## Initial SSEP Project Information Email to Surgical Schedulers

Hello **[SURGICAL SCHEDULER NAME]**,

You are being contacted because **[PHYSICIAN NAME]** has agreed to participate in the UVM College of Medicine Surgical Subspecialty Experience Program. As part of this program, **[PHYSICIAN NAME]** has agreed to allow medical students to shadow him in the OR and Clinic settings. This program will officially be going live for shadowing sign-ups this week with the hope that students can begin to shadow **[PHYSICIAN NAME]** next week.

**[LEAD SCHEDULER NAME]** has already contacted you regarding **[PHYSICIAN NAME]**’s schedule. Thank you for working with her to provide our project with their schedule.

Below is the workflow for this project and how we plan to communicate with you regarding students who have signed up for available shadowing opportunities. The goal of our workflow is to minimize work for you, the surgical scheduler, while maintaining adequate communication regarding students who have signed up to shadow **[PHYSICIAN NAME]:**

* Participants will be able to sign up for shadowing opportunities for the following week until Wednesday at 11:59 PM
* Research assistants will send an email to the surgical schedulers the next morning, Thursday, to let them know who and when the students will be shadowing
  + The Research Assistants will then wait for a confirmation email from the surgical scheduler confirming that those shadowing opportunities are still available and that it is ok for the student to shadow on that date at that time
  + This will hopefully happen by end of day Friday
* After the research assistants have received confirmation from the surgical scheduler they will then send a confirmation email to the participants providing any additional information that the students need for the shadowing opportunity.

If you have any questions about the project or input on how we can improve our workflow, please let us know!

Sincerely,

The Surgical Subspecialty Experience Program Team