

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

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:	
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 location and/or parallel curriculum (i.e., track) and has designated faculty and staff that fulfill this responsibility. 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.

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. If accommodations are needed (student does not have car, health, etc.), the team will assign the student to a LACE site close to the UCR campus

B. MS3:

1. All students participate in the 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 to participate 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 selection are based on curricular requirements and clerkship site availability.

2. The Office of Student Affairs (OSA) distributes a survey prior to the lottery asking all students requesting special accommodations (e.g., economic hardships, medical needs, family issues, etc.). OSA communicates with OME regarding any confidential need for accommodations and these are factored into the lottery assignments. Reasonable efforts will be made to accommodate requests.
- 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

Distribution and collection of survey on accommodations – Office of Student Affairs

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

V. Procedures

Described in section III.

VI. Forms/Instructions

Student accommodation and site selection surveys

VII. Related Information

LCME Standard 10.9

VIII. Revision History

N/A

Approvals:

M.E.C. (08/19/2021)

COMPLIANCE COMMITTEE (10/18/2021)

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