



AMERICAN ASSOCIATION OF
COLLEGES OF
PODIATRIC MEDICINE

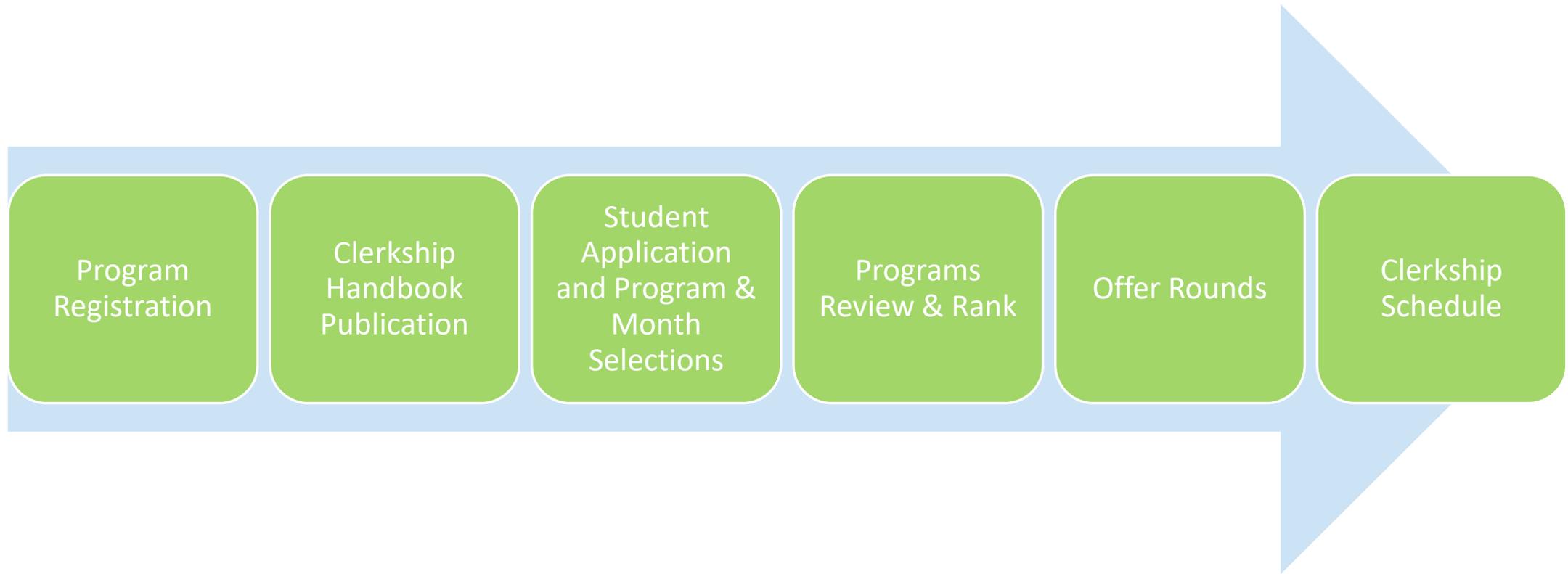
Using DPM Clerkships for Offer Rounds

OFFICE OF GRADUATE SERVICES

CLERKSHIP PROGRAM



The Clerkship Process



Clerkship Rounds

There are three offer and acceptance rounds to schedule your clerkship rotations.

Once a round begins, when you log into DPM Clerkships, you will notice that each of your requests for a clerkship has a “status.” To the right are the definitions of each status.



- **Requested** – Your request to a program for a clerkship in a particular month and year is pending.
- **Offered** – You have been offered a clerkship by a program for a month and year you requested
- **Accepted** – You accepted the clerkship for the month and year offered by a program
- **Declined-By-AP**
 - You were offered a clerkship from a program for that month and year and declined it
 - You accepted an offer from a different program for that month and year and the system automatically declined all of your other requests for that month and year
- **Declined-By-RP**
 - The program declined your request for a clerkship that month and year
 - The program you requested is full for that month and year
 - The program offered you a clerkship for that month and year during offer rounds and the offer expired because you did not take action on it



Program Designation

You have unanswered clerkship position offers that expire 8/2/2019 at 12:34 PM Eastern. Use the "Schedule Summary" area to view and respond to them.

Schedule Summary

Apr 2019:	confirmed ✓	(view)
May 2019:	confirmed ✓	(view)
Jun 2019:	confirmed ✓	(view)
Jul 2019:	confirmed ✓	(view)
Aug 2019:	confirmed ✓	(view)
Sep 2019:	3 requested	(view)
Oct 2019:	confirmed ✓	(view)
Nov 2019:	confirmed ✓	(view)
Apr 2020:	1 offer(s) received	(view)

view finalized schedule

Instructions

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

Search for Programs

Name:

City: -- Any city --

Status: Programs I HAVE selected

Program Listing

You cannot make new requests that expire 8/2/2019 at 12:34 PM Eastern.

Program Name

Clino Valley Medical Center

Kaiser Permanente South Sacramento Medical Center

Accept / Decline Clerkship Position

You have been offered the following Clerkship position:

Hospital: Kaiser Permanente South Sacramento Medical Center

Date: Apr 2020

You may only schedule one Clerkship per month. If you accept this offer, we will automatically withdraw any other Apr 2020 requests that you have made to other programs.

1st preference:	Sep 2019	program declined
2nd preference:	Apr 2020	accept / decline
3rd preference:	-- N/A --	
4th preference:	-- N/A --	

Showing 1 to 2 of 2 entries

Acting on Offers



1. When a round begins, select "Program Designation" to see your offers.



2. To accept or decline an offer, click on the "Accept/Decline" button next to the program name. A popup appears, choose your answer, and a second popup asks you to confirm the choice.



3. When you accept a month, all other offers for that month are automatically declined.



If you do not accept or decline an offer, it expires when the round ends.



Clerkship Rounds

You have until the end of each round to review and act on offers.

Once an offer is accepted, its status is “Confirmed” in the “Schedule Summary.”

Be deliberative, changing accepted clerkships must be approved by your school and made by AACPM.

Clerkship :: Applicants

Logged in as: saman.nassabilabari@westernu.edu
Current Time: 08/01/2019 1:05:33 PM Eastern

Home Application Forms **Program Designation** My Programs Edit Profile Reports Help

Program Designation

✓ The clerkship offer has been accepted.

Schedule Summary

Apr 2019:	confirmed ✓	(view)
May 2019:	confirmed ✓	(view)
Jun 2019:	confirmed ✓	(view)
Jul 2019:	confirmed ✓	(view)
Aug 2019:	confirmed ✓	(view)
Sep 2019:	3 requested	(view)
Oct 2019:	confirmed ✓	(view)
Nov 2019:	confirmed ✓	(view)
Apr 2020:	confirmed ✓	(view)

[view finalized schedule](#)

Search for Programs

Name:

City:

State:

Status:

Month/Year:

[Search](#) [Clear](#)

Month/Year filters by program's availability date.

Program Listing

You cannot make new selections until the current round of Clerkship offers expire 8/2/2019 at 12:34 PM Eastern.

Use the form above to search for Clerkship Programs. Your results will be displayed here.

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.

Please take care when selecting your rotations that you pick the right month and year.



Program Designation

Schedule Summary

Sep 2013: confirmed ✓ (view)

Oct 2013: confirmed ✓ (view)

Dec 2013: confirmed ✓ (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.

Please take care when selecting your rotations that you pick the right month and year. There is a limit of 4 designated programs per month going into round 1. You will be allowed to designate additional programs as rounds progress.

Search for Programs

Name:

City: State:

Status: Month/Year:

Month/Year filters by program's availability date.

Program Listing

Use the form above to search for Clerkship Programs. Your results will be displayed here.

If you have already scheduled clerkships, they appear here

Search results are displayed here

Application Update and Program Designation 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.

The month/year search brings up programs that still have openings during the month and year you specify.



A Reminder About Program Designation Limits

As you select programs for clerkships, keep in mind:

- there are limits to the number of programs you can select for a specific month and year in each round,
- *AND, designations are cumulative.*

Prior to Round 1, for a specific month and year, the maximum is 4 programs.

For Round 2, the maximum is 8 (Round 1 + Round 2 selections).

Round 3 is the final round and the maximum is 12 (Rounds 1 + 2 + 3 selections).

Each month in a year has these same program designation limits.

The limits do not apply after rounds end, if you still have clerkships to schedule.

- ROUND 1: Maximum of 4 programs per month/year
- ROUND 2: Maximum of 8 programs per month/year (round 1 designations count toward your total of 8 maximum)
- ROUND 3: Maximum of 12 programs per month/year (your round 1 and 2 designations count toward your total of 12 maximum)
- No limits after rounds end



Application and Program Designation

You may select any clerkship program to receive your application and request clerkship months--up to the maximum program designation limits for that month and year in each particular round.

- You may, but are not required, to choose up to 3 months per program. After Round 1, you can designate up to 4 months per program.
- You may choose the same months for more than one program.

To designate a program:

- In the “Requested Dates” column, select your preferred month/s for a clerkship at the program, and
- Save your changes before exiting.

Clerkship :: Applicants Logged in as: app2@aacpm.org Current Time: 08/03/2014 8:00:42 AM EST Logout Time Remaining: 00:58:42

Home Application Forms **Program Designation** My Programs Edit Profile Reports Help

Program Designation

Schedule Summary
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.
Please take care when selecting your rotations that you pick the right month and year.

Search for Programs
Name:
City: State:
Status: Month/Year:
 Month/Year filters by program's availability date.

Program Listing

Program Name	City/State	Requested Dates
DVA - New Mexico Veterans Affairs Health Care System and Kaiser Foundation Hospital	Albuquerque, NM	1st preference: <input type="text" value="-- N/A --"/> 2nd preference: <input type="text" value="-- N/A --"/> 3rd preference: <input type="text" value="-- N/A --"/>
Kaiser Foundation Hospital - Oakland	Oakland, CA	1st preference: <input type="text" value="-- N/A --"/> 2nd preference: <input type="text" value="-- N/A --"/> 3rd preference: <input type="text" value="-- N/A --"/>
Kaiser Permanente Medical Center - Vallejo	Vallejo, CA	1st preference: <input type="text" value="-- N/A --"/> 2nd preference: <input type="text" value="-- N/A --"/> 3rd preference: <input type="text" value="-- N/A --"/>
Kaiser Permanente South Sacramento Medical Center	Sacramento, CA	1st preference: <input type="text" value="-- N/A --"/> 2nd preference: <input type="text" value="-- N/A --"/> 3rd preference: <input type="text" value="-- N/A --"/>

Showing 1 to 4 of 5 entries

Your search may return more than one page of programs.



Program Designation

After saving your selections, review them in the “Schedule Summary” box on the Program Designation page.

Home Application Forms **Program Designation** My Programs Edit Profile Reports Help

Program Designation

Schedule Summary

Jan 2020: 1 requested ([view](#))
Feb 2020: 1 requested ([view](#))
Mar 2020: 1 requested ([view](#))
Apr 2020: 1 requested ([view](#))
May 2020: 1 requested ([view](#))
Jun 2020: 1 requested ([view](#))
Jul 2020: 2 requested ([view](#))
Dec 2020: 1 requested ([view](#))
Jan 2021: 2 requested ([view](#))
May 2021: 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.

Please take care when selecting your rotations that you pick the right month and year.

Search for Programs

Name: KAISER
City: -- Any city -- State: -- Any state --
Status: -- All programs -- Month/Year: -- Any date --
[Search](#) [Clear](#) Month/Year filters by program's availability date.

Program Listing

Program Name	City/State	Requested Dates
DVA – New Mexico Veterans Affairs Health Care System and Kaiser Foundation Hospital	Albuquerque, NM	1st preference: Jan 2020 requested (change) 2nd preference: Feb 2020 requested (change) 3rd preference: Mar 2020 requested (change)
Kaiser Foundation Hospital – Oakland	Oakland, CA	1st preference: Jun 2020 requested (change) 2nd preference: Jul 2020 requested (change) 3rd preference: Apr 2020 requested (change)
Kaiser Permanente Medical Center – Vallejo	Vallejo, CA	1st preference: May 2020 requested (change) 2nd preference: Jul 2020 requested (change) 3rd preference: Jan 2021 requested (change)
Kaiser Permanente South Sacramento Medical Center	Sacramento, CA	1st preference: Jan 2021 requested (change) 2nd preference: Dec 2020 requested (change) 3rd preference: May 2021 requested (change)

Showing 1 to 4 of 5 entries



Program Designation Tips

Make your program designations carefully as they are limited.

You may make changes to your program selections until application delivery for a round.

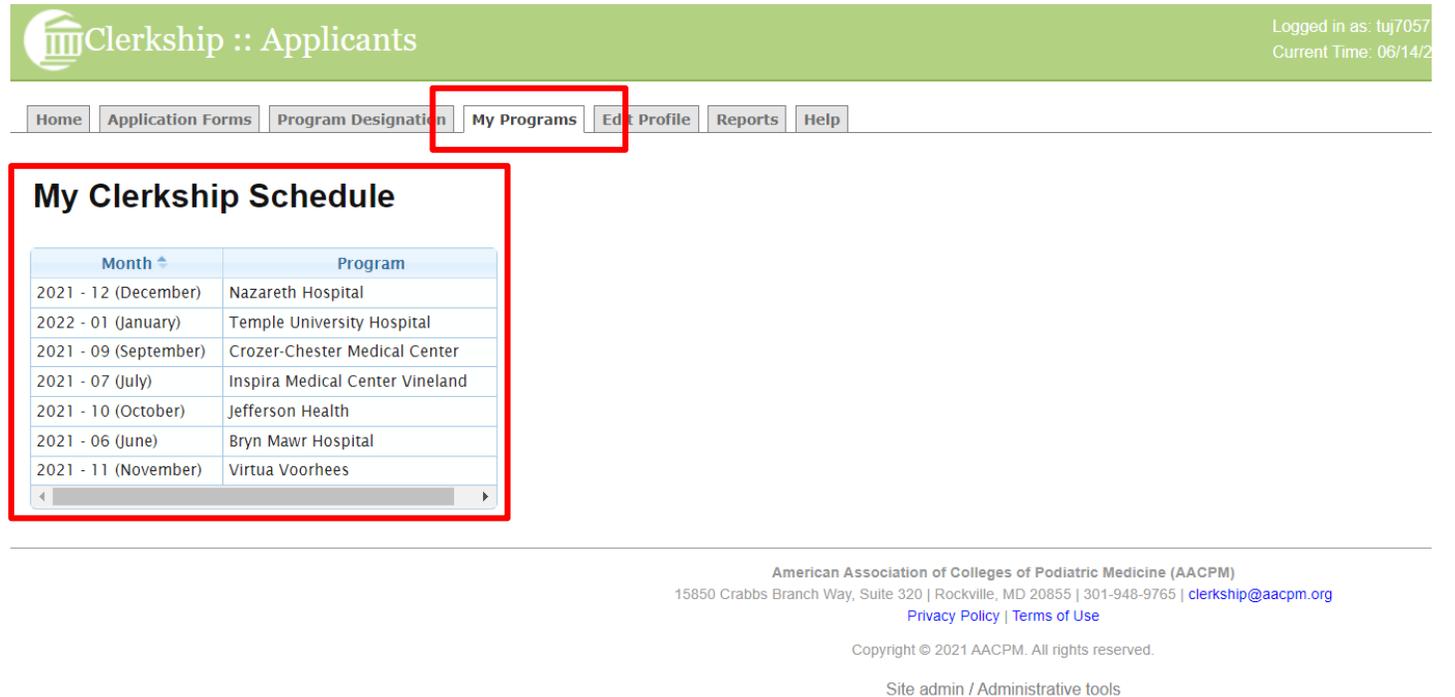
You may make additional applications and program selections between each round.

Make sure you are selecting the right month and year when making your designations.



My Programs

The “My Programs” tab details your accepted and confirmed clerkships.



Clerkship :: Applicants

Logged in as: tuj7057
Current Time: 06/14/2

Home Application Forms Program Designation **My Programs** Edit Profile Reports Help

My Clerkship Schedule

Month ↕	Program
2021 - 12 (December)	Nazareth Hospital
2022 - 01 (January)	Temple University Hospital
2021 - 09 (September)	Crozer-Chester Medical Center
2021 - 07 (July)	Inspira Medical Center Vineland
2021 - 10 (October)	Jefferson Health
2021 - 06 (June)	Bryn Mawr Hospital
2021 - 11 (November)	Virtua Voorhees

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Reports

The Reports page is where you find copies of your application and reports for your designated programs and confirmed clerkships.

Clerkship :: Applicants

Logged in as: amanda.t
Current Time: 06/14/202

Home Application Forms Program Designation My Programs Edit Profile **Reports** Help

Reports

Completed Application	Your completed application
Full Application	Your completed application, plus supporting documents
Designated Programs	A list of designated programs and their status by month
Finalized Clerkships	A list of your finalized programs by month

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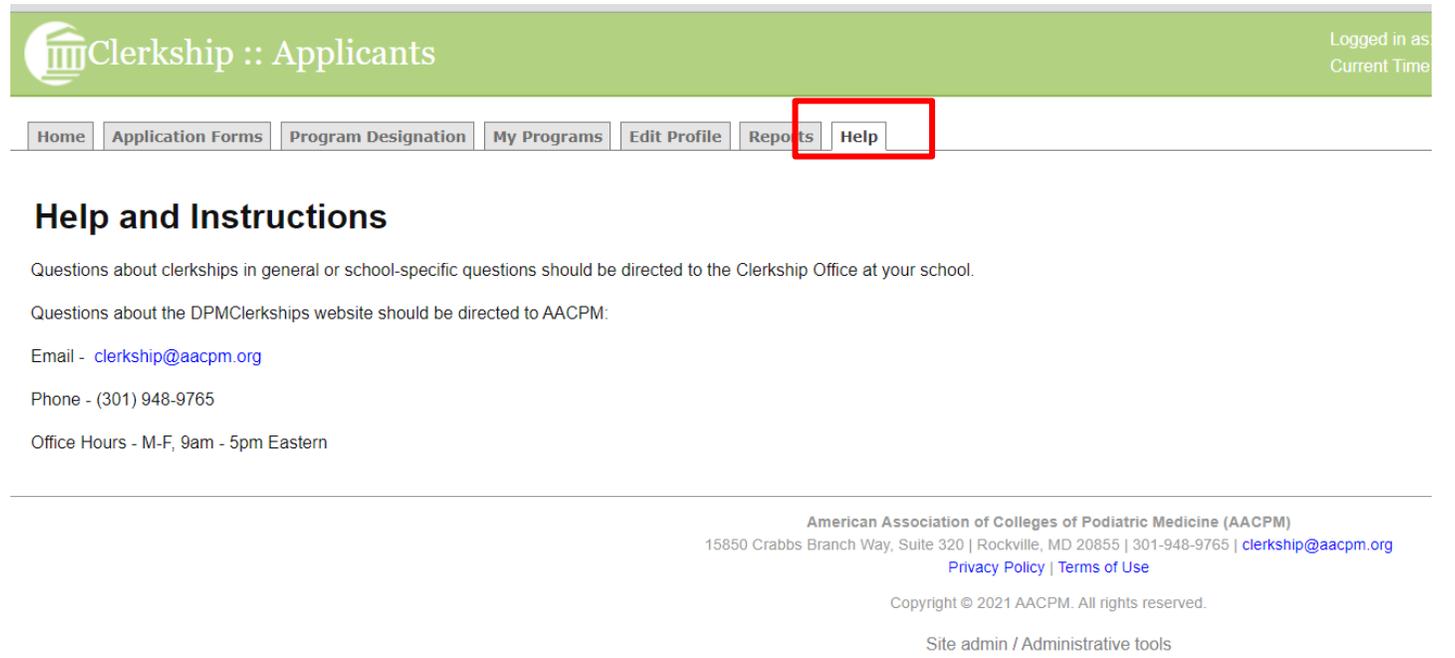
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Help

Choose the “Help” tab when you need to contact someone about completing your clerkship application, program selections, or help with using the DPM Clerkships website.



The screenshot shows the top navigation bar of the DPM Clerkships website. The page title is "Clerkship :: Applicants" and the user is logged in as "Current Time". The navigation menu includes "Home", "Application Forms", "Program Designation", "My Programs", "Edit Profile", "Reports", and "Help". The "Help" tab is highlighted with a red box. Below the navigation bar, the "Help and Instructions" section provides contact information for the Clerkship Office and AACPM, including email, phone, and office hours. The footer contains the AACPM logo, address, contact information, and copyright notice.

Clerkship :: Applicants Logged in as
Current Time

Home Application Forms Program Designation My Programs Edit Profile Reports **Help**

Help and Instructions

Questions about clerkships in general or school-specific questions should be directed to the Clerkship Office at your school.

Questions about the DPM Clerkships website should be directed to AACPM:

Email - clerkship@aacpm.org

Phone - (301) 948-9765

Office Hours - M-F, 9am - 5pm Eastern

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Where to find help and information

For advice and strategy: your school's coordinator

For the Clerkship Handbook, important dates and deadlines, and other useful information:

Visit the AACPM Website's Clerkship page

<https://aacpm.org/clerkships/>

Help with the DPMclerkships system:

Send an email to clerkship@aacpm.org



Key Takeaways

Familiarize yourself with the Clerkship Schedule on the AACPM website so you are aware of important dates, times, and your deadlines.

Know your Designation Limits for each offer round.

Be sure you are inputting the right month and year for a clerkship request with a program. Mistakes costs you valuable designations.

Acquaint yourself with the various statuses that are assigned to your clerkship requests in DPMClerkships.

BE SURE you truly want the clerkship before you accept it. You sign a document agreeing to attend clerkships you accept. Changes to a confirmed clerkship must be approved by your college and its policies.

Act on your offer offers by the end of the round or lose the offer.

For assistance with strategy and selecting Clerkship programs, consult with your school coordinator.

For help with using the DPMClerkships website for your Clerkship application, making rotation requests on the site, and offer rounds, contact clerkship@aacpm.org.

