DPM Clerkships
User Guide

for Students

Welcome to the DPMClerkship User Guide. DPMclerkships is a service of the American Association of College of Podiatric Medicine (AACPM) and its Office of Graduate Services (OGS).

DPMClerkships offers a structured process for the efficient selection and scheduling of clerkships for both clerkship programs and students. It is open to all podiatric clerkship programs and students of podiatric colleges.

This guide outlines the steps for using www.DPMclerkships.org throughout the cycle. It is important that you read and understand how the process works. Reading this manual may help you avoid errors that could affect your clerkship schedule.

Included in this guide:

- Overview of the Clerkship Cycle
- Software Requirements
- Websites Used for Clerkship
- How We Communicate with You
- How to Login to DPMclerkships
- Your "Home" Page
- Application
- Program Designation
- Clerkship Handbook
- Program Designations
- Offer Rounds
- Reports
- Withdrawing from the Clerkship Cycle

OVERVIEW OF THE CLERKSHIP CYCLE

- At the start of the clerkship cycle, clerkship programs offering clerkships for the cycle register and provide information about their program offering. AACPM collects this information on www.dpmclerkships.org. This information is published in the DPMClerkships Handbook.

- When the DPMClerkships system opens for applicants, students create applications and begin selecting from programs listed in the Handbook.

- On the scheduled date, applications are distributed to programs on the DPMClerkships site. After reviewing applications and clerkship requests, programs may offer students a position during one of the months they selected.

- After program review, clerkship offers are made during three rounds.

- By mid-January of the following year, arrangements are finalized between clerkships and students.

SOFTWARE REQUIREMENTS

DPMclerkship.org runs best on internet browsers Firefox and Google Chrome. Many of the forms are in .PDF format, which require Adobe Reader 7.0 or later to view.

DPMclerkship.org does not support mobile devices and we do not guarantee it runs error free on mobile platforms such as smartphones.

WEBSITES USED FOR CLERKSHIP

There are two websites used during the year:

- http://www.aacpm.org/clerkships is the *information site*. Look here for documents, timelines, instructions, and the Clerkship Handbook.
- www.DPMclerkships.org is the *software application site.* This is where students complete applications, select and confirm programs, and view their clerkship schedule.

HOW WE COMMUNICATE WITH YOU

All communications to you throughout the cycle are by email. Make sure that you check the Inbox of the email address used for clerkship routinely. "Forgot Password" requests go this email address.

We also recommend adding *aacpm.org* to your list of trusted domains to assure that our emails are not blocked by your firewall or sent to your spam folder.

HOW TO LOGIN

First Time Use

When using the site for the first time, you must set up your password. Go to www.dpmclerkships.org/Account/ResetPassword. You are prompted for your User ID and Reset Code, which we emailed to you.

Once the reset code is entered, you are asked to create a password. Your password must be at least six characters with at least one Capital letter and one number. Choose a password that you are sure to remember. You are responsible for keeping your User ID and password secure.

After creating your password, go to http://www.dpmclerkships.org and select "I am a Podiatry Student." You are directed to the login screen for your credentials. We suggest that you bookmark this page for easy future access. Enter your user ID (your email address) and password. Click "Log In."

Contact the AACPM Office of Graduate Services (OGS) office at clerkship@aacpm.org, if you have problems logging into the website.

Changing Your Password

Your password can be changed at any time during the cycle.

To change your password, login to DPMClerkships and select the "Edit Profile" tab. Click on the "change password" button. Enter your old password and a new password where requested and click "Update."

Choose a password that you will be sure to remember, keeping the following requirements in mind:

- o Passwords must have a minimum of six characters
- o Passwords must have at least one Capital letter
- o Passwords must include at least one number
- o Passwords are case sensitive

Changing your Email

To change the email address associated with your DPMClerkships account, contact the OGS office at clerkship@aacpm.org.

I Forgot My Password

If you forget your password, you can click on the "Forgot Password" link on the login page. Click on the link and enter the appropriate email address, an email will be sent with a new reset code. If you do not receive the email within an hour, check your spam folder. If you do not see the email in the spam folder, call the OGS office.
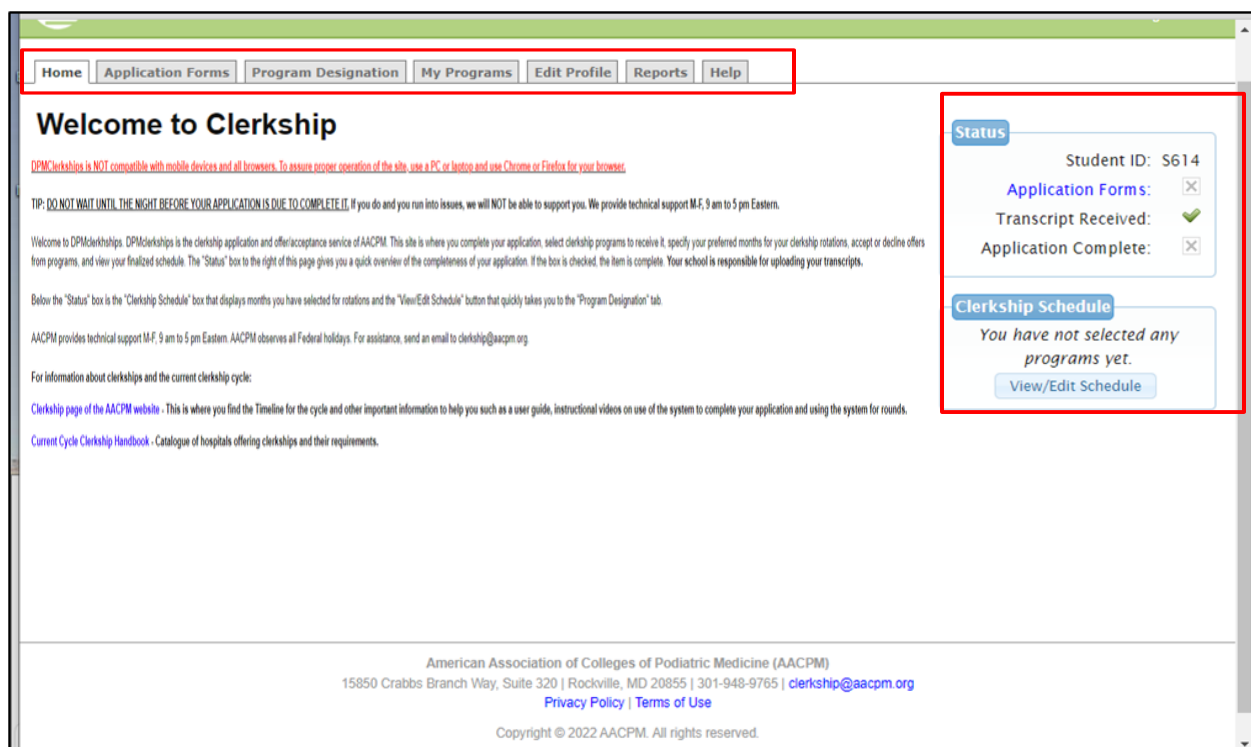

YOUR HOME PAGE

Once you are logged in to DPMclerskhips.org, you are on your "Home" page. On the right side of the screen is a status section. Here you are able to see if your Application is complete and your clerkship schedule once you have accepted clerkship offers.

The tabs across the top of the screen are used to navigate through the site. Once your application is complete, the "Application Forms" tab grays out.

There are links to helpful information at the bottom of your Home page.

APPLICATION

When application and program designation opens, you may begin your application, select the programs to which you wish to apply to for clerkships, and the months you wish to clerk.

You may make changes to your application and the months you would like to clerk until the deadline to complete applications and program designations is reached. Once applications are delivered to programs, your application and program selections in the system are final.

Applications are delivered as a PDF file composed of the following: Application photo, transcript, and any additional uploaded documents.
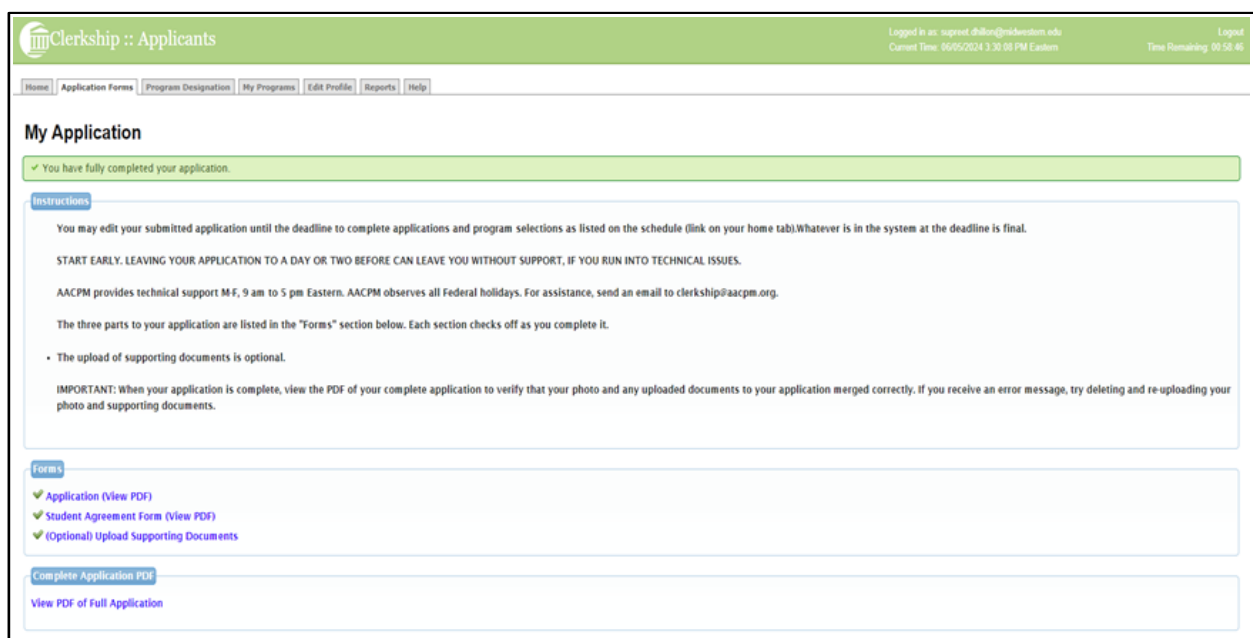
My Application Overview

Once you have signed into your account, you can begin completing your application. There are three pieces for you are responsible for completing:

- Application
- Student Agreement
- Supporting Documents (optional)

Your college is responsible for uploading your transcripts.

Select the "Application Forms" tab to begin. Links to the different sections of the application are listed on this page. Select each link and complete the information.

The "Application Forms" tab is only available during the first phase of the cycle. After the distribution of applications to programs, you are not able to make changes to your application.

> **Your application does not deliver to your programs, if you miss the deadline to complete your application.**
>
> **If you do not complete your application or select programs by the deadline to complete your application and program designations, you must wait until the website reopens at the conclusion of round 1 to do so.**

Basic Application

SAVE YOUR WORK OFTEN. The website times out after 60 minutes, whether you have been using it or not. Any work not saved before the 60 minutes timeout, is lost.

Applicant Information

Verify the spelling of your first and last name is correct.

Applicant Contact Information

Enter your current and permanent address and a contact phone number.   There are character limits in the address fields so you may need to abbreviate.

If your contact information needs to be updated after applications are released to the programs, contact the programs directly by email with the updated information.

Contact person

Provide contact information for a person we can connect with in the event we cannot reach you.

Colleges and Universities Attended

Input the Universities, Colleges and Health Professional Schools you have attended listing the most recently attended first.

- Your College of Podiatric Medicine is at the top of this section. Input your year of graduation.
- Room is provided to enter up to 4 additional schools. If you enter any part of the information for a school, you must complete all the fields.

Professional Accomplishments

Size Limits

The following field size limits apply to the Professional Accomplishments Section. Character counts **include spaces**.

       Papers you have Authored/Co-Authored   500 characters
       Research In Progress   500 characters
       Activities Participated while in school   500 characters
       Honors received while in school   500 characters

<u>Be sure to view your application in PDF form to verify that everything fits and any uploaded photo or supporting documents merged correctly</u>. If your application and uploads do not merge correctly, your application will NOT be delivered to your selected programs. If you get an error, delete and re-upload your photo and any PDF files again. If the error persists, email clerkship@aacpm.org.

References

You can enter up to two references for programs to contact. There is a 50 character limit (including spaces) in the address fields. Abbreviate where necessary.

Clerkship Student Agreement

<u>Read the document carefully</u> to understand what are signing. The agreement is a legally binding document. You must digitally sign this document to participate in the cycle.

Transcripts

Your college provides your transcripts directly to the system. If you have not already done so, you must sign a release form with the registrar's office. Once the transcript is uploaded to your account, a check appears in your status box.

It is your responsibility to confirm that it has been uploaded to your file prior to the application deadline. If it is missing, your application is incomplete and is not sent to the programs you designated.

You are not able to view your transcript on your Complete Application in the "Reports" tab of DPMClerkships. You can request a copy of your transcript from your school.

Supporting Documents

DPMclerkships allows you to attach supporting documents to your application. A photograph is not required. CVs and research papers are optional, although some programs may require them.

- You may upload a total of six documents. A photograph counts toward the six.

- You may combine more than one document if the total size is less than 1MB.

- Any photograph must be in a .JPG or .BMP format.

- All other documents must be in PDF format.

- All documents and photos must be 1 MB or smaller in size.

To upload Supporting Documents, select "Upload Supporting Documents" from the "Application Forms" tab. In the "Upload New File" pop-up that appears, select the document type you are uploading in the dropdown next to "Type." Select the document to upload from your computer by clicking the Browse button next to "File." Then choose "Upload."

Uploaded documents are listed and are available to view, print, or delete.

A freeware program that converts Word documents to PDF files can be found at https://www.workintool.com/pdf-converter/.

Photograph - OPTIONAL

We suggest using a professional headshot of your head and shoulders taken against a white or light colored background.

Requirements:

- The photo <u>must</u> be square - pixels=pixels.
- Size: 2" x 2"
  - Pixels: 144w x 144h (at 72 pixels/inch)
- File Format: .BMP or .JPG only
- Maximum Size: 1MB

If your photo is not 2" x 2" square, it may cover part of the application content or be cut off on the edge.

We recommend that you view the PDF of your application to determine how the photograph looks on your application. You can delete and re-upload if necessary.

Contact the OGS office only if you cannot upload your photo or are unable to adjust it to the correct size.

Reviewing Your Application

PDF copies of your application are available in your "Reports" tab.

Download & Save Your Application

We strongly recommend that you download and save a copy of your application for future reference. You can download a copy of your application any time during the cycle from the Reports tab.

CLERKSHIP HANDBOOK

Alliance Community Hospital

CLERKSHIP DIRECTOR:

Leslie Niehaus, DPM

440 East State Street

Alliance, OH 44601

Phone: (330) 821-6438 Fax: (330) 821-8433

Email: lniehausdpm@aol.com

Website: www.ACHosp.org

Alternate Contact: Hospital Residents

Phone: (330) 596-7750

Can Contact Program Directly: No

INITIAL APPLICATION REQUIREMENTS

☐ CV ☐ Require Transcript ☐ Car Required

Minimum GPA: 3.0 preferred Minimum Rank

Other/Comments:

ADDITIONAL APPLICATION REQUIREMENTS: (required upon acceptance):

☑ Drug Test - Submitted by Student ☑ Doctor/Clinic Immunization Verification Required

☐ Drug Test - Upon Arrival at Hospital ☑ Immunization Verification - Letter from School Accepted

☑ Fingerprinting - Submitted by Student ☑ Background Check ☐ HIPAA Training

☐ Fingerprinting - Upon Arrival at Hospital Type May require FBI background check

☑ Verification of Liability Insurance Approx Cost

The Clerkship Handbook is for your use in researching clerkship programs. Do not use the CASPR Directory of Residency Programs as it is not uncommon for residency and clerkship programs at the same institution to have different directors, coordinators, and standards. AACPM understands clerkships often lead into residency but the Clerkship Handbook is specifically for clerkships.

Programs that have completed their registration are published in the Clerkship Handbook. Only programs with completed registration are included. If a program is not listed, it has not completed registration for the cycle. Programs completing their registration after the first publication of the Handbook are added to the Handbook and "Program Designation" tab.

Contacting Programs

Programs indicate on their handbook page whether they wish to be contacted by students.

If a program indicates "no," do not contact them unless they contact you first. This field is included in the handbook at the request of programs. If they have indicated "no", you should not contact the program for any reason, during rounds or otherwise.

PROGRAM DESIGNATION

Guidelines for Selecting Programs

Choose designation months carefully. If you apply for the same month from all of your top programs, you may find yourself with the difficult choice of picking only one program. Designate carefully so that you spread your requests out over all your clerkship months and hopefully secure all your top programs.

Work with your school's clerkship coordinator to select programs suited for you.

How to Designate Programs

To view available programs, click on the "Program Designation" tab. Go to the "Search for Programs" section where you have several ways to search for programs:

- Name of the program
- City
- State
- Program Status
- Month/Year
- Any combination of the four

After selecting your criteria, choose the "Search" button and programs are listed in the "Program Listing" section. If your search criteria return more than four programs, the additional programs can be viewed by using the arrows in the blue bar at the bottom of the list. Designate the months you wish to attend the program by using the dropdowns next to your 1st, 2nd, and 3rd preferences. <u>After making your selections, be sure you click the "Save Changes" button.</u>

Schedule Summary		
Jun 2012:	confirmed ✔	(view)
Sep 2012:	1 requested	(view)
Jan 2013:	1 requested	(view)
Feb 2013:	1 requested	(view)

view finalized schedule

Instructions
Use the form to the right to search for Clerkship opportunities.

To view your selections for a month, click on it in the list above.

Search for Programs

Name: [   ]   State: [-- Any state -- ▼]
Status: [Programs I HAVE selected ▼] Month/Year: [2013-02 February ▼]
[🔎 Search] [Clear]   *Month/Year filters by your selection date.*

Program Listing

You have unsaved changes!

Program Name ▲	State ◇	Requested Dates	◇
Program 12	IN	1st preference: [Feb 2013 ▼] 2nd preference: [Sep 2012 ▼] *requested (change)* 3rd preference: [Jan 2013 ▼] *requested (change)*	

Showing 1 to 1 of 1 entries ◄ ►

You have unsaved changes!   [✔ Save Changes] [✕ Cancel]

Designation Limits

There are limits to the number of designations you can make.

- The maximum number of months you can request from a program is <u>four</u>.
    - o If you have already requested four months from a program, you must wait until after rounds to arrange a clerkship with the program.
- You may choose the same months for more than one program.
    - o **However, you can only designate four programs per month through the first round,**
    - o **8 programs per month through the second round (the 8 includes the designations made for that month in the first round), and**
    - o **12 programs per month through the third and final round (again the designations are cumulative for all three rounds).**

Delivery

On the application and program designation deadline, your program selections in the system are final. Your application is delivered to the programs you selected on the scheduled application delivery date.

OFFER ROUNDS

To standardize delivery times, clerkship offers are made in rounds.

After applications are delivered, programs have approximately two weeks to review applications and rank students for offers. Programs may offer or decline the months you requested for a clerkship. Programs should review applications and make initial offers by the start of offer rounds.

At the start of a round, the system makes offers based on the program's ranking list and the number of positions available in a month. For example, if a program has three positions for June, then three offers are sent to the top three students on the program's rank order list for that month

There are a total of three rounds. If there are any clerkships left at the end of the rounds, the programs may extend offers directly to the students via the website.

Acting on Clerkship Offers

At the start of a round, you may login to the DPMClerkships system and view your offers and pending requests by going to the "Program Designation" tab. The status also appears on your "Home" page.

You have 48 hours to accept or decline your offers. If you do not accept or decline an offer, it expires at the end of the round and is marked as declined in the system. The next student on the list receives the offer in the next round.

Accepting/Declining Offers

In the "Program Designation" tab, in the left column, click view to select an offer. A pop-up with the program name and month offered appears. You may then click "Accept" or "Decline" to the month offered. Once you accept the month offered, any other months you requested from that program and any other programs that you requested for the month that you accepted are declined by the system.

Discuss with the program's clerkship director, if you need to make another arrangement before accepting or declining an offer. By Mid-January, the arrangements of the positions that were accepted should be finalized.

> **Be sure you want to clerk for the program in that month before accepting the offer of a position. Changes to confirmed clerkships must be approved by the clerkship coordinator at your school and some school policies do not allow changes.**

Know your school's policy on changing confirmed clerkships.

Between Rounds

You may update your application, make additional program selections, and make new clerkship month requests between rounds 1 and 2 and again between rounds 2 and 3.

- Select the "Application Forms" tab to update your application.
- To make additional clerkship requests, use the "Program Designation" tab. You may search by program name, state, status (whether you have applied to them in a previous round or not), and availability by month/year, or a combination of these.

> After each round, the month/year search only brings up programs that still have openings during the month and year you specified in your search criteria.

After Rounds

After the three offer rounds are complete, designation limits are lifted and you may use the DPMclerkships system to apply to an unlimited number of programs to fill any open months in your schedule.

However, if a student has made 4 month designations for a program and wants to apply for another month, the student cannot make more month requests from that program using DPMclerkships. They must contact the program directly and determine if a clerkship month can be arranged. If the student and the program come to agreement, the student must request an e-mail from the program stating they accept the student for the new month. The email should be forwarded to clerkship@aacpm.org and the change is made manually.

After rounds:

- Applications and clerkship month requests are delivered to programs immediately.

- Programs are notified by email of new applications and month requests.

> We recommend that students contact a program directly to advise them of their application and request.

- You do NOT receive email notification if you receive an offer to your request from a program.

> We recommend you check your DMPClerkships account frequently if you apply to programs after rounds.

If you have any questions, please contact your school's clerkship coordinator for help.

REPORTS

There are several reports available in the "Reports" tab of your DPMclerkships account.

- Completed Application - A copy of your completed application form.

- Full Application – A copy of your application form and any supporting documents.

- Designated Programs - A copy of your program selections to show what has been accepted and offered.

- Finalized Clerkships - A report listing the programs that you accepted by month and alphabetical by program name.

WITHDRAWING FROM THE CLERKSHIP CYCLE

If you find that you need to withdraw from the clerkship cycle, inform the clerkship coordinator at your school. The clerkship coordinator will contact us to withdraw you.

If you have confirmed clerkships, the programs need to be notified. Depending on your school's procedure, you may need to contact the programs to advise them of the change.

A copy of your confirmed schedule from the "Reports" tab of your DPMClerkships account will help you in notifying your programs.

HELP

If you have questions that the User Guide does not answer, contact the OGS office by email to clerkship@aacpm.org. Our contact information is also available in the "Help" tab of your clerkship account.

Our support hours are M-F, 9 am to 5 pm Eastern.