

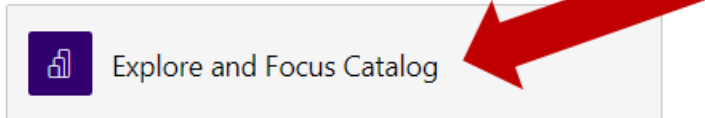
Explore & Focus Catalog User Guide

LINK TO CATALOG: [Medical Students - Power BI Report Server \(washington.edu\)](#)

ACCESSING THE CATALOG

The link above goes to the Academic Affairs Data Mart (AADM) for Medical Students. You will be prompted to enter your UW Net ID and password. Once logged in find the **Power BI Reports** section and click on the Explore & Focus Catalog link.

Power BI Reports (1)



There are four tabs in the Explore & Focus (E&F) Catalog:

1. **Explore & Focus Catalog**- this is the catalog with summarized details of the course (course title, SOM graduation requirement, Course Description, and clerkship city/state). It is the default view for the catalog.
2. **Clerkship Full Details**- this is the catalog with the full details of each clerkship. In addition to the information in the Explore & Focus Catalog, this view is where you can also find credit information, specific site information, permission status, and any clerkship or permission notes for the clerkship. You can also get this detail for individual courses by right-clicking on a course name in the E&F Catalog view (see *Drilling Through* section below).
3. **APC & Sub-Internships**- this is a full list of active APCs and Sub-Is for a quick view of which clerkships fill these SOM graduation requirements.
4. **Permission-only**- this is a full, quick-view list of all current permission-only clerkships.

SEARCHING THE CATALOG

There is a search bar on the right side of the Catalog where you can do a key word search, and also filter for the following:

- SOM Graduation Requirement (APC, Sub-I, or Clinical Electives)
- UW course number
- Pre-requisite
- Permission status
- Department
- Clerkship city/state location
- Clerkship Site Location

Click boxes to make filter selection(s):

Requirement

- Adv Patient Care (APC)
- Subinternship (Sub-I)
- Clinical Elective

Keyword or Course Search

All

Pre-Requirement

- Yes
- No

Req Permissions

- Yes
- No

Department

All

City, State

All

Site

All

Some filters have multiple options not immediately visible; click on the **V** by any of the filters to get a full list of filter options. You are able to select for multiple filters:

Requirement

- Adv Patient Care (APC)
- Subinternship (Sub-I)
- Clinical Elective

Keyword or Course Search

All

Pre-Requirement

- Yes
- No

Req Permissions

- Yes
- No

Department

All

City, State

All

Site

All

Requirement

- Adv Patient Care (APC)
- Subinternship (Sub-I)
- Clinical Elective

Keyword or Course Search

All

- Anesthesiology
- Emergency Medicine
- Family Medicine
- Internal Medicine
- Laboratory Medicine
- Neurology
- Neurosurgery
- Obstetrics & Gynecology
- Ophthalmology
- Orthopaedics and Sports Medicine
- Otolaryngology, Head and Neck Surgery

All

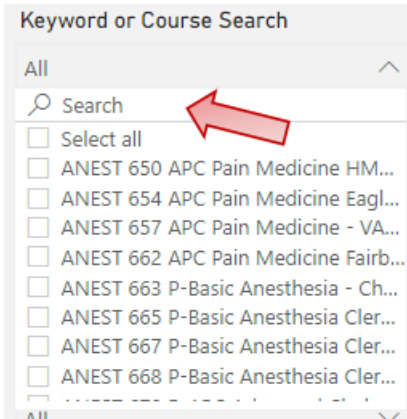
City, State

All

Site


All

You can also do a keyword search by clicking on the **V** next to the **Keyword or Course Search** filter and typing in the Search bar:

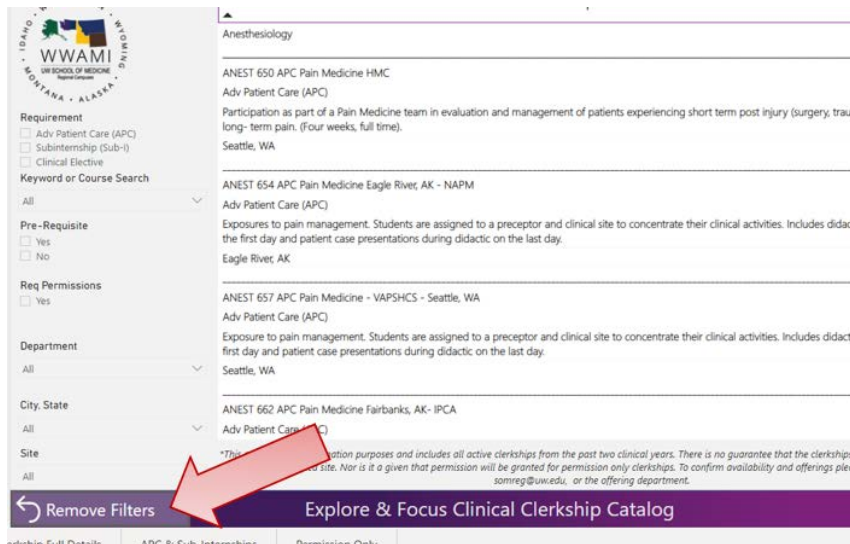


They keyword search searches Course Names and Course Descriptions; it can be helpful if you are looking for sub-specialty or multi-disciplinary specialty clerkships (ex. Palliative Care or Pediatric Surgery).

REMOVING FILTERS

Clear any filters by clicking the eraser icon next to the filter: . Make sure to clear all of your filters to get back to the full catalog list!

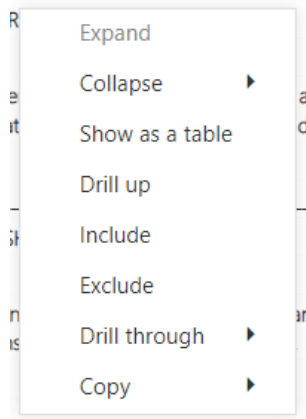
Alternatively, you can click the **Remove Filters** button located above the catalog tabs to remove all filters in the Catalog:



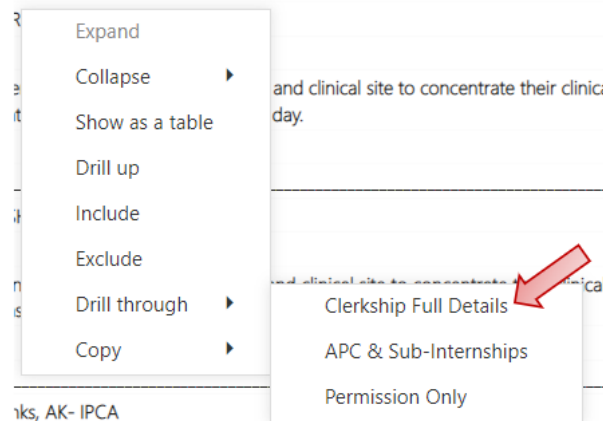
DRILLING THROUGH

You can get detailed information about any clerkship in the Explore & Focus Catalog by 'drilling through' on that clerkship. This will enable you to click through to the catalog detail for that particular clerkship.

1. Right click on clerkship name. You'll get the following menu:



2. Click on “Drill through”, then click on “Clerkship Full Details”



3. You will then be able to see the full clerkship details of the course.
 - a. Permission Information can be found in Clerkship Full Details
 - b. There is also a map of the site location that you can zoom in and out.

You can drill through in the Explore & Focus Clerkship, APC and Sub-Internships, and Permission Only views.

GENERAL NOTES ABOUT THE CLERKSHIP CATALOG

- The Explore & Focus Clerkship catalog includes all **potentially** available elective, APC and Sub-I clerkships students can take during their MS4/Explore & Focus Phase. Check [eValue](#) for availability information*; a listing of a clerkship in the catalog does not guarantee availability in a given year and/or site.
 - *Not all permission-only clerkships have their availability listed; contact the administering [department](#) for availability information.
- Clerkship offerings and availability are determined by the department and site and are subject to change. If you have questions regarding the availability of a specific clerkship, please contact the appropriate [department](#).
- Some clerkships require students to request permission for a particular rotation; these are “permission-only” clerkships. **Read more about how permission-only clerkships work and best practices for securing one [HERE](#)**. Permission status and information on how to request permission from a department can be found in the Clerkship Catalog.
- Please note there is a policy on [Credit Limit in a Specialty](#) for students in their Explore & Focus Phase. If you have hit the maximum credit limit in a given specialty and need to take additional clerkships for professional development, you may request an exception from the Department Chair for that specialty and complete the [Exception Request Form](#). If you have any questions regarding the policy or the form please contact Clinical Curriculum, medevalu@uw.edu.

Last Updated: 2/16/2023
Questions? Contact medevalu@uw.edu