

Automating Candidate Itineraries Using Excel

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Interventional Radiology Residencies

Medical College of Wisconsin

Milwaukee, WI

Disclosures:

Nothing to disclose.

About me...

- ▶ Previously worked as Practice Manager of a veterinary hospital



grated



About me...

- ▶ Primary responsibilities shifted in 2018
- ▶ Now am the Educational Program Coordinator in Interventional Radiology, responsible for:
 - ▶ Integrated IR Residency
 - ▶ Interventional Radiology Fellowship
 - ▶ Independent IR Residency (replacing fellowship in 2020)
 - ▶ Medical Students

Experience with programs:

- ▶ First Integrated IR Residents started in July 2018
- ▶ Began working with IR Fellows in January 2019
- ▶ Won't begin working with first Independent IR Residents until July 2020

I HAVE NO IDEA

WHAT I'M DOING



Planning the Interview day

- ▶ **Programs have different ways of running residency and fellowship interviews**
 - ▶ Various numbers of interviewers
 - ▶ Various numbers of candidates
 - ▶ Various requirements regarding which interviewers candidates must interview with
- ▶ **Itineraries help streamline the day**
 - ▶ Individual itineraries for each candidate
 - ▶ Master itinerary for the program coordinator and interviewers

Creating Itineraries—The old way

- ▶ Individual & Master itineraries created using Microsoft Word

- Problems:
- Time-consuming
 - Room for human error
 - Not easy to change multiple copies at the last minute

Individual Itinerary

Interview Itinerary: Brent Keate IR & DR Residency Candidate Medical College of Wisconsin Affiliated Hospitals Friday, December 16th 2016

8:30	Meet Mandy at information desk <i>Specialty Clinics Building, Froedtert Hospital</i>
8:40-9:10	DR Welcome & Orientation <i>Scanlon North Conference Room</i>
9:10-9:30	Interview with G.F. Carrera, MD <i>Dr. Carrera's office</i>
9:35-9:55	Interview with Preston Smith, MD <i>Four C's Conference Room</i>
10:00-10:20	Interview with Parag Patel, MD <i>Dr. Patel's office</i>
10:25-10:45	Interview with Melissa Wein, MD <i>Dr. Wein's office</i>
11:00-11:45	Tour of DR Department
11:45-1:00	Lunch <i>Scanlon North Conference Room</i>
1:00-2:00	IR Residency Program Overview and Tour Parag Patel, MD, MS, FSIR
2:00-2:20	Interview with William Rilling, MD FSIR <i>Dr. Rilling's office</i>
2:20-2:40	Interview with Robert Hieb, MD, FSIR <i>Dr. Hieb's office</i>
2:40-4:00	Observe in IR

Master Itinerary

Master Itinerary IR/DR Residency Interviews: Friday 12/16/16

9:10 – 9:30	Interviews: G.F. Carrera, MD: Brent Keate Preston Smith, MD: Lucas Daily (Four C's) Mark Hohenwarter, MD: Scott Mauch Parag Patel, MD: Kyle Wilson Melissa Wein, MD: Vaishak Ambler Casey Melcher, MD: Garret Greer (Dr. Fairchild's desk)	Doctors' offices (unless otherwise noted)
9:35 – 9:55	Interviews: G.F. Carrera, MD: Lucas Daily Preston Smith, MD: Brent Keate (Four C's) Mark Hohenwarter, MD: Garret Greer Parag Patel, MD: Scott Mauch Rajeev Mannem, MD: Kyle Wilson (Scanlon North) Casey Melcher, MD: Vaishak Ambler (Dr. Fairchild's desk)	Doctors' offices (unless otherwise noted)
10:00 – 10:20	Interviews: G.F. Carrera, MD: Vaishak Ambler Preston Smith, MD: Kyle Wilson (Four C's) Break: Garret Greer Parag Patel, MD: Brent Keate Melissa Wein, MD: Lucas Daily Rajeev Mannem, MD: Scott Mauch (Scanlon North)	Doctors' offices (unless otherwise noted)
10:25 – 10:45	Interviews: G.F. Carrera, MD: Kyle Wilson Preston Smith, MD: Scott Mauch (Four C's) Break: Vaishak Ambler Parag Patel, MD: Lucas Daily Melissa Wein, MD: Brent Keate Rajeev Mannem, MD: Garret Greer (Scanlon North)	Doctors' offices (unless otherwise noted)
11:00 – 11:45	Tour of DR Department G.F. Carrera, MD	
11:45 – 1:00	Lunch	Scanlon North
1:00-2:00	Dr. Patel: IR Residency Program Overview & Tour of Department	Scanlon North
2:00-2:20	Interviews: Parag Patel, MD: Garret Greer Rob Hieb, MD: Vaishak Ambler William Rilling, MD: Brent Keate	VIR Doctors' Offices
2:20-2:40	Interviews: Parag Patel, MD: Vaishak Ambler Rob Hieb, MD: Brent Keate William Rilling, MD: Garret Greer	VIR Doctors' Offices
2:40-3:00	Interviews: Rob Hieb, MD: Kyle Wilson William Rilling, MD: Vaishak Ambler	VIR Doctors' Offices
3:00-3:20	Interviews: Rob Hieb, MD: Garret Greer William Rilling, MD: Kyle Wilson	VIR Doctors' Offices
3:20-3:40	Interviews: Rob Hieb, MD: Lucas Daily William Rilling, MD: Scott Mauch	VIR Doctors' Offices
3:40-4:00	Interviews: Rob Hieb, MD: Scott Mauch William Rilling, MD: Lucas Daily	VIR Doctors' Offices

Creating Itineraries—The new way

► Individual & Master itineraries created using Excel

- Improvements:
- Time-saving!!!!
 - Human error chance eliminated (or at least greatly reduced)
 - Able to make last minute changes with just a few clicks

Individual Itinerary

Interview Itinerary: IR Candidate Andrew Gordon Medical College of Wisconsin Affiliated Hospitals Monday, December 11th, 2017	
7:15am	Meet Mandy at Information Desk <i>Specialty Clinics Building, Froedtert Hospital</i>
7:30 - 8:00	Diagnostic Radiology Welcome & Orientation <i>Scanlon Conference Rooms</i>
8:00 - 9:00	Interventional Radiology Welcome, Orientation & Tour <i>Scanlon Conference Rooms</i>
9:00 - 9:20	Interview with Eric Hohenwalter, MD, FSIR <i>IR Physician Offices</i>
9:25 - 9:45	Interview with Parag Patel, MD, MS, FSIR, IR Residency Program Director <i>IR Physician Offices</i>
9:50 - 10:10	Interview with Sean Tutton, MD, FSIR <i>IR Physician Offices</i>
10:10 - 11:25	Observe IR Procedures
11:30 - 12:30	Lunch <i>Scanlon North Conference Room</i>
12:30 - 1:30	DR Departmental Tour with Chief Residents
1:30 - 1:45	Break
1:45 - 2:00	Interview with G.F. Carrera, MD <i>DR Physician Offices</i>
2:05 - 2:20	Interview with Anubha Wadhwa, MD <i>DR Physician Offices</i>
2:25 - 2:40	Interview with Darren O'Neill, MD <i>DR Physician Offices</i>
2:45 - 3:00	Thank you/Dismissal <i>Scanlon North Conference Room</i>

Master Itinerary

IR Residency Interviews: Master Itinerary Monday, December 11th, 2017						
	Jin Koh	Andrew Gordon	John Holten	Michelle Shnyder	Thomas Wong	Nicholas Xiao
7:15am			Meet Mandy at Information Desk <i>Specialty Clinics Building, Froedtert Hospital</i>			
7:30 - 8:00			Diagnostic Radiology Welcome & Orientation <i>Scanlon Conference Room</i>			
8:00 - 9:00			Interventional Radiology Welcome, Orientation & Tour <i>REC Room</i>			
9:00 - 9:20	Sean Tutton, MD, FSIR	Eric Hohenwalter, MD, FSIR	Parag Patel, MD, MS, FSIR, IR Residency Program Director	Observe IR Procedures	Observe IR Procedures	Observe IR Procedures
9:25 - 9:45	Eric Hohenwalter, MD, FSIR	Parag Patel, MD, MS, FSIR, IR Residency Program Director	Sean Tutton, MD, FSIR			
9:50 - 10:10	Parag Patel, MD, MS, FSIR, IR Residency Program Director	Sean Tutton, MD, FSIR	Eric Hohenwalter, MD, FSIR			
10:15 - 10:35	Observe IR Procedures	Observe IR Procedures	Sean Tutton, MD, FSIR	Eric Hohenwalter, MD, FSIR	Parag Patel, MD, MS, FSIR, IR Residency Program Director	Sean Tutton, MD, FSIR
10:40 - 11:00			Eric Hohenwalter, MD, FSIR	Parag Patel, MD, MS, FSIR, IR Residency Program Director	Sean Tutton, MD, FSIR	Eric Hohenwalter, MD, FSIR
11:05 - 11:25			Parag Patel, MD, MS, FSIR, IR Residency Program Director	Sean Tutton, MD, FSIR	Eric Hohenwalter, MD, FSIR	
11:30 - 12:30			Lunch <i>Scanlon North Conference Room</i>			
12:30 - 1:30			DR Departmental Tour with Chief Residents			
1:30 - 1:45			Break			
1:45 - 2:00	Mark Hohenwalter, MD, DR Residency Program Director	G.F. Carrera, MD	Michael Holt, MD	Darren O'Neill, MD	Keith Baynes, MD	Anubha Wadhwa, MD
2:05 - 2:20	Keith Baynes, MD	Anubha Wadhwa, MD	Mark Hohenwalter, MD, DR Residency Program Director	G.F. Carrera, MD	Michael Holt, MD	Darren O'Neill, MD
2:25 - 2:40	Michael Holt, MD	Darren O'Neill, MD	Keith Baynes, MD	Anubha Wadhwa, MD	Mark Hohenwalter, MD, DR Residency Program Director	G.F. Carrera, MD
2:45 - 3:00	Thank you/Dismissal					

Interventional Radiology Residency Interview Day

- ▶ **6 candidates per day**
 - ▶ Each candidate gets 6 faculty interviews.
 - ▶ Must interview with the PD of Interventional Radiology and either the PD OR the Associate PD of Diagnostic Radiology.
- ▶ **9 interviewing faculty members:**
 - ▶ 3 from Interventional Radiology (1 is the PD). Each IR faculty member interviews each of the 6 candidates.
 - ▶ 6 from Diagnostic Radiology (1 is the PD, 1 is the Associate PD). Each DR faculty member interviews 3 candidates.

Setup: Outline typical interview day

- Create generic itinerary outlining what your interview day will look like

	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6
9:00	IR Program Director	IR Faculty #2	IR Faculty #1	<i>Candidates observing procedures</i>		
9:25	IR Faculty #1	IR Program Director	IR Faculty #2			
9:50	IR Faculty #2	IR Faculty #1	IR Program Director			
10:15	<i>Candidates observing procedures</i>			IR Program Director	IR Faculty #2	IR Faculty #1
10:40				IR Faculty #1	IR Program Director	IR Faculty #2
11:05				IR Faculty #2	IR Faculty #1	IR Program Director
11:30 – 12:30	<i>Lunch</i>					
12:30 – 1:30	<i>Department Tour</i>					
1:30	DR Program Director	DR Associate Program Director	DR Faculty #2	DR Faculty #4	DR Faculty #1	DR Faculty #3
1:50	DR Faculty #1	DR Faculty #3	DR Program Director	DR Associate Program Director	DR Faculty #2	DR Faculty #4
2:10	DR Faculty #2	DR Faculty #4	DR Faculty #1	DR Faculty #3	DR Program Director	DR Associate Program Director

Setup: Create a grid in Excel

- ▶ Grid will serve as the template that will populate your itineraries
 - ▶ Include all interview day variables: Date, candidate names, interviewer names, interview slots/activities, and locations
 - ▶ List all possible interviewers (with titles) and add it to the side of your spreadsheet
 - ▶ List all possible conference room or meeting locations you wish to include on the itineraries

The screenshot shows an Excel spreadsheet with the following structure:

	A	B	C	D	E	F	G
1	Date:						
2		1	2	3	4	5	6
3	Candidate:						
4	IR Interviewers				Observe IR Procedures	Observe IR Procedures	Observe IR Procedures
5							
6							
7		Observe IR Procedures	Observe IR Procedures	Observe IR Procedures			
8							
9							
10							
11		1	2	3	4	5	6
12	DR Interviewers						
13							
14							
15							
16							
17							
18							
19							
20							
21	Locations:	Meeting Place	DR Orientation	IR Orientation	Lunch	DR Tour Meeting spot	Thank you/Dismissal
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							

Interviewers List (Right Side):

Use this for C&P for IR Interviewers

- William Rilling, MD, FSIR
- Sean Tutton, MD FSIR
- Robert A. Hieb, MD, FSIR
- Parag Patel, MD, MS, FSIR, IR Residency Program Director
- Eric Hohenwarter, MD FSIR
- Sarah White, MD, MS, FSIR
- William Lea, MD
- Alexandra Fairchild, MD
- Matthew Scheidt, MD

Use this for C&P for DR Interviewers

- Mark Hohenwarter, MD, DR Residency Program Director
- G.F. Carrera, MD
- Melissa DuBois, MD, DR Residency Associate Program Director
- Darren O'Neill, MD
- Melissa Wein, MD
- Julie Sullivan, MD
- Keith Baynes, MD
- Michael Holt, MD
- Anubha Wadhwa, MD
- Francisco Quiroz, MD
- Solomon Cherian, MD
- Vincent Mathews, MD, Chair, Department of Radiology
- Adam Zorn, MD
- David Smullen, MD

Locations List (Bottom Right):

Use this for C&P for Locations

- Information Desk, 2nd floor Specialty Clinics, Froedtert Hospital
- Scanlon Conference Check-in Desk, Specialty Clinics, Froedtert Hospital
- Scanlon Conference Rooms
- Scanlon North Conference Room
- Scanlon South Conference Room
- Meet in Scanlon Conference Rooms hallway
- REC Conference Room
- HUB A-3115 Conference Room
- HUB A-7001 Conference Room

Setup: Create a grid in Excel

► Using data from one interview date:

- Enter date, candidate names, interviewer names, and locations into highlighted slots
- IMPORTANT!** Be sure to copy & paste from your lists on the right; do not just type information into cells

	A	B	C	D	E	F	G	H	I
1	Date:								
2									
3		1	2	3	4	5	6		Use this for C&P for IR Interviewers
4	Candidate:								William Rilling, MD, FSIR
5	IR Interviewers	Parag Patel, MD, MS, FSIR,							Sean Tutton, MD FSIR
6					Observe IR Procedures	Observe IR Procedures	Observe IR Procedures		Robert A. Hieb, MD, FSIR
7									Parag Patel, MD, MS, FSIR, IR Residency Program Director
8									Eric Hohenwalter, MD FSIR
9		Observe IR Procedures	Observe IR Procedures	Observe IR Procedures					Sarah White, MD, MS, FSIR
10									William Lea, MD
11									Alexandra Fairchild, MD
12		1	2	3	4	5	6		Matthew Scheidt, MD
13	DR Interviewers	Mark Hohenwalter, MD, DR	Melissa DuBois, MD, DR						Use this for C&P for DR Interviewers
14									Mark Hohenwalter, MD, DR Residency Program Director
15									G.F. Carrera, MD
16									Melissa DuBois, MD, DR Residency Associate Program Director
17									Darren O'Neill, MD
18									Melissa Wein, MD
19									Julie Sullivan, MD
20									Keith Baynes, MD
21	Locations:	Meeting Place	DR Orientation	IR Orientation	Lunch	DR Tour Meeting spot	Thank you/Dismissal		Michael Holt, MD
22									Anubha Wadhwa, MD
23									Francisco Quiroz, MD
24									Solomon Cherian, MD
25									Vincent Mathews, MD, Chair, Department of Radiology
26									Adam Zorn, MD
27									David Smullen, MD
28									Jennifer Mulkerin, MD
29									
30									Use this for C&P for Locations
31									Information Desk, 2nd floor Specialty Clinics, Froedtert Hospital
32									Scanlon Conference Check-in Desk, Specialty Clinics, Froedtert Hospital
33									Scanlon Conference Rooms
34									Scanlon North Conference Room
35									Scanlon South Conference Room
36									Meet in Scanlon Conference Rooms hallway
37									REC Conference Room
38									HUB A-3115 Conference Room
39									HUB A-7001 Conference Room

Setup: Create a grid in Excel

- ▶ Enter formulas into remaining interview slots on the grid:
 - Formula should refer to highlighted cells containing the interviewers names
 - Example: If you want Parag Patel to appear in cell C7, enter the formula “=B5” in cell C7

	A	B	C	D	E	F	G	H	I
1	Date:	December 14th, 2018							
2									
3		1	2	3	4	5	6		
4	Candidate:	Taylor Harmon	Emily Sterbis	Zachary Fitzgerald	Vishnu Chandra	Jung Yun	Russell Thompson		<u>Use this for C&P for IR Interviewers</u>
5	IR Interviewers	Parag Patel, MD, MS, FSIR, IR							William Rilling, MD, FSIR
6		William Lea, MD			Observe IR Procedures	Observe IR Procedures	Observe IR Procedures		Sean Tutton, MD FSIR
7		Matthew Scheidt, MD							Robert A. Hieb, MD, FSIR
8									Parag Patel, MD, MS, FSIR, IR Residency Program Director
9		Observe IR Procedures	Observe IR Procedures	Observe IR Procedures					Eric Hohenwalter, MD FSIR
10									Sarah White, MD, MS, FSIR
11									William Lea, MD
12									Alexandra Fairchild, MD
13		1	2	3	4	5	6		Matthew Scheidt, MD
14	DR Interviewers	Mark Hohenwalter, MD, DR	Melissa DuBois, MD, DR Resi						<u>Use this for C&P for DR Interviewers</u>
15		G.F. Carrera, MD	Michael Holt, MD						Mark Hohenwalter, MD, DR Residency Program Director
16		Jennifer Mulkerin, MD	Vincent Mathews, MD, Chair						G.F. Carrera, MD
17									Melissa DuBois, MD, DR Residency Associate Program Director
18									Darren O'Neill, MD
19									Melissa Wein, MD
20									Julie Sullivan, MD
21	Locations:	Meeting Place	DR Orientation	IR Orientation	Lunch	DR Tour Meeting spot	Thank you/Dismissal		Keith Baynes, MD
22		Information Desk, 2nd floor	Scanlon North Conference R	Scanlon North Conference R	HUB A-8095 Conference Roo	Meet in Scanlon Conference	Scanlon North Conference R		Michael Holt, MD
23									Anubha Wadhwa, MD
24									Francisco Quiroz, MD
25									Solomon Cherian, MD
26									Vincent Mathews, MD, Chair, Department of Radiology
27									Adam Zorn, MD
28									David Smullen, MD
29									Jennifer Mulkerin, MD
30									
31									<u>Use this for C&P for Locations</u>
32									Information Desk, 2nd floor Specialty Clinics, Froedtert Hospital
33									Scanlon Conference Check-in Desk, Specialty Clinics, Froedtert Hospital
34									Scanlon Conference Rooms
35									Scanlon North Conference Room
36									Scanlon South Conference Room
37									Meet in Scanlon Conference Rooms hallway
38									REC Conference Room
39									HUB A-3115 Conference Room
40									HUB A-7001 Conference Room
41									HUB A-3540 Conference Room
									HUB A-8095 Conference Room

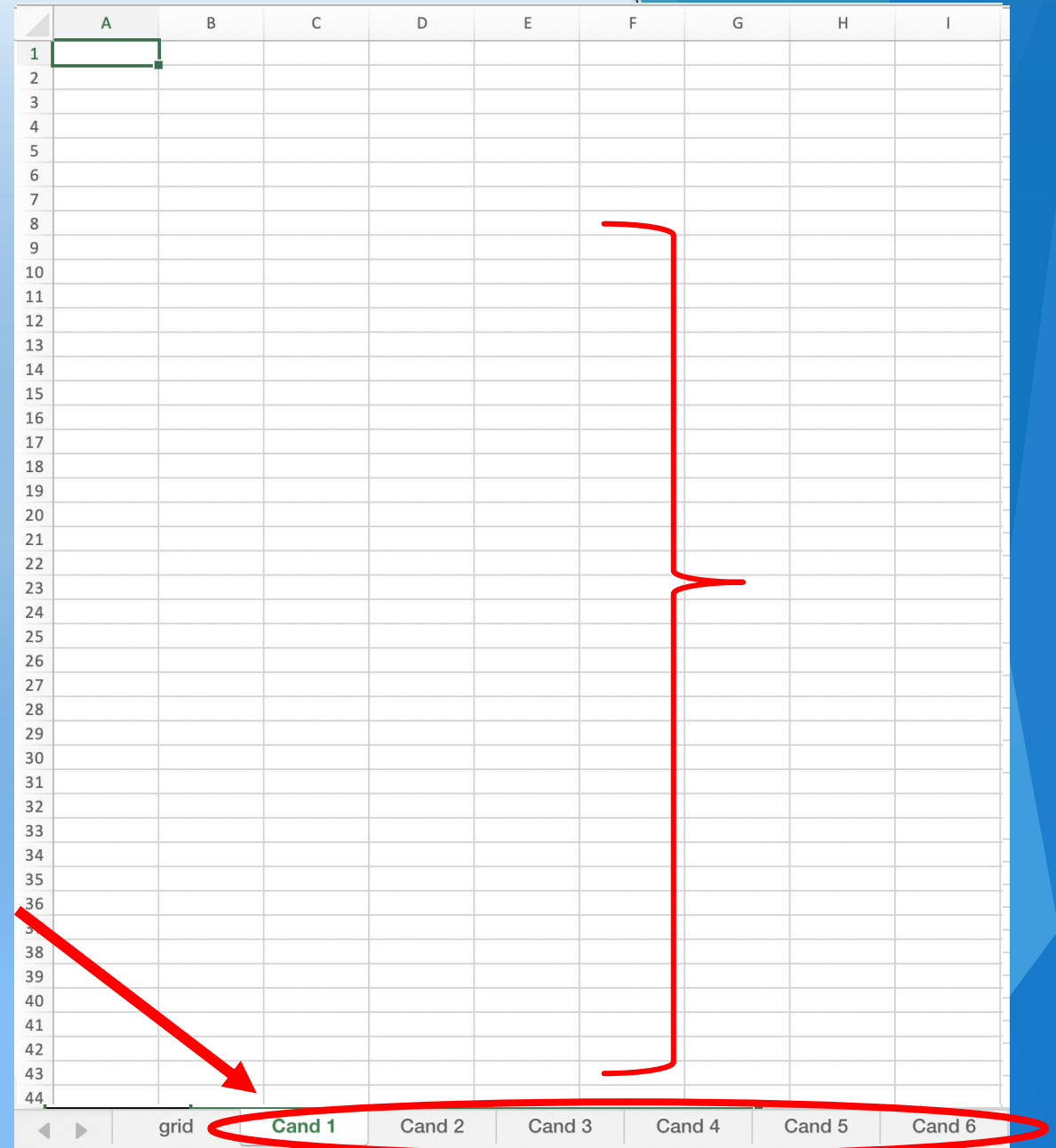
Completed Grid:

► Represents all itinerary information for one interview day

	A	B	C	D	E	F	G	H	I
1	Date:	December 14th, 2018							
2									
3		1	2	3	4	5	6		<u>Use this for C&P for IR Interviewers</u>
4	Candidate:	Taylor Harmon	Emily Sterbis	Zachary Fitzgerald	Vishnu Chandra	Jung Yun	Russell Thompson		William Rilling, MD, FSIR
5	IR Interviewers	Parag Patel, MD, MS, FSIR	William Lea, MD	Matthew Scheidt, MD					Sean Tutton, MD FSIR
6		William Lea, MD	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR	Observe IR Procedures	Observe IR Procedures	Observe IR Procedures		Robert A. Hieb, MD, FSIR
7		Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR	William Lea, MD					Parag Patel, MD, MS, FSIR, IR Residency Program Director
8					Parag Patel, MD, MS, FSIR	William Lea, MD	Matthew Scheidt, MD		Eric Hohenwalter, MD FSIR
9		Observe IR Procedures	Observe IR Procedures	Observe IR Procedures	William Lea, MD	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR		Sarah White, MD, MS, FSIR
10					Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR	William Lea, MD		William Lea, MD
11									Alexandra Fairchild, MD
12		1	2	3	4	5	6		Matthew Scheidt, MD
13	DR Interviewers	Mark Hohenwalter, MD, DF	Melissa DuBois, MD, DR Re	Jennifer Mulkerin, MD	Vincent Mathews, MD, Cha	G.F. Carrera, MD	Michael Holt, MD		<u>Use this for C&P for DR Interviewers</u>
14		G.F. Carrera, MD	Michael Holt, MD	Mark Hohenwalter, MD, DF	Melissa DuBois, MD, DR Re	Jennifer Mulkerin, MD	Vincent Mathews, MD, Cha		Mark Hohenwalter, MD, DR Residency Program Director
15		Jennifer Mulkerin, MD	Vincent Mathews, MD, Cha	G.F. Carrera, MD	Michael Holt, MD	Mark Hohenwalter, MD, DF	Melissa DuBois, MD, DR Re		G.F. Carrera, MD
16									Melissa DuBois, MD, DR Residency Associate Program Director
17									Darren O'Neill, MD
18									Melissa Wein, MD
19									Julie Sullivan, MD
20									Keith Baynes, MD
21	Locations:	Meeting Place	DR Orientation	IR Orientation	Lunch	DR Tour Meeting spot	Thank you/Dismissal		Michael Holt, MD
22		Information Desk, 2nd floor	Scanlon North Conference	Scanlon North Conference	HUB A-8095 Conference R	Meet in Scanlon Conferenc	Scanlon North Conference		Anubha Wadhwa, MD
23									Francisco Quiroz, MD
24									Solomon Cherian, MD
25									Vincent Mathews, MD, Chair, Department of Radiology
26									Adam Zorn, MD
27									David Smullen, MD
28									Jennifer Mulkerin, MD
29									
30									<u>Use this for C&P for Locations</u>
31									Information Desk, 2nd floor Specialty Clinics, Froedtert Hospital
32									Scanlon Conference Check-in Desk, Specialty Clinics, Froedtert Hospital
33									Scanlon Conference Rooms
34									Scanlon North Conference Room
35									Scanlon South Conference Room
36									Meet in Scanlon Conference Rooms hallway
37									REC Conference Room
38									HUB A-3115 Conference Room
39									HUB A-7001 Conference Room

Setup: Create Individual Itineraries

- ▶ For each of the candidates being interviewed in a day, insert a new sheet into your excel document and name them “Candidate 1”, “Candidate 2”, etc.
- ▶ On the first new sheet: Insert itinerary info and format to your preferences (i.e. merge cells, create borders, insert logo, etc.)
- ▶ Leave cells blank where the candidate name, interview date, and names of interviewers will appear

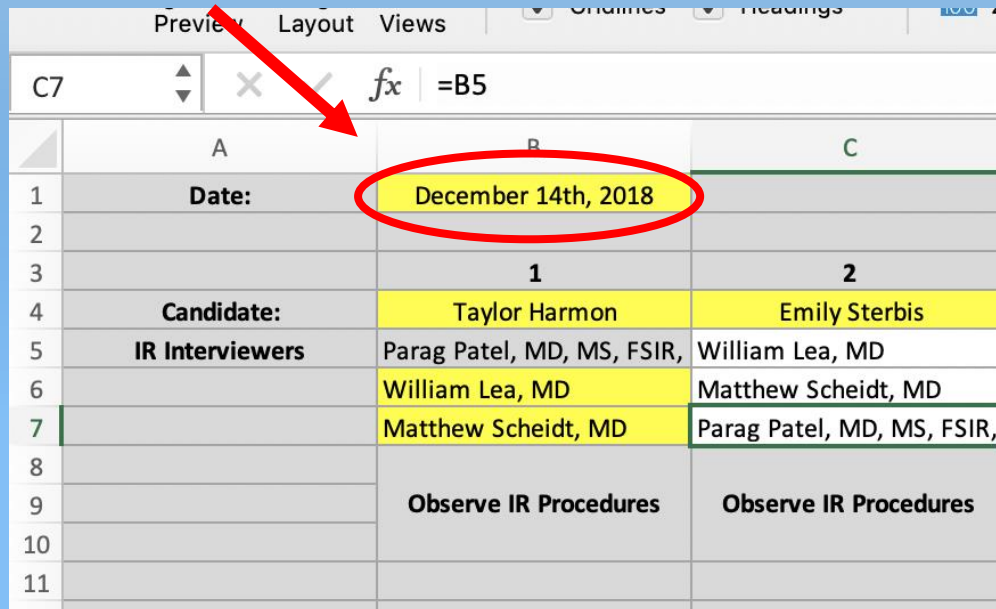


Setup: Create Individual Itineraries

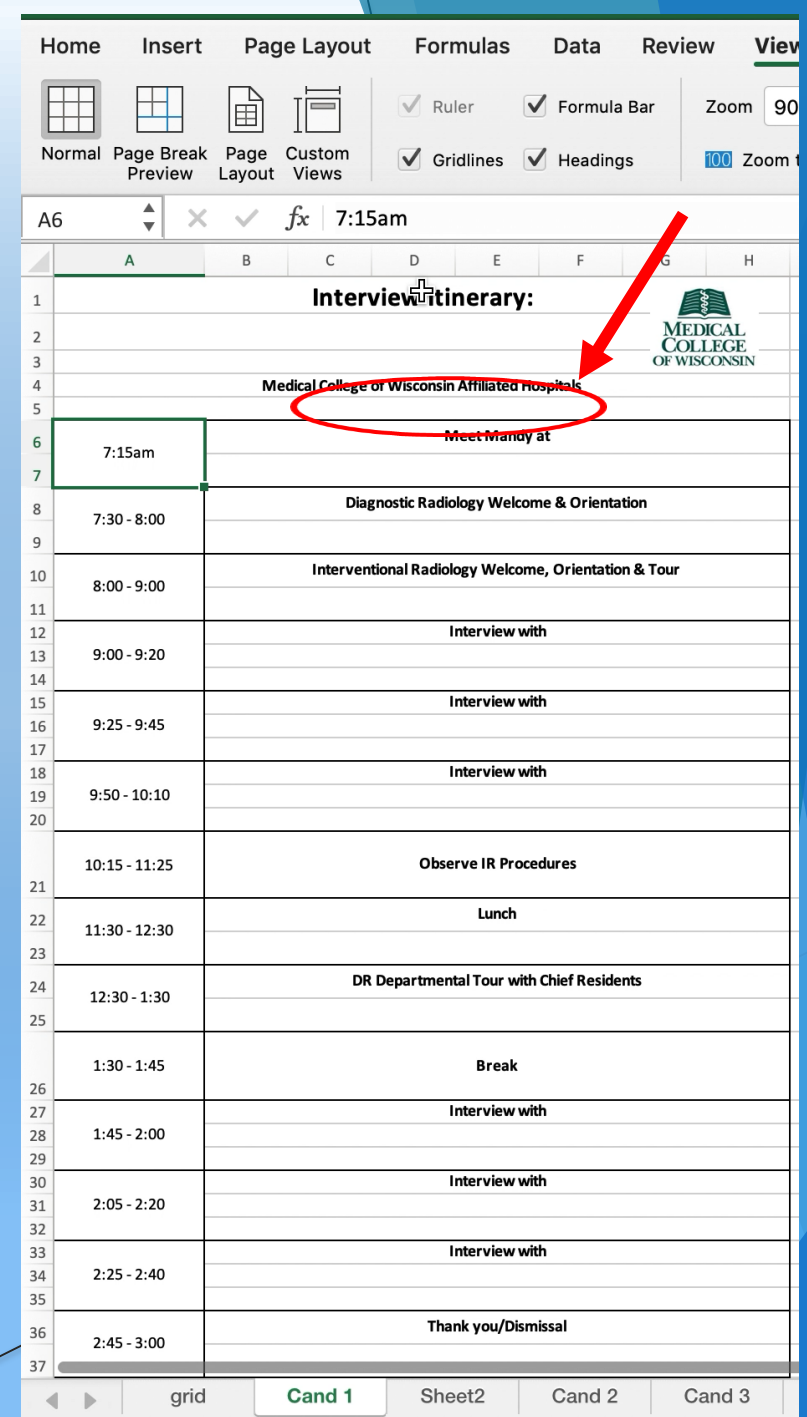
- Fill in each of the blank cells using “=” and then clicking on the desired cell in the grid.


Example: Entering the date:

1. Click on the blank cell where you want the date to appear and insert =
2. Go back to the Grid, and click on the cell containing the date (in this case, B1)
3. Click “enter”. You will automatically be taken back to your itinerary and the date will have been entered.



	A	B	C
1	Date:	December 14th, 2018	
2			
3		1	2
4	Candidate:	Taylor Harmon	Emily Sterbis
5	IR Interviewers	Parag Patel, MD, MS, FSIR,	William Lea, MD
6		William Lea, MD	Matthew Scheidt, MD
7		Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR,
8			
9		Observe IR Procedures	Observe IR Procedures
10			
11			



Interview Itinerary:	
	
	Medical College of Wisconsin Affiliated Hospitals
7:15am	Meet Mandy at
7:30 - 8:00	Diagnostic Radiology Welcome & Orientation
8:00 - 9:00	Interventional Radiology Welcome, Orientation & Tour
9:00 - 9:20	Interview with
9:25 - 9:45	Interview with
9:50 - 10:10	Interview with
10:15 - 11:25	Observe IR Procedures
11:30 - 12:30	Lunch
12:30 - 1:30	DR Departmental Tour with Chief Residents
1:30 - 1:45	Break
1:45 - 2:00	Interview with
2:05 - 2:20	Interview with
2:25 - 2:40	Interview with
2:45 - 3:00	Thank you/Dismissal

Setup: Create Individual Itineraries

- ▶ Repeat this process for all remaining candidates' sheets, always using the = and referring back to the grid until all itinerary information has been filled in.
- ▶ If the candidates are not all doing the same things at the same time, be sure that their itinerary format reflects this.

	A	B	C	D	E	F	G	H
1	Interview Itinerary:							
2	Taylor Harmon							
3								
4	Medical College of Wisconsin Affiliated Hospitals							
5	December 14th, 2018							
6	7:15am	Meet Mandy at						
7		<i>Information Desk, 2nd floor Specialty Clinics, Froedtert Hospital</i>						
8	7:30 - 8:00	Diagnostic Radiology Welcome & Orientation						
9		<i>Scanlon North Conference Room</i>						
10	8:00 - 9:00	Interventional Radiology Welcome, Orientation & Tour						
11		<i>Scanlon North Conference Room</i>						
12	9:00 - 9:20	Interview with						
13		Parag Patel, MD, MS, FSIR, IR Residency Program Director						
14		<i>IR Physician Offices</i>						
15	9:25 - 9:45	Interview with						
16		William Lea, MD						
17		<i>IR Physician Offices</i>						
18	9:50 - 10:10	Interview with						
19		Matthew Scheidt, MD						
20		<i>IR Physician Offices</i>						
21	10:15 - 11:25	Observe IR Procedures						
22	11:30 - 12:30	Lunch						
23		<i>HUB A-8095 Conference Room</i>						
24	12:30 - 1:30	DR Departmental Tour with Chief Residents						
25		<i>Meet in Scanlon Conference Rooms hallway</i>						
26	1:30 - 1:45	Break						
27	1:45 - 2:00	Interview with						
28		Mark Hohenwalter, MD, DR Residency Program Director						
29		<i>DR Physician Offices</i>						
30	2:05 - 2:20	Interview with						
31		G.F. Carrera, MD						
32		<i>DR Physician Offices</i>						
33	2:25 - 2:40	Interview with						
34		Jennifer Mulkerin, MD						
35		<i>DR Physician Offices</i>						
36	2:45 - 3:00	Thank you/Dismissal						
37		<i>Scanlon North Conference Room</i>						
		grid	Cand 1	Sheet2	Cand 2	Cand 3		

Setup:

Create Master Itinerary

► Master Itinerary:

- Includes itinerary information for all candidates in one document
- Helpful for the coordinator to stay on track with each part of the day's busy schedule
- Helpful for interviewers to follow along with the schedule and know what to expect next

Setup: Create Master Itinerary

Master Itinerary:

- ▶ Insert a new page and name it “Master”
- ▶ Format the itinerary the way you would like it to appear (merge cells, font size, etc.)
- ▶ Include ALL candidate itinerary information in this document, again leaving the cells blank where the candidate names, interview date, and names of interviewers will appear

	A	B	C	D	E	F	G
1	IR Residency Interview Itinerary						
2							
3		Taylor Harmon	Emily Sterbis	Zachary Fitzgerald	Vishnu Chandra	Jung Yun	Russell Thompson
4	7:15am			Meet Mandy at			
5							
6	7:30 - 8:00			Diagnostic Radiology Welcome & Orientation			
7							
8	8:00 - 9:00			Interventional Radiology Welcome, Orientation & Tour			
9							
10	9:00 - 9:20				Observe IR Procedures	Observe IR Procedures	Observe IR Procedures
11	9:25 - 9:45						
12	9:50 - 10:10						
13	10:15 - 10:35	Observe IR Procedures	Observe IR Procedures	Observe IR Procedures			
14	10:40 - 11:00						
15	11:05 - 11:25						
16	11:30 - 12:30			Lunch			
17							
18	12:30 - 1:30			DR Departmental Tour with Chief Residents			
19							
20	1:30 - 1:45			Break			
21	1:45 - 2:00						
22	2:05 - 2:20						
23	2:25 - 2:40						
24	2:45 - 3:00	Thank you/Dismissal					
25							

Setup: Create Master Itinerary

Master Itinerary:

- ▶ Add interview information using data from your grid
- ▶ In each of the blank cells where the interview information should appear, enter =, click the desired cell in the grid, and press enter
 - i.e. the interview date is found on the grid in cell B1, so you would first enter = in the blank space where you want the date to appear, then go to the grid, click the date in cell B1, and press enter

A2									
	A	B	C	D	E	F	G	H	
1	IR Residency Interview Itinerary								
2									
3		Taylor Harmon	Emily Sterbis	Zachary Fitzgerald	Vishnu Chandra	Jung Yun	Russell Thompson		
4	7:15am			Meet Mandy at					
5			Information Desk, 2nd floor Specialty Clinics, Froedtert Hospital						
6	7:30 - 8:00		Diagnostic Radiology Welcome & Orientation						
7			Scanlon North Conference Room						
8	8:00 - 9:00		Interventional Radiology Welcome, Orientation & Tour						
9			Scanlon North Conference Room						
10	9:00 - 9:20	Parag Patel, MD, MS, FSIR, IR Residency Program Director	William Lea, MD	Matthew Scheidt, MD					
11	9:25 - 9:45	William Lea, MD	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR, IR Residency Program Director	Observe IR Procedures	Observe IR Procedures	Observe IR Procedures		
12	9:50 - 10:10	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR, IR Residency Program Director	William Lea, MD					
13	10:15 - 10:35				Parag Patel, MD, MS, FSIR, IR Residency Program Director	William Lea, MD	Matthew Scheidt, MD		
14	10:40 - 11:00	Observe IR Procedures	Observe IR Procedures	Observe IR Procedures	William Lea, MD	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR, IR Residency Program Director		
15	11:05 - 11:25				Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR, IR Residency Program Director	William Lea, MD		
16	11:30 - 12:30			Lunch					
17			HUB A-8095 Conference Room						
18	12:30 - 1:30		DR Departmental Tour with Chief Residents						
19			Meet in Scanlon Conference Rooms hallway						
	1:30 - 1:45		Break						
	grid	Cand 1	Sheet2	Cand 2	Cand 3	Cand 4	Cand 5	Cand 6	Master

Setup: Create Master Itinerary

Completed Master Itinerary:

IR Residency Interview Itinerary						
December 14th, 2018						
	Taylor Harmon	Emily Sterbis	Zachary Fitzgerald	Vishnu Chandra	Jung Yun	Russell Thompson
7:15am			Meet Mandy at			
			Information Desk, 2nd floor Specialty Clinics, Froedtert Hospital			
7:30 - 8:00			Diagnostic Radiology Welcome & Orientation			
			Scanlon North Conference Room			
8:00 - 9:00			Interventional Radiology Welcome, Orientation & Tour			
			Scanlon North Conference Room			
9:00 - 9:20	Parag Patel, MD, MS, FSIR, IR Residency Program Director	William Lea, MD	Matthew Scheidt, MD	Observe IR Procedures	Observe IR Procedures	Observe IR Procedures
9:25 - 9:45	William Lea, MD	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR, IR Residency Program Director			
9:50 - 10:10	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR, IR Residency Program Director	William Lea, MD			
10:15 - 10:35	Observe IR Procedures	Observe IR Procedures	Observe IR Procedures	Parag Patel, MD, MS, FSIR, IR Residency Program Director	William Lea, MD	Matthew Scheidt, MD
10:40 - 11:00				William Lea, MD	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR, IR Residency Program Director
11:05 - 11:25				Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR, IR Residency Program Director	William Lea, MD
11:30 - 12:30			Lunch			
			HUB A-8095 Conference Room			
12:30 - 1:30			DR Departmental Tour with Chief Residents			
			Meet in Scanlon Conference Rooms hallway			
1:30 - 1:45			Break			
1:45 - 2:00	Mark Hohenwalter, MD, DR Residency Program Director	Melissa DuBois, MD, DR Residency Associate Program Director	Jennifer Mulkerin, MD	Vincent Mathews, MD, Chair, Department of Radiology	G.F. Carrera, MD	Michael Holt, MD
2:05 - 2:20	G.F. Carrera, MD	Michael Holt, MD	Mark Hohenwalter, MD, DR Residency Program Director	Melissa DuBois, MD, DR Residency Associate Program Director	Jennifer Mulkerin, MD	Vincent Mathews, MD, Chair, Department of Radiology
2:25 - 2:40	Jennifer Mulkerin, MD	Vincent Mathews, MD, Chair, Department of Radiology	G.F. Carrera, MD	Michael Holt, MD	Mark Hohenwalter, MD, DR Residency Program Director	Melissa DuBois, MD, DR Residency Associate Program Director
2:45 - 3:00	Thank you/Dismissal					
	Scanlon North Conference Room					

Creating future itineraries:

Congrats...the hard part is done!

***Just be sure to save the excel document and name it the corresponding interview date.

**Creating itineraries for additional interview days
(the fun and easy part that makes all of your work worth it!)**

- ▶ Create a copy of the excel document you just created and rename it with the new interview date.
- ▶ Make changes to the highlighted cells in your Grid by typing over candidates names, interview date, and copying & pasting any new interviewer information and/or location information
 - Note: You will only need to change information in the highlighted cells on the Grid! Anything you change in those highlighted cells will automatically update the rest of your sheets.

Home Insert Page Layout Formulas Data Review View

Normal Page Break Preview Page Layout Custom Views

☒ Ruler ☒ Formula Bar ☒ Gridlines ☒ Headings

Zoom 110% Zoom to 100%

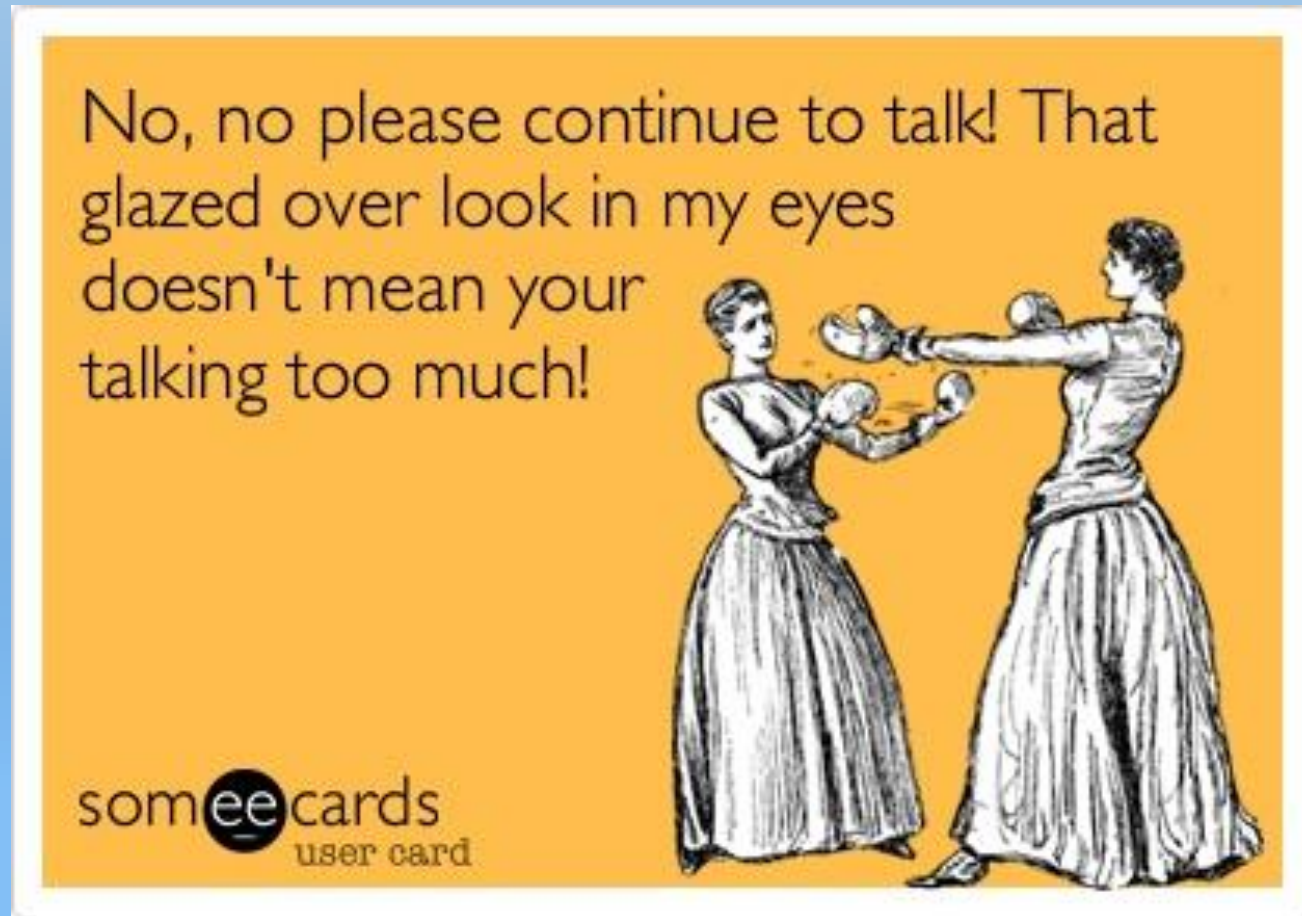
Freeze Panes Freeze Top Row Freeze First Column Split View Macros Record Macro

Share Comments

B1 December 14th, 2018

	A	B	C	D	E	F	G	H	I	J
1	Date:	December 14th, 2018								
2										
3		1	2	3	4	5	6			
4	Candidate:	Taylor Harmon	Emily Sterbis	Zachary Fitzgerald	Vishnu Chandra	Jung Yun	Russell Thompson			
5	IR Interviewers	Parag Patel, MD, MS, FSIR,	William Lea, MD	Matthew Scheidt, MD	Observe IR Procedures	Observe IR Procedures	Observe IR Procedures			
6		William Lea, MD	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR,						
7		Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR,	William Lea, MD						
8					Parag Patel, MD, MS, FSIR,	William Lea, MD	Matthew Scheidt, MD			
9		Observe IR Procedures	Observe IR Procedures	Observe IR Procedures	William Lea, MD	Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR,			
10					Matthew Scheidt, MD	Parag Patel, MD, MS, FSIR,	William Lea, MD			
11										
12		1	2	3	4	5	6			
13	DR Interviewers	Mark Hohenwalter, MD, DR	Melissa DuBois, MD, DR Re	Jennifer Mulkerin, MD	Vincent Mathews, MD, Cha	G.F. Carrera, MD	Michael Holt, MD			
14		G.F. Carrera, MD	Michael Holt, MD	Mark Hohenwalter, MD, DR	Melissa DuBois, MD, DR Re	Jennifer Mulkerin, MD	Vincent Mathews, MD, Cha			
15		Jennifer Mulkerin, MD	Vincent Mathews, MD, Cha	G.F. Carrera, MD	Michael Holt, MD	Mark Hohenwalter, MD, DR	Melissa DuBois, MD, DR Re			
16										
17										
18										
19										
20										
21	Locations:	Meeting Place	DR Orientation	IR Orientation	Lunch	DR Tour Meeting spot	Thank you/Dismissal			
22		Information Desk, 2nd floor	Scanlon North Conference R	Scanlon North Conference R	HUB A-8095 Conference Ro	Meet in Scanlon Conference	Scanlon North Conference R			
23										
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27										
28										
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38										

Before moving on...
any questions?



Using Macros in Excel

What is a macro?

- An action or a set of actions that you can run as many times as you want
- When you are creating your macro, excel is recording every mouse click and keystroke as a set of actions.

Using Macros in Excel

- ▶ Helpful if you want an abbreviated version of itinerary that is not as busy
- ▶ Used internally (for coordinator(s), faculty, etc.)
- ▶ Omits unnecessary information from the master itinerary such as full faculty titles, etc. and formats to saved presets in a matter of seconds.
- ▶ Problems:
 - ▶ Can be cumbersome to set up initially
 - ▶ Can be finicky

Using Macros in Excel

Creating a macro:

- ▶ After finishing individual and master itinerary, add new sheet to workbook and name “Sheet1”
 - ▶ **VERY IMPORTANT TO KEEP IT NAMED THIS WAY!**
- ▶ Go to:
 - ▶ View
 - ▶ Record macro
 - ▶ Name macro and click “ok”
- ▶ Macro will begin recording every step you take

Using Macros in Excel

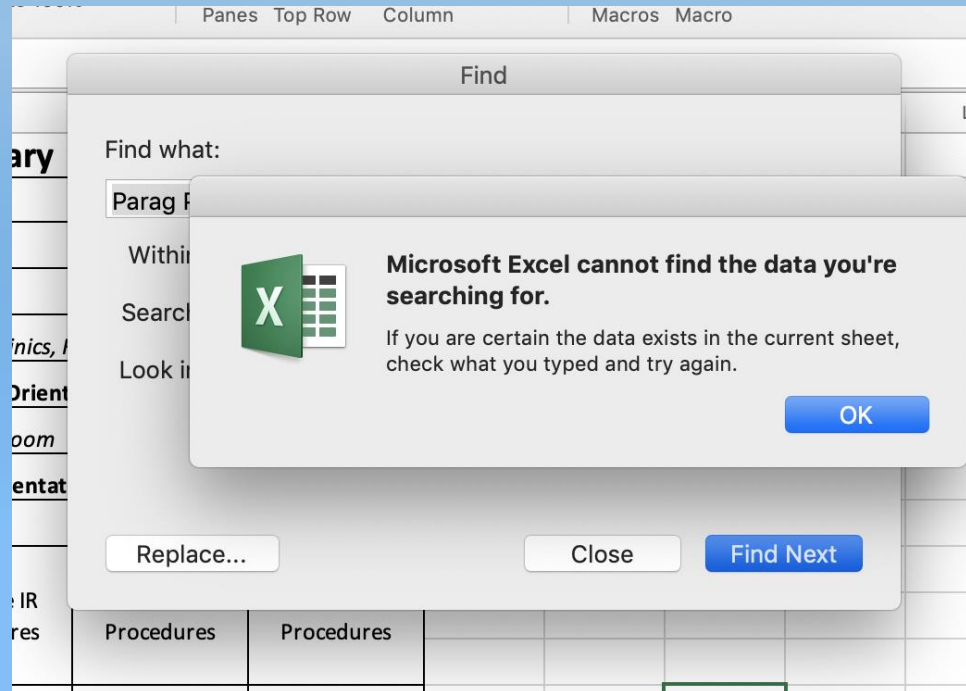
Creating a macro:

- ▶ Go to your Master itinerary and copy entire itinerary
- ▶ “Paste special” in Sheet1
 - ▶ Paste values
- ▶ Format Sheet1 to your liking
 - ▶ Ideas of things to change:
 - ▶ Interviewer titles (abbreviate names)
 - ▶ Column width/row height
 - ▶ Font size/colors

Using Macros in Excel

Creating a macro:

- ▶ Changing faculty titles:
 - ▶ Use the “replace” feature and make sure to type names (or copy and paste) exactly as they appear in the spreadsheet
 - ▶ Type ALL possible interviewer names into the “replace” feature, even if they do not appear on the master itinerary; you still need to go through this process while the macro is recording your steps



Using Macros in Excel

Creating a macro:

- ▶ When you have finished making all formatting changes and Sheet1 looks like how you want your abbreviated itineraries to appear, go back to “view” and click “stop recording”.
- ▶ Save your document as a macro-enabled excel workbook (.xlsm)

Using Macros in Excel

Running your macro

- ▶ Open your excel document, and delete “Sheet1”.
- ▶ Insert a blank new sheet (rename “Sheet1”)
- ▶ Go back to Master Itinerary sheet
- ▶ Go to “view” and “view macros”
- ▶ Choose the macro that you just created, and click “run”

*This macro only needs to be created once. Each time you create new sets of itineraries, you only need to create a new blank “Sheet1” and run the macro.

Thank you!

Questions?



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