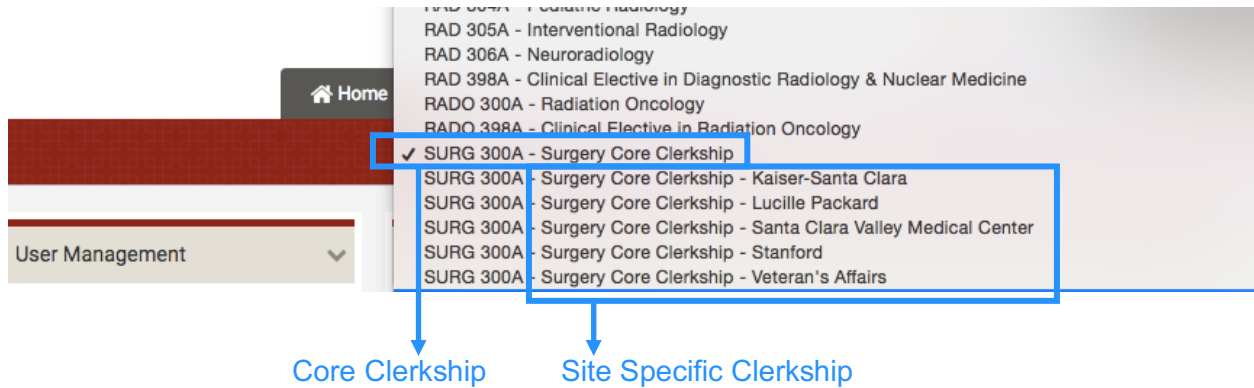


SCHEDULING

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 – Scheduling Faculty and Residents to a Service

- Select the Clerkship Site from right side drop down
- From the Home page, select the Schedules tab
- Check to make sure the Academic Year is correct
- View Type: select “By Services”

Site Specific Clerkship

Home » Rotation Schedules

Rotation Schedules

Rotations Clinics Individuals

SHC-T Medical School Schedule

Academic Year: July 1, 2018 - June 30, 2019

View Type: by Services
 by Students
 by Faculty

Rotation:		2	3	4	5
Service:	7/1-7/1	7/2-7/15	7/16-7/29	7/30-8/12	8/13-8/26
VA					
VA Example		(TEST) Brar, K.			
VA Plastic					







Academic Year dates pre-set by MedHub

To schedule faculty and residents, select “By Services” for View Type

- Select the blue pencil icon under the date period of the clerkship service you wish to schedule the faculty or resident




VA Example		 (TEST) Brar, K.		
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- Select the faculty member or resident you wish to schedule to the service

Rotation:	1	2																				
Service:	7/1-7/1	7/2-7/15		7/1																		
VA																						
VA Example		<table border="1"> <tr> <td>Name:</td> <td>Start:</td> <td>End:</td> </tr> <tr> <td>(TEST) Brar, K (1) ▾</td> <td>7/02 ▾</td> <td>7/15 ▾</td> </tr> <tr> <td> <ul style="list-style-type: none"> ✓ (none) (TEST) Brar, K (1)  (TEST) Brar, K (TEST) Cloni, C (TEST) Russell, I (TEST) Tsukernik, M </td> <td>7/02 ▾</td> <td>7/15 ▾</td> </tr> <tr> <td></td> <td>7/02 ▾</td> <td>7/15 ▾</td> </tr> <tr> <td></td> <td>7/02 ▾</td> <td>7/15 ▾</td> </tr> <tr> <td></td> <td>7/02 ▾</td> <td>7/15 ▾</td> </tr> </table>		Name:	Start:	End:	(TEST) Brar, K (1) ▾	7/02 ▾	7/15 ▾	<ul style="list-style-type: none"> ✓ (none) (TEST) Brar, K (1)  (TEST) Brar, K (TEST) Cloni, C (TEST) Russell, I (TEST) Tsukernik, M 	7/02 ▾	7/15 ▾		7/02 ▾	7/15 ▾		7/02 ▾	7/15 ▾		7/02 ▾	7/15 ▾	
Name:	Start:	End:																				
(TEST) Brar, K (1) ▾	7/02 ▾	7/15 ▾																				
<ul style="list-style-type: none"> ✓ (none) (TEST) Brar, K (1)  (TEST) Brar, K (TEST) Cloni, C (TEST) Russell, I (TEST) Tsukernik, M 	7/02 ▾	7/15 ▾																				
	7/02 ▾	7/15 ▾																				
	7/02 ▾	7/15 ▾																				
	7/02 ▾	7/15 ▾																				

Students are listed in the first group of names, and faculty/resident will be listed in the subsequent groups

- Select the start and end dates that the faculty or residents will be in this service

Rotation:	1	2								
Service:	7/1-7/1	7/2-7/15		7/1						
VA										
VA Example		<table border="1"> <tr> <td>Name:</td> <td>Start:</td> </tr> <tr> <td>(TEST) Brar, K (1) ▾</td> <td>7/02 ▾</td> </tr> <tr> <td>(TEST) Cloni, C ▾</td> <td>7/02 ▾</td> </tr> </table>		Name:	Start:	(TEST) Brar, K (1) ▾	7/02 ▾	(TEST) Cloni, C ▾	7/02 ▾	
Name:	Start:									
(TEST) Brar, K (1) ▾	7/02 ▾									
(TEST) Cloni, C ▾	7/02 ▾									

7/02
7/03
7/04
7/05
7/06
7/07
7/08
7/09
7/10
7/11
7/12
7/13
7/14
✓ 7/15

- Submit

VA Example	Name:	Start:	End:
	(TEST) Brar, K (1) ▾	7/02 ▾	7/15 ▾
	(TEST) Cioni, C ▾	7/02 ▾	7/15 ▾
	(none) ▾	7/02 ▾	7/15 ▾
	(none) ▾	7/02 ▾	7/15 ▾
	(none) ▾	7/02 ▾	7/15 ▾
	(none) ▾	7/02 ▾	7/15 ▾
	(none) ▾	7/02 ▾	7/15 ▾
	(none) ▾	7/02 ▾	7/15 ▾
	(none) ▾	7/02 ▾	7/15 ▾
	(none) ▾	7/02 ▾	7/15 ▾
<input type="button" value="Submit"/>			

- The faculty or resident is now enrolled to the Service

Rotation:	1	2	3	4	5
Service:	7/1-7/1	7/2-7/15	7/16-7/29	7/30-8/12	8/13-8/26
VA					
VA Example		 (TEST) Brar, K. (7/2-7/15) (TEST) Cioni, C. (7/2-7/15)			
VA Plastic					