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 to 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 – Enrolling Faculty to a Clerkship Site

- Select the appropriate Core Clerkship from the right side drop down
- From the Home page, under User Management, select the faculty member
  - You can also click the magnifying glass to search for a faculty member by typing in their name

Look here to double check that you’re in the correct clerkship

Click here to search by typing the faculty's name
If the faculty member is not listed, you can add them to the Core Clerkship by selecting “+New Faculty Member” under User Management. This will take you to a page to enter their information. Make sure to search for the faculty by name (by clicking on the magnifying glass) before adding them into MedHub.
After selecting the faculty member:

- Select “Programs/Services” on the left column
  - This page displays the core clerkships and clerkship sites that the faculty member is associated with
- Select “+Add/Modify Clerkship”

![Image of interface](image-url)

**Click here to associate the faculty to a new clerkship**
Scroll to the Clerkship Site you wish to add them to:

- Click on the box to add a green check mark
- Save

The faculty member is now associated with the clerkship site.
Faculty Information saved

Faculty Member: (TEST) Baran Khan

Programs:
- Z-Medical School [default]

Clerkships:
Stanford University School of Medicine
- FAMMED 301A - Family Medicine Core Clerkship [default]
- FAMMED 301A - Family Medicine Core Clerkship - Kaiser-Redwood City
- FAMMED 301A - Family Medicine Core Clerkship - Kaiser-San Jose
- FAMMED 301A - Family Medicine Core Clerkship - Kaiser-Santa Clara
- FAMMED 301A - Family Medicine Core Clerkship - Lucile Packard
- FAMMED 301A - Family Medicine Core Clerkship - Private/Community Practice
- FAMMED 301A - Family Medicine Core Clerkship - Santa Clara Valley Medical Center
- FAMMED 301A - Family Medicine Core Clerkship - Stanford
- MED 302A - Internal Medicine Core Clerkship - Veteran's Affairs
- MED 302A - Infectious Diseases (SUMC)
- PEDI 303A - Pediatrics Core Clerkship
- PEDI 303A - Pediatrics Core Clerkship - Kaiser-Santa Clara
- PEDI 303A - Pediatrics Core Clerkship - Lucile Packard
- PEDI 303A - Pediatrics Core Clerkship - Santa Clara Valley Medical Center
- SURG 300A - Surgery Core Clerkship
- SURG 300A - Surgery Core Clerkship - Veteran's Affairs

Add/Modify Clerkship