SCHEDULING

Core Clerkships, Sites, and Services
In MedHub, clerkships are organized by a core clerkship and site specific clerkships. Within sites, Clerkship Coordinators create services to schedule students and faculty in order to assign evaluations.

Student Administrators enroll students and Clerkship Directors to the Core Clerkship.

Clerkship Coordinators enroll students and faculty to the Site Specific clerkships. If a Site is missing from the list, Clerkship Coordinators should contact Kiran Brar. After students and faculty are enrolled in Sites, Course Coordinators create services and then enroll students, faculty, and residents.
INSTRUCTIONS – Creating a Service

- Select the Clerkship Site from right side drop down
- From the Home page, under “Schedule Management” in the middle column, select “Service Management”

This screen displays all the services within this clerkship site. To create a new service:

- Select “+Add Service”

Click here to create a new service within this clerkship site
On this screen, enter:

- **Service Name**: Unique name for the service
- **Service Abbreviation**: How the service will appear on the master schedule
- **Site**: Where the service takes place
- **Service Type**: Patient Care - Inpatient, Patient Care - Outpatient, Patient Care – Mixed/Other
- **Resident Interaction**: Check box to indicate if students will work with residents
- **Status**: Select “Active”
- **Submit**

**Example**
The service has now been added to the Clerkship Site.

<table>
<thead>
<tr>
<th>Service:</th>
<th>Abbrev:</th>
<th>Site:</th>
<th>Status:</th>
<th>Residency Program:</th>
<th>Tagged Services:</th>
<th>Assignments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Example Surgery</td>
<td>VA Example</td>
<td>Veterans Affairs</td>
<td>Active</td>
<td>(none)</td>
<td>0 (0)</td>
<td>0 (0)</td>
</tr>
<tr>
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<td>VA</td>
<td>Veterans Affairs</td>
<td>Active</td>
<td>(none)</td>
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<td>1 (1)</td>
</tr>
<tr>
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<td>VA Plastic</td>
<td>Veterans Affairs</td>
<td>Active</td>
<td>(none)</td>
<td>0 (0)</td>
<td>3 (3)</td>
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