

Policy Title: Student Assignment to Clinical Sites

Policy Number (relate to LCME Element as applicable): UCF COM Policy 10.9.1

Applies to: All medical students at the University of Central Florida College of Medicine (UCF COM).

Date: 9/16/2016

1.0 Purpose:

This policy relates to LCME 10.9 which states: “Describe the process for medical student assignment to an instructional site or parallel curriculum in the following circumstances, as relevant. In the description, include when, how, and by whom the final decision about assignment is made. Note the ability of students to select or rank options”.

2.0 Policy Statement:

For student assignments to core clerkship sites (e.g., a hospital) for an individual clerkship

Scheduling Overall Clerkship Schedules:

In the Fall prior to the start of the third year, students are given an “Introduction to the Third Year Clerkships” presentation by the Assistant Dean of Medical Education, all Clerkship Directors, and the Assistant Director of Academic and Faculty Affairs. In this session the Assistant Director of Academic and Faculty Affairs explains both the process of students’ ranking of preferences for clerkship assignments prior to the lottery (see below), as well as the procedures by which students can request special considerations and/or alternative assignments. Upon completion of this session, students are given 7 to 10 days to access the on-line registration system, review the available schedules, and rank them in order of preference. Once the ranking period closes, a lottery program is run online; after this process is completed and verified by the Assistant Director of Academic and Faculty Affairs, students view their assigned schedule online. Students then have 7 to 10 days to voluntarily “trade” schedules with their peers. Any such arrangements are submitted via a request form signed by both students and turned in to the Assistant Director of Academic and Faculty Affairs. If this request meets all clerkship site scheduling guidelines, the petition is granted and the schedules are changed. If the request does not meet scheduling guidelines, the request is reviewed and a decision is made by the Assistant Dean of Medical Education. If a student wishes to appeal the decision of the Assistant Dean, the appeal is heard by the Associate Dean of Academic and Faculty Affairs who makes the final decision.

Example of a request that does not meet scheduling guidelines:

A student requests to change locations with another student that would put the student at the Bay Pines VA (St. Petersburg, FL) for both their Surgery Rotation and their Internal Medicine/Family Medicine rotation. Students are currently limited to taking only one of those two rotations at the V.A. in order to ensure that they will have exposure to working with residents from a residency program and to ensure that they get exposure to a wide variety of patient types and clinical conditions.

Student Petition for “Orlando Only” Rotations:

Students who have circumstances that would make rotating outside of the Orlando area a hardship (i.e. young children, medical conditions requiring treatment) complete a form requesting not to be assigned to rotations at Bay Pines V.A. (St. Petersburg, FL), Flagler Hospital (St. Augustine, FL) or other sites

outside of Orlando (more than 100 miles) prior to the start of the lottery. The petitions are reviewed by the Assistant Director of Faculty and Academic Affairs. If there are more petitions than space available in “Orlando Only” rotations, the forms are reviewed by the Assistant Dean of Medical Education and granted based on the greatest need. If a student wishes to appeal the decision of the Assistant Dean, the appeal is heard by the Associate Dean of Academic and Faculty Affairs who makes the final decision.

Scheduling Sites within Individual Clerkships:

When a clerkship has students rotating at one location for the majority of their clerkship (such as Pediatrics) then the clerkship location is indicated on the schedule, and students have an opportunity to use that information when deciding how to rank the available options before the lottery.

When a clerkship offers rotations at a location outside of the Orlando area, such as St. Petersburg and St. Augustine, the students can rank options based on the out of town location and the number of weeks spent at the out of town location.

For clerkships that have each student rotating at multiple locations during the clerkship and/or where the number of available spaces at a given site can fluctuate from block to block, the Clerkship Director with the assistance of the Clerkship Coordinator will design rotation blocks consisting of two or more clerkship sites. Great care is made to put together block assignments that ensure that each student is getting a well-rounded and comparable experience. These rotation blocks are then assigned randomly. However, if a student makes a request during the initial scheduling process to rotate at a specific location or with a specific specialty (e.g., on the Psychiatry rotation), these requests are taken into consideration when determining site placement, based on availability. Such requests are generally handled via email requests or face to face meetings on a case by case basis.

Surgery students are given an opportunity to rank their individual Surgical selectives (specialty, not location). While space in each Selective is limited, all attempts are made to place students in their top choices using a lottery. Students are assigned a random number and assigned their first Selective based on their ranking. The second Selective is assigned in the reverse lottery order.

Neurology students rotating in Orlando are given an opportunity to indicate if they are interested in Pediatric Neurology; if interested, they will be scheduled in Pediatric Neurology on a space available basis.

Requests for a change in clinical placement sites made after a schedule has been developed or after the clerkship has begun are reviewed by the Clerkship Director and Coordinator. Requests made for medical reasons or other serious personal issues will be immediately considered and accommodated if at all possible. Less urgent requests may not be able to be accommodated due of lack of available space or because of the disruption/hardship the change would cause for other students, the faculty and/or the clinical site.

3.0 Definitions:

N/A

4.0 Responsibilities:

The assistant dean of Medical Education, all clerkship directors, and the assistant director of Academic and Faculty Affairs are responsible for adherence to this policy.

5.0 Monitoring Procedures:

The effectiveness of this policy is assessed through feedback from student representatives to the M3/M4 Curriculum Subcommittee and the M.D. Program Curriculum Committee (CCoM), as well as student feedback.

6.0 Related Policies:

None

7.0 Key Search Words:

Student Assignment		

8.0 Revision History:

Version	Date Approved	Modifications
V1	10/21/16	Original

9.0 References:

N/A

Responsible Office: Associate Dean, Faculty and Academic Affairs

Policy Contact: Assistant Dean, Medical Education

Supersedes: None