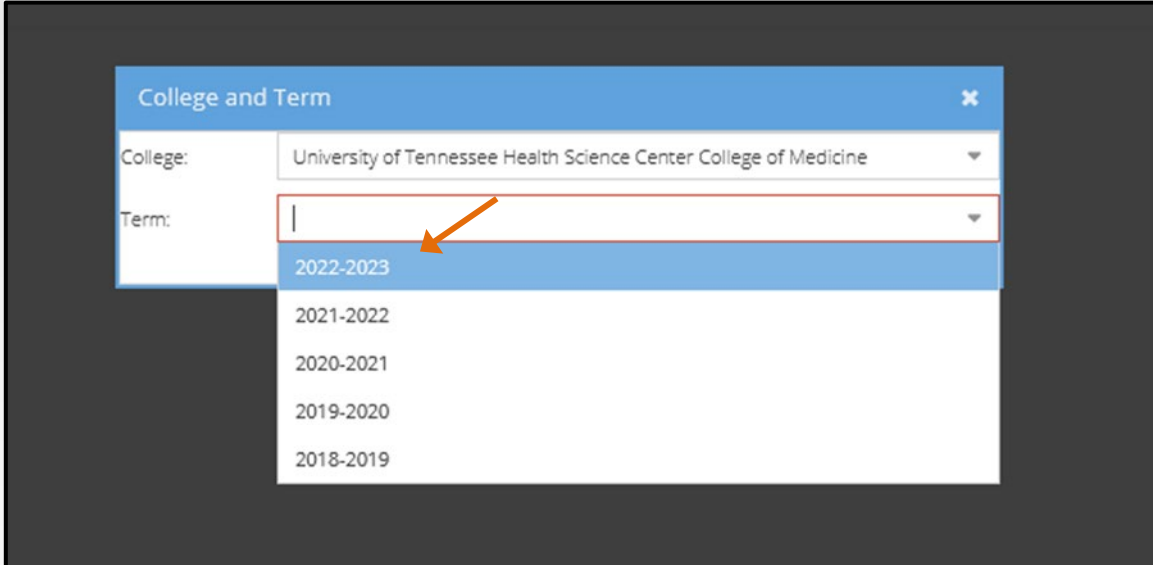
How to Schedule:

1. Check [OLSEN](#) for your lottery day/time and login to eMedley at your [designated round 1 scheduling](#) time: <https://he.emedley.com/uthsccom>.
2. In the upper right-hand side of the screen click the arrow icon and select “Switch Terms” from the dropdown.



How To Schedule cont'd....

3. Select the upcoming academic year.

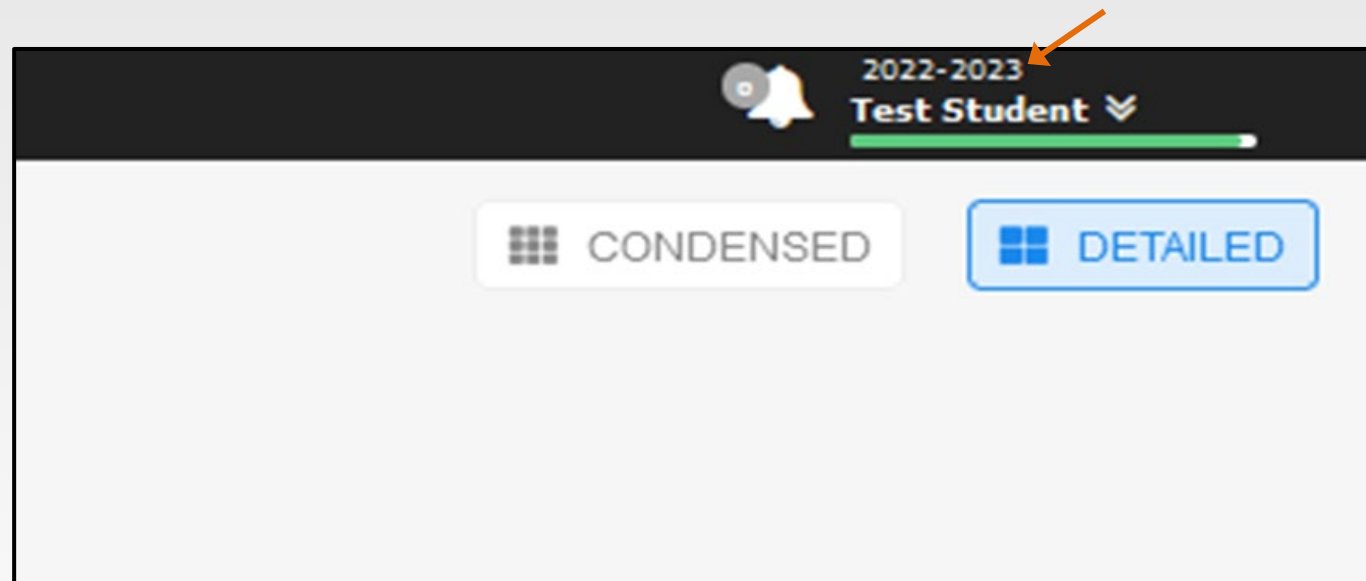


The screenshot shows a dialog box titled "College and Term" with a close button (X) in the top right corner. It contains two dropdown menus. The "College:" dropdown is set to "University of Tennessee Health Science Center College of Medicine". The "Term:" dropdown is open, displaying a list of academic years: 2022-2023, 2021-2022, 2020-2021, 2019-2020, and 2018-2019. The "2022-2023" option is highlighted in blue, and an orange arrow points to it from the right.

College	Term
University of Tennessee Health Science Center College of Medicine	2022-2023
	2021-2022
	2020-2021
	2019-2020
	2018-2019

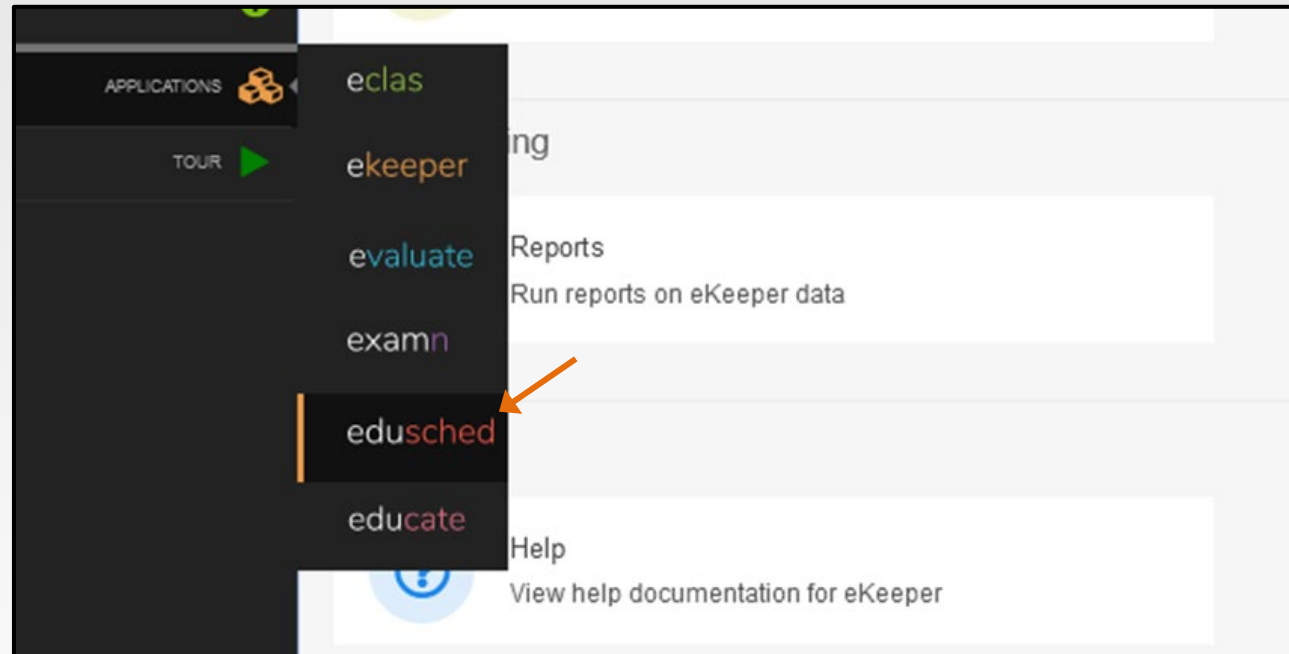
How To Schedule cont'd....

4. Once the term is selected, check that the upcoming academic term is displayed above your name in the upper right-hand side of the screen.



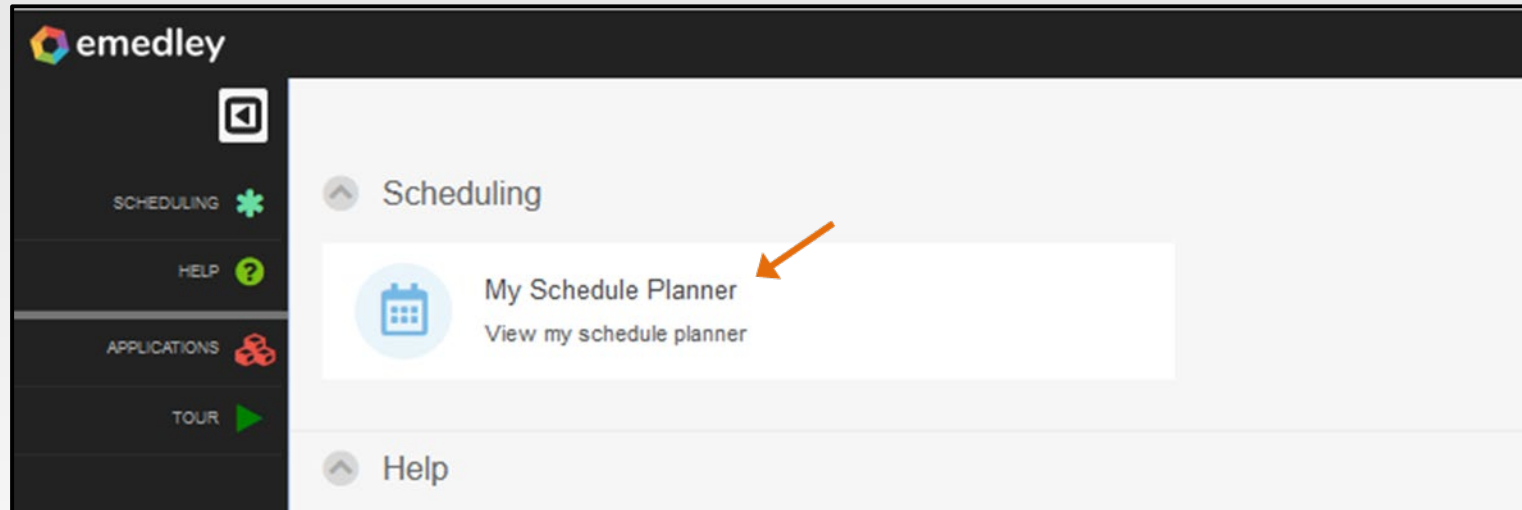
How To Schedule cont'd....

5. Go to the Applications on the left side of the screen and select “edusched.”



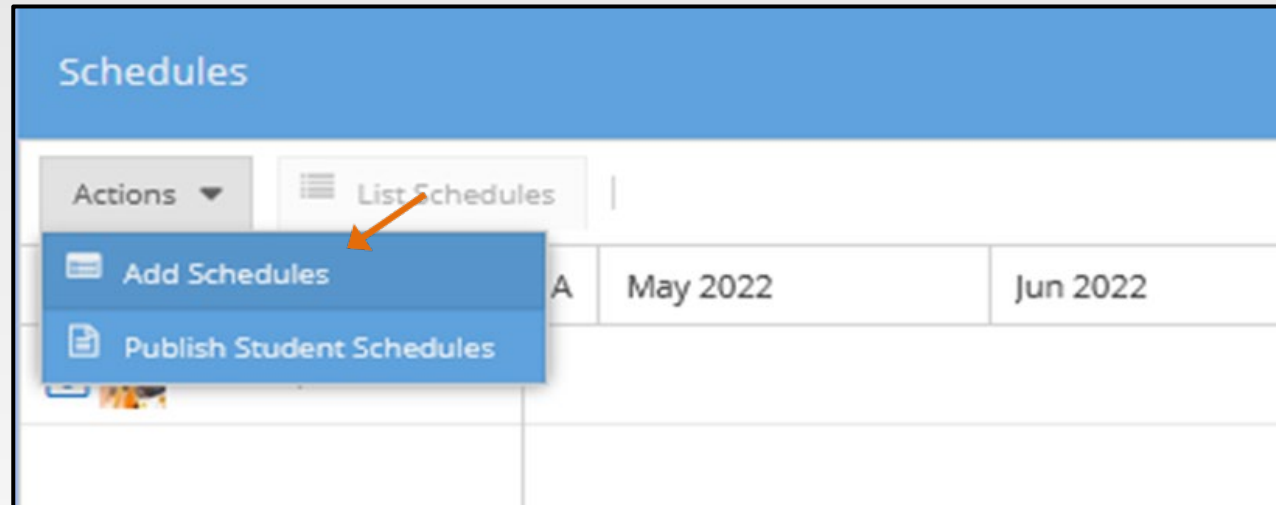
How To Schedule cont'd....

6. Click on “My Schedule Planner”



How To Schedule cont'd....

7. Click on “Actions” and select “Add Schedules”



How To Schedule cont'd....

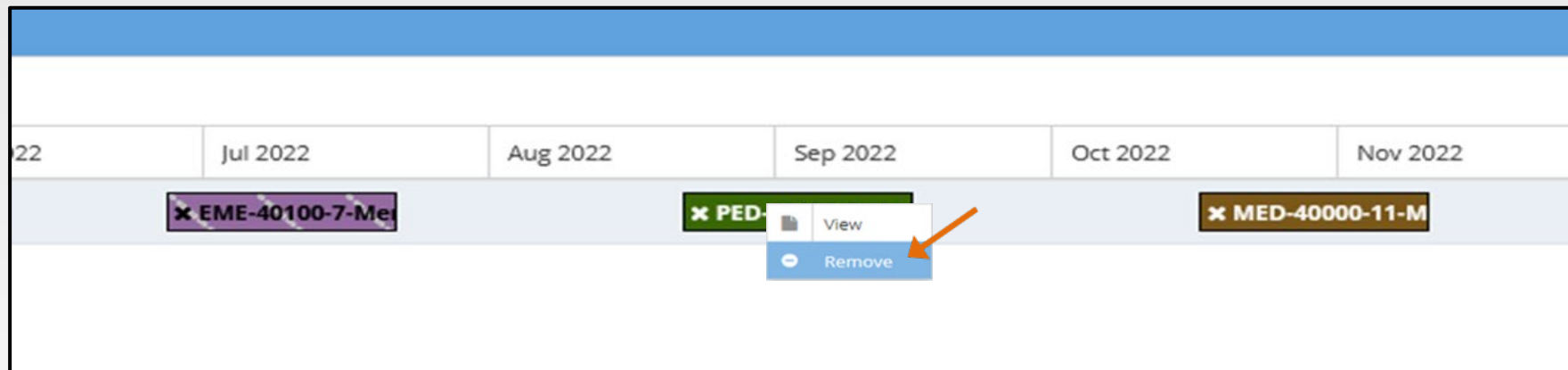
- Use the search dropdowns to select by Period, Region, and/or Rotation and click “Add.”
 - Tip: for a broad search without additional filters, use the drop-down titled “Period/Rotation/Region/Dates” only.

The screenshot shows the 'Schedule' application interface. At the top, there is a blue header with the title 'Schedule'. Below the header is a purple bar labeled 'Details'. The main area contains three search filters: 'Period:' with a dropdown menu showing '9', 'Region:' with a dropdown menu showing 'Memphis', and 'Rotation:' with a dropdown menu showing 'All'. Below these filters is a search bar labeled 'Period / Rotation / Region / Dates:' containing the text 'ped'. A list of results is displayed below the search bar, each entry showing a rotation number, a description, location, dates, and the number of spots filled. The results are: '9 / Away Elective in Pediatrics (PED-49000) / Memphis / Aug 22, 2022 - Sep 16, 2022 0 / 999 spots filled.', '9 / Community Pediatrics (PED-45050) / Memphis / Aug 22, 2022 - Sep 16, 2022 0 / 2 spots filled.', '9 / Developmental Pediatrics (PED-45015) / Memphis / Aug 22, 2022 - Sep 16, 2022 0 / 1 spots filled.', '9 / Junior Internship in NICU (PED-40110) / Memphis / Aug 22, 2022 - Sep 16, 2022 0 / 2 spots filled.', '9 / Junior Internship in Pediatric Emergency Medicine (PED-40130) / Memphis / Aug 22, 2022 - Sep 16, 2022 0 / 1 spots filled.', '9 / Junior Internship in Pediatrics (PED-40100) / Memphis / Aug 22, 2022 - Sep 16, 2022 0 / 4 spots filled.', '9 / Junior Internship in PICU (PED-40120) / Memphis / Aug 22, 2022 - Sep 16, 2022 0 / 2 spots filled.', and '9 / Medical Genetics & Genomics (PED-45023) / Memphis / Aug 22, 2022 - Sep 16, 2022 0 / 1 spots filled.'. At the bottom of the interface, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with an orange arrow.

Rotation	Description	Location	Dates	Spots Filled
9	Away Elective in Pediatrics (PED-49000)	Memphis	Aug 22, 2022 - Sep 16, 2022	0 / 999 spots filled.
9	Community Pediatrics (PED-45050)	Memphis	Aug 22, 2022 - Sep 16, 2022	0 / 2 spots filled.
9	Developmental Pediatrics (PED-45015)	Memphis	Aug 22, 2022 - Sep 16, 2022	0 / 1 spots filled.
9	Junior Internship in NICU (PED-40110)	Memphis	Aug 22, 2022 - Sep 16, 2022	0 / 2 spots filled.
9	Junior Internship in Pediatric Emergency Medicine (PED-40130)	Memphis	Aug 22, 2022 - Sep 16, 2022	0 / 1 spots filled.
9	Junior Internship in Pediatrics (PED-40100)	Memphis	Aug 22, 2022 - Sep 16, 2022	0 / 4 spots filled.
9	Junior Internship in PICU (PED-40120)	Memphis	Aug 22, 2022 - Sep 16, 2022	0 / 2 spots filled.
9	Medical Genetics & Genomics (PED-45023)	Memphis	Aug 22, 2022 - Sep 16, 2022	0 / 1 spots filled.

How To Schedule cont'd....

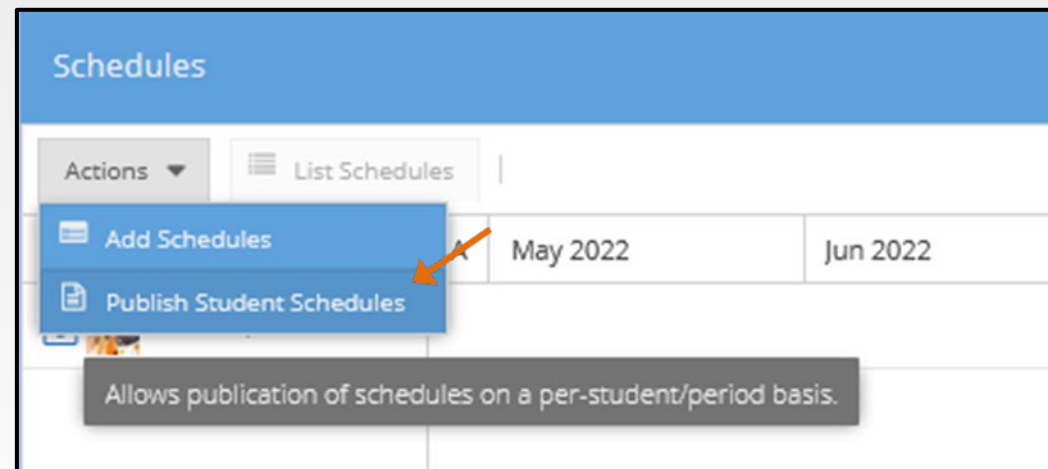
9. Repeat step 8 until all odd periods are scheduled for the upcoming academic year.
10. To remove scheduled rotations left click on the specific rotation and select "Remove."



How To Schedule cont'd....

11. At your designated Round 2 scheduling day and time, repeat step 8 to add even period rotations to complete your schedule for the academic year. Odd blocks can be edited as needed in Round 2.

12. Once all desired rotations are added to your schedule, students can attempt to publish in order to finalize scheduling by clicking on “Actions” and then “Publish Student Schedules.”



Course Bulletin

Office of Medical Education	Curriculum Information	General Information for Students	Clerkship Information	OLSEN	Medical Educator Resource Link (MERL)			
<h2>Only Link Students Ever Need (Medicine)</h2>								
M1/M2/PAS1 COVID-19 Quarantine Rules (updated 7/23/2021)								
M3/M4/PAS2 COVID-19 Quarantine Rules (updated 11/16/21)								
FDA Statement on Following the Authorized Dosing Schedules for COVID-19 Vaccines								
<p><i>*This page is updated frequently. We encourage you to refresh the page and its links in your browser to make sure you are looking at the most accurate information.</i></p>								
<h3>Frequently Used</h3> <ul style="list-style-type: none">Academic Bulletin (Catalog)Master Academic CalendarClinical Rotation Calendar 2021-2022 (effective after May 21, 2021)			<h3>Curriculum</h3> <p>Class of 2024</p> <ul style="list-style-type: none">4 Years at a Glance (M2021 and above)Academic Bulletin			<p>Activate Windows Go to Settings to activate Wi</p>		

Publication Rules – Review

In order for schedules to be published, all of the below requirements must be met:

1. Any 2 Junior Internships are scheduled.
2. 16 weeks of electives are scheduled.
3. 8 weeks of option blocks scheduled in blocks 11, 12, or 1.
4. Capstone is scheduled.
5. Geriatrics/Palliative Medicine is scheduled.
6. All prerequisites have been met.
7. All courses requiring prior authorization have been approved.

Publication Rules - Review Continued..

- Schedules must be published to be considered final.
- Initial schedules should be published by January 30th.
 - Absolute publish date is April 1st or students risk being dropped from their unpublished rotations.
- If you have trouble publishing your schedule, please reach out for assistance!

Why is Publication important?

- Allows coordinators to match evaluations.
- Allows faculty/residents to complete evaluations.
- Allows students to enter Case logs and Time logs.

Publication Rule Exceptions

- The option block requirement in blocks 11, 12, or 1, can be waived for early match students with approval from a College of Medicine Dean.
- A situation arises that necessitates a leave of absence, and the leave of absence is approved by a College of Medicine Dean.
- Fewer than 16 weeks of electives are needed due to extra electives being completed in the M3 year.
- A student's graduation is delayed until December of 2022.

*To request a publication rule exception, please contact me.

Hold

Why clearing the hold on your account is important.

- It keeps you from being registered in Banner for your courses.
- It prevents the coordinators from posting your grades.

* If you are not registered for your courses in Banner due to a hold on your account, you will not be permitted to start your rotations until it has been cleared. Keep in mind this could cause you not to graduate on time.

30-day Rule

- All adds/drops should be made 30 days before the start of your rotation.
- Prior approvals should be completed no later than 30 days before the start of the rotation.
- If you require a change to your schedule within the 30 days due to extenuating circumstances (e.g major life event, need to take time off/leave of absence, last-minute interviews), you will need to contact Jenn Wilson and Dr. Bettin for assistance.
- Please, please, please do not drop or add your core clerkship or core completion courses. Always reach out to us for these since capacities are limited and depend on multiple variables.

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