

Assigning Students to Surgical Services

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UAB SOE Instructional Design and Development Graduate Program

Goal

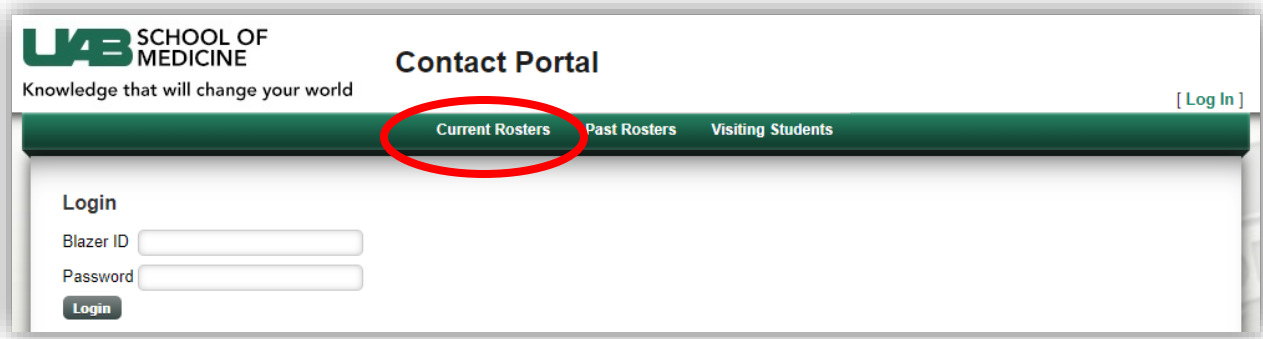
At the completion of this job aid the learner will be able to assign 3rd year medical students to their Clinical Rotation Services

Step 1

To begin, open your internet browser and connect to the Contact Portal at <http://apps.medicine.uab.edu/ContactPortal> .

Step 2

Once you arrive on the login page, log in using your Blazer ID and access the “Current Roster” tab



Step 3

Find Roster for Surgery Clerkship (Course 02-800) for the desired dates. Click on Grades in the far right column

Step 4

Click 'Email Students'. This action will generate an Outlook email

UAB SCHOOL OF MEDICINE
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Contact Portal

Welcome kalister! [[Log Out](#)]

[Current Rosters](#) [Past Rosters](#) [Visiting Students](#) [Instructions](#)

SURGERY CLERKSHIP	02-800	4/29/2019 - 6/23/2019	Email Students
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Student	Raw Score	Letter Grade	Comments
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Step 5

Email Students – (Initial contact with students). Ask students to send their preferences for services and their unavailability for trauma call dates using the following email template:

START: Good morning all!

We are getting prepared for your arrival and are making schedules now. Below you will find the list of available services for you to rotate on during this clerkship.

Please send me:

1. Your list of preferences for **General**, **Subspecialty I**, and **Surgery Subspecialty II** (with at least 3 for each, in case I can't get you your 1st choice).
2. Any dates that you will be out of town so I do not schedule you to be on Trauma Call.

Please choose 3 services from each list below:

General Must do 4 weeks of one of these	Subspecialty I – Must do at least one 2-week rotation	Surgery Subspecialty II – Must do one 2-week rotation
Acute Care Service	Cardiothoracic – TCH	Neurosurgery
Colorectal	Cardiothoracic – UAB	Orthopedic Surgery
Highlands	Pediatric Surgery	Otolaryngology / ENT
MIS / Foregut / Bariatric	Thoracic	Plastic Surgery
VA	Trauma	Trauma
Surgical Oncology (Endocrine / Breast)	Transplant - Liver	Urology
Surgical Oncology	Transplant – Kidney	Cardiothoracic – TCH
	Vascular - UAB	Cardiothoracic– UAB

I will try my best to accommodate all of your preferences. I look forward to working with you all!

Kalister Banks

Education Coordinator, Surgery Clerkship: END

Step 6

Creating the Assignments. Once you have received the student's preferences, complete the Service Assignment Schedule. Try to schedule students for the 4-week services first. This will ensure that students can have the maximum amount of exposure as possible with the new lecture schedule during the 1st week. Students do not receive this master schedule. Student allotment listed in the far left column – make sure to not overschedule a service!

Step 7

Inform students of their assignments. Once you have completed the student assignments, send PDF versions of the Student Assignment Sheet to each student.