Using DPMClerkships for Offer Rounds

OFFICE OF GRADUATE SERVICES
CLERKSHIP PROGRAM
The Clerkship Process

- Program Registration
- Clerkship Handbook Publication
- Student Application and Program & Month Selections
- Programs Review & Rank
- Offer Rounds
- Clerkship Schedule
Clerkship Rounds

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

Once a round begins, when you log into DPMClerkships, 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
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.
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.

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.
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.
Reports

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

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