

## Site Assignment and Re-assignment Policy

<b>Office of Accountability:</b>	Undergraduate Medical Education
<b>Office of Administrative Responsibility:</b>	Undergraduate Medical Education
<b>Approver:</b>	Undergraduate Medical Studies Committee
<b>Approval Date:</b>	November 21, 2012
<b>Review Date:</b>	November 21, 2017

### Overview

This policy is informed by Accreditation standard ED-43, which states that:

“A medical education program must assume ultimate responsibility for the selection and assignment of all medical students to all instructional sites or educational tracks. There must be a process whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

*A medical education program having multiple instructional sites or distinct educational tracks is responsible for determining the specific instructional site or track for each medical student. That responsibility should not preclude medical students from obtaining alternative assignments if appropriate reasons are given (e.g., demonstrable economic or personal hardship) and if the educational activities and resources involved allow for such reassignment. It is understood, however, that movement among campuses may not be possible (e.g., because the instructional sites may offer different curricular tracks).”*

### Purpose

As per Faculty of Medicine [Regulation 5](#), medical students are required to participate fully in medical education experiences that occur at various times and communities outside of the St. John’s metropolitan area throughout the undergraduate medical education program.

## Site Assignment and Re-assignment Policy

### Scope

M.D. program in the Faculty of Medicine.

### Policy

#### **1.0 Pre-Clerkship**

The Pre-Clerkship of the MD program is mostly delivered at the main campus teaching site. Certain activities, however, are distributed across a number of geographical locations and sites (e.g., the Rural Visit in Community Health I and Black Bag component of Clinical Skills II). Students participate in selecting the location/site at which they will complete the Community Health and Black Bag experiences.

#### **2.0 Clerkship**

In the Clerkship, the core rotations, electives, and selectives are offered at various teaching sites and geographical locations providing a mix of educational and clinical experiences. Students are given opportunity to rank order their choice of core rotations including the instructional sites available for each rotation. Students are encouraged to identify any special circumstances around their preferences in rankings.

Based on student rankings submitted, the Faculty attempts to give a student his or her top choice of site. The Faculty does not guarantee that each student will receive his or her top choice, as preceptor availability, housing and the number of requests for a specific site all need to be taken into account.

Students have considerable choice when requesting electives sites, and somewhat less choice for selective placements, as many of the same capacity limitations exist in the selection of sites for electives and selectives.

#### **3.0 Student request for reassignment**

Should special circumstances arise (e.g. demonstrable economic or personal hardship), either before or during a placement, a student may request (in writing) a re-assignment. A student's request for reassignment must provide an appropriate rationale for the request. Normally, the request for reassignment is to be sent to the UGME office, but if



Faculty of Medicine

## Site Assignment and Re-assignment Policy

the special circumstances are of a highly personal nature, then the student is encouraged to contact the Student Wellness Coordinator in the Student Affairs Office, who will liaise with UGME Coordinator. In the normal circumstance, the request will be handled through a discussion of the UGME Coordinator with appropriate staff. In the latter circumstance, where highly personal issues arise, the request will be considered by the UGME Coordinator and the Student Wellness Coordinator, only involving other staff as required.

When a decision to deny a student's request for reassignment is made, the decision will be reviewed by the Associate Dean for Undergraduate Medical Education (or delegate). When highly personal issues form the basis for a student site reassignment request, the Associate Dean of Undergraduate Medical Education (or delegate) and the Assistant Dean of Student Affairs (or delegate) will review any requests that are denied.

### **4.0 Administrative assignment/re-assignment**

Notwithstanding the above, and for reasons including but not limited to: housing availability, preceptor availability, academic performance concerns or professionalism concerns; students may be assigned to an alternative site either before or during an off-site experience.