

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Policy on Student Assignment**Policy Number:** 950-06-035

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| Responsible Officer: | Senior Associate Dean of Medical Education |
| Responsible Office: | Office of Medical Education/Office of Student Affairs |
| Origination Date: | 8/6/2021 |
| Date of Revision: | 6/16/2022; 12/14/2022 |
| Scope: | Student Assignment and Site Selection |

I. Policy Summary

UCR School of Medicine assumes ultimate responsibility for the selection and assignment of medical students to each clinical site location and/or parallel curriculum (i.e., track) and has designated faculty and staff that fulfill this responsibility. As with all medical schools, an important and valuable aspect of the curriculum is the placement of medical students in clinical rotations. These clinical rotations expose medical students to the profession of medicine in a way that is not achievable in the classroom setting. The University of California, Riverside (“UCR”) School of Medicine (“SOM”) has carefully chosen various clinical locations within the geographic region of the SOM for such randomly assigned placements. As a community based medical school, the SOM has a wide geographic region in which medical student placements could fall and can assist the SOM in fulfilling its mission as a community based medical school. These assignments are fixed and only re-considered in certain extenuating circumstances

The policy below codifies this selection process and how a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it. All students must attest annually to this policy. *I acknowledge that I have read the above notice and that I am aware of the clinical locations available to me as a medical student, that such available locations are set by UCR School of Medicine, and not negotiable.*

II. Definitions

LCME Standard 10.9: Student Assignment

A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

III. Policy Text

A. MS1 – LACE (Longitudinal Ambulatory Care Experience): The LACE team requests the MS1 cohort to provide brief biographical information via a Qualtrics survey. The students provide the location of residence, primary mode of transportation, language(s) spoken, interests/goals, educational background, and community involvement. The responses align the students with a community preceptor to optimize their growth as physicians.

B. MS3:

1. All students participate in the third-year clerkship lottery and are assigned to begin the year in one of eight tracks. The order of the MS3 clerkship rotations is set within each track and cannot be changed. Students also have the opportunity during the lottery to

make clinical site requests for their clerkships. Participation in the lottery is optional and those who do not participate will have their clerkship schedule and clinical site assignments made for them by the Office of Medical Education (OME). Regardless of lottery results, the students' final rotation and site assignments are based on curricular requirements and clerkship site availability.

2. Site assignment considerations procedure are decided externally by the following offices the Student Disability Resource Center (SDRC) <https://sdrc.ucr.edu/>, Title IX Office <https://titleix.ucr.edu/>, or Grievance Committee grievance@medsch.ucr.edu as appropriate. If approval is granted OSA communicates with OME regarding any confidential need for site assignment consideration and these are factored into the assignments. Students may contact any member of OSA with questions about the site assignment consideration process and/or for support through the process.
3. Remote Student Housing– The provision of housing is made available to third year students assigned to clerkship sites in the Coachella Valley (e.g., Palm Springs, Palm Desert, Rancho Mirage, La Quinta, Indio, etc.). This housing is a special benefit to these students and the SOM is not required to provide housing in the Coachella Valley or elsewhere. If a student assigned to the Coachella Valley declines the housing benefit, the student will be responsible for arranging their own transportation and housing.

- C. MS4: MS4s submit their schedule requests in April prior to the start of the fourth year. Students are placed at the location based on availability for subinternships and Critical Care Medicine rotations. The students review the catalog of approved sites for both local and away sites. The site determines availability and approves or denies students' applications as they are received. Students apply to home rotations via Clinician Nexus. Visiting rotations are secured through AAMC Visiting Student Learning Opportunities™ (VSLO®). The coordinator places students at certain sites based on requests, and those are on a first come, first-serve basis.

IV. Responsibilities

Site re-assignment consideration – SDRC

Distribution and collection of responses regarding lottery and site selection – Office of Medical Education

Attestations: Office of Student Affairs

V. Procedures

Described in section III.

VI. Forms/Instructions

None

VII. Related Information

LCME Standard 10.9

VIII. Revision History

Original – 08/06/2021

New – 06/16/2022

Approvals:

MEDICAL EDUCATION COMMITTEE (12/14/2022)
COMPLIANCE COMMITTEE (01/23/2023)

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