



CLERKSHIP ROTATION MODIFICATIONS

In March, the schools and AACPM decided to establish a single point of contact, AACPM, for clerkship cancellations due to coronavirus. A single point of contact keeps communication about cancellations between programs, colleges, and affected students simple and prevents the confusion and wasted time that results from multiple people addressing the same cancellations. It is a practical and efficient method for handling these cancellations.

All clerkship programs have been asked to follow the process below.

1. Programs complete the weekly survey AACPM sends to all clerkship programs on their clerkship cancellations;
2. AACPM changes program and student schedules in DPMclerkships based on what is reported in the survey;
3. AACPM notifies affected students by email of their cancellations and directs them to use www.dpmclerkships.org to schedule replacement rotations;
4. AACPM posts the weekly survey results on its website [here](#);

To replace a cancelled rotation when notified by AACPM:

1. Go to www.dpmclerkships.org and login.
2. Search by the newly open (cancelled) month for other available programs.
3. Contact those programs you are interested in to determine if the program is a good fit.
4. Using DPMclerkships, apply to new programs (especially those that showed interest).
5. Contact programs to alert them of your application.
6. Check back frequently for offers.
7. Accept a new offer.

If you receive a cancellation email directly from a program:

1. Forward a copy of the cancellation email to your school coordinator. Schools will contact AACPM. AACPM will notify you when the change is complete in DPMclerkships.
2. When notified by AACPM, login to www.dpmclerkships.org.
3. Search by the newly open (cancelled) month for other available programs.
4. Contact those programs you are interested in to determine if the program is a good fit.
5. Using DPMclerkships, apply to new programs (especially those that showed interest).
6. Contact programs to alert them of your application.
7. Check back frequently for offers.
8. Accept a new offer.

To voluntarily modify your schedule:

Finding a new program and getting their acceptance and notifying and obtaining a release from a scheduled program, is your responsibility. AACPM only makes the cancellation on www.dpmclerkships.org once the modification is approved by your school coordinator.

1. Go to www.dpmclerkships.org. Login.
2. Search available programs for the month you want to fill.
3. Contact programs you are interested in to determine if the program is a good fit.
4. Contact currently scheduled program to obtain a release.
5. Contact new program to secure a new spot.
6. Send both sets of correspondences to your school coordinator. They will contact AACPM.
7. Wait for your school to notify you that AACPM has made the change.