



## **REQUESTS FOR DIFFERENT ASSIGNMENT – MEDICAL STUDENTS**

### **Departmental Policy**

Classification Operations	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Special Situations 5 Responsibilities 6 Appendices 7 Procedures 8 Instructions/Forms 9 Standards 10 Parent Policy 11 Related Policies 12 Related Information 13 References 14 History 15
Approval Authority Associate Dean, UME	
Implementation Authority Manager, UME	
Effective Date September 26, 2017	
Latest Revision June 21, 2023	

- Purpose**                    **1**    Create a UME policy which outlines the process for students to request a different assignment.
- Scope**                    **2**    This policy applies to all Clerkship and Pre-clerkship medical students.
- Definitions**            **3**    In this policy:
- a. Assignment refers to the location for a pre-clerkship or clerkship required clinical experience, as assigned by the UME office
  - b. UME means the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine
  - c. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures
  - d. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.

- e. Clerkship means medical students in their third and final year in the MD Program.
- f. Pre-clerkship is the first 2 years of the MD program
- g. One45 – internet based electronic portal used by the UME for student and faculty evaluation as well as a survey tool used to gather clerkship experience.
- h. UCLIC – University of Calgary Longitudinal Integrated Clerkship
- i. SARC – Student Academic Review Committee
- j. ITER – In-training evaluation report
- k. LCME/CACMS – Liaison Committee on Medical Education/Committee on Accreditation on Canadian Medical Schools

<b>Policy Statement</b>	<b>4</b>	Clerks and pre-clerks requesting a different assignment
<b>Special Situations</b>	<b>5</b>	
<b>Responsibilities</b>	<b>6</b>	<b>UME will ensure adherence to this policy</b>
<b>Appendices</b>	<b>7</b>	
<b>Procedures</b>	<b>8</b>	Timetable for Rotations; Approval of Location for Rotations

Students (pre-clerkship and clerkship) should not be evaluated by individuals who have been their health care providers. In the event that a student is assigned to a preceptor or rotation site that has been directly involved in provision of health care to that student, it is expected that the student will inform UME so that an alternate preceptor or site can be assigned. Similarly, if a preceptor recognizes a student as a past patient, he/she should remove him/herself from involvement in academic assessment or promotion decisions regarding that student.

### **1. Timetable for Mandatory Rotations**

- a) The mandatory clerkship rotation schedule for students is generated through a computer lottery match on the survey tool through the Academic Technologies Team. A very short time period is given to students to make changes to their schedule with classmates by submitting an email request to the Undergraduate Medical Education Office.
- b) Once the student receives the final schedule, any changes, additions or deletions must be approved by the appropriate Departmental Clerkship Director and by the Assistant Dean, Clerkship and/or Associate Dean UME through the Undergraduate Medical Education Office.

### **2. Selection Process for the University of Calgary Longitudinal Integrated Clerkship (UCLIC)**

- a) Students will be provided with an application form to fill out with a submission deadline to be determined by the program based on the schedule of the traditional clerkship stream lottery. On this

form, if there is a compelling reason why you feel you cannot be assigned to a specific site you are able to document it. This is taken into consideration by the UCLIC Director or designate prior to the random allocation. Please note that any reason pertaining to, or including, distance from Calgary are not appropriate and not considered. Please see UCLIC Application Guidelines (<http://www.ucalgary.ca/mdprogram/home/ume-policies-guidelines-forms-tors>) for more information.

- b) Students who are in good academic standing (as per UCLIC applications guidelines document) are permitted to interview for the program following written application review by the UCLIC Director or designate.
- c) Notification of acceptance to the program are sent to students who will then have a minimum of 24 hours to advise the UCLIC Coordinator of their decision, and should they decline their position it will be offered to the next ranked applicant. Any requests for a specific assignment are considered by the UCLIC Director or designate prior to the allocation. Applicants should be aware that the number of students placed at each site, and/or the sites themselves, are subject to change based on internal or external factors that are out of the control of the UCLIC Program. Applicants should also be aware that if the program decides to fill less than the maximum allotted spots, the program will fill **every site first**, then and only then, will the second spot at specific sites be filled.
- d) Trading of sites is not permitted without prior and written consent from UCLIC. If trading is permitted, it must be a swap, as at no time will a site who was originally allocated a student be allowed to have zero students.
- e) UCLIC leadership will take into consideration student requests that are discussed and reviewed during their interview. However, placement to a location is not guaranteed, and by accepting a position in UCLIC, students are agreeing to be placed in any UCLIC community with any other successful applicant. Students who do not follow this rule, or misrepresent their compelling reason for a particular site on the application or in the interview, will be brought to the attention of the Assistant Dean, Clerkship and/or Associate Dean UME.
- f) A student who is accepted into UCLIC and then withdraws will be considered to have withdrawn without cause which will be brought to the attention of the Assistant Dean, Clerkship and/or Associate Dean UME. The exception would be if students are required to withdraw due to academic difficulties, personal or family related health concerns.
- g) Students who are not accepted into UCLIC will participate in the traditional clerkship stream lottery.
- h) A student who does not remain in good academic standing after acceptance into UCLIC may be asked to withdraw from the UCLIC Program at the discretion of the Assistant Dean, Clerkship and/or

Associate Dean UME. Should this occur prior to January 1<sup>st</sup>, Year 2 of the Undergraduate Medical Education Program, the open space can be offered to the UCLIC Waitlist if supported by the Assistant Dean, Clerkship and/or Associate Dean UME. These students should be aware that they will be placed at the same site that was vacated by the originally accepted student to the program. In addition, they will also be taking on the same schedule with regards to the mandatory blocks of Internal Medicine, Surgery and Pediatrics that occur in Calgary.

- i) If due to unforeseen circumstances there are open spaces once clerkship has started, the UCLIC Director can offer the open spaces to the UCLIC Waitlist if supported by the Assistant Dean, Clerkship and/or Associate Dean UME.
- j) Students who take a leave of absence of any kind will not be guaranteed to return to the UCLIC site or program.

### **3. Approval of Location for Clinical Rotations**

It is to be understood that the student is expected to take mandatory rotations in Calgary, or at approved sites in Alberta affiliated with The University of Calgary Cumming School of Medicine.

Over the past years the clerkship program of the University of Calgary Cumming School of Medicine has expanded to include several centres such as Medicine Hat, Lethbridge, Red Deer, Ponoka and rural and regional sites throughout Southern and Central Alberta and in Yellowknife, NWT. In the past, all mandatory core clerkship rotations occurred within the city. Some students will still complete all of their mandatory clerkships within the City of Calgary. The goal for the class of 2021 will be two, four-week blocks in Family Medicine, one in a rural/regional site (with the same rules applying re: request for different assignment). Many clerks will participate by completing one or more mandatory rotation at a rural/regional site. Occasionally students will not be able to attend such rotations due to extenuating circumstances. In such cases, the student's rotation will be modified in order to facilitate the student remaining in Calgary.

Students will be notified of their selection to a rural/regional site at the end of the second undergraduate year, with the receipt of the clerkship scheduling information. If they are unable to attend, they must immediately notify the Assistant Dean, Clerkship and/or Associate Dean UME and Program Supervisor of their circumstances. The Assistant Dean, Clerkship and/or Associate Dean UME will discuss the rotation with the student and, if appropriate, modify the rotation and select an alternate student to attend the rural/regional site. On occasion, due to schedule changes of students or preceptors, students need to be moved

to a different rural site. If a student did not previously notify the Assistant Dean, Clerkship, about an extenuating circumstance that prevents them from going to a rural location then the change will be made and there will be the expectation that the new site assignment will be acceptable.

The following are examples of acceptable criteria for exclusion from participation in a rural/regional rotation:

- Complex medical conditions requiring close monitoring by sub-specialist physicians or access to specialized treatment facilities.
- Extenuating family circumstances, such as critical illness of a loved one, responsibility for care of loved ones (e.g., students responsible for the care of children, aging/ill parents).

The following are examples of unacceptable criteria for exclusion from participation in rural/regional rotations:

- The student prefers not to attend.
- The student has impending exams.
- The student has personal plans for travel or visitors during the rotation.
- The student plans to apply to that particular residency program and prefers to obtain letters of reference from Calgary physicians.

In accordance to Standard 1.6 of the LCME/CACMS accreditation standards, it is expected that “students complete all required learning experiences at the medical school”. Under very exceptional and extenuating circumstances, the student may request to complete the mandatory clerkship at a different institution. This should be discussed with the Assistant Dean, Clerkship (UME) and/or the Associate Dean (UME), and then presented to the Student Academic Review Committee (SARC)

If the Associate Dean (UME) determines that the applicant has a reasonable request and will take it forward to SARC, a letter of approval must be obtained from the out-of-town/province Associate Dean (UME).

The student or Associate Dean UME shall obtain a letter of acceptance from the receiving school’s Associate Dean UME confirming the nature of the clerkship experience and the evaluation system. It must be clear that the experience would be equivalent to that at the University of Calgary and that the student would not be taking what the other centre considers an elective experience. The letter of acceptance must be signed by the Associate Dean (UME) and placed in the student’s file. The student must make arrangement with the appropriate Clerkship Evaluation Coordinator to take the University of Calgary department clerkship evaluations. The student must complete a University of

Calgary ITER and the corresponding University of Calgary certifying and formative examinations. Promotion decisions for the clerkship rotation will be made by the University of Calgary Departmental Clerkship Committee.

Approval of mandatory clerkship rotations outside of the University of Calgary may be denied or overturned by SARC if unexpected academic difficulties develop in the clerkship year.

Pre-clerkship

- a. In general, no provision will be made for students to change their family medicine clinical experience (MDCN 330/430) preceptors
- b. The same acceptable/unacceptable criteria applied in section C above will be applied to other clinical experiences such as MED330 and 430.

<b>Instructions/Forms</b>	<b>9</b>	UME staff will ensure that this policy is adhered to. Source of this information is from the Clerkship Policies and Procedures document.
<b>Standards</b>	<b>10</b>	Clerkship Information – source of information is from the Clerkship Student Handbook
<b>History</b>	<b>15</b>	<i>Approved: UME Management –June 27, 2023 Approved by UMEC February 27, 2015</i>

*Reviewed & Updated: June 27, 2023*