

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE**

SUBJECT: Clinical Assignment Policy

I. PURPOSE AND SCOPE

- A. To inform UH College of Medicine students, staff, and faculty of the guidelines for clinical assignments.
- B. To ensure the UH College of Medicine complies with the Liaison Committee on Medical Education (LCME) standards for the medical education program, including LCME Standard 10.9.

II. BACKGROUND

To meet the mission of the college of medicine and provide students with a relevant, comprehensive and high-quality medical education, students will be trained in community health settings.

III. POLICY

- A. UH COM provides a process for assigning clinical learning sites to assure comparable educational experiences for all students.
- B. Students may meet with course/clerkship directors if there is a concern about an assignment.
- C. Student requests for changing clinical site will be considered based on availability and capacity of comparable sites, as approved by course/clerkship director.
- D. Students may not trade clinical sites with another student without first discussing with the course/clerkship director and receiving written approval.
- E. Students dissatisfied with the course/clerkship decision may appeal to the Associate Dean for Student Affairs, Admissions and Outreach. The decision by the Associate Dean is final.

IV. PROCEDURES

- A. Clinical assignment process for Longitudinal Primary Care (LPC)
 - 1. Students will submit a request for their preceptor site prior to matriculation to the Office of Student Affairs in conjunction with the LPC Course Director.
 - 2. Students may choose based on specialty or location and rank their preferences 1-5.
 - 3. Every effort will be made to assign a student to one of their 5 requests, but students are not guaranteed to receive their requested site.
 - 4. At the end of the first semester, students will give feedback on their preceptor sites; if a student raises a concern, the LPC Course Director will meet with the student to see if reassignment is needed.
 - 5. If a student has an issue prior to the end of the first semester or at any time during the LPC courses, they should meet with the LPC Course Director to discuss their concern.
- B. Clinical assignment process for Core Clerkships – (Year 2 – 3)
 - 1. Students will be assigned to clinical sites based on capacity and availability.
 - 2. If a student has concerns about their assigned clinical site related to special circumstances, they may meet with the Longitudinal Integrated Clerkship (LIC) Course Director to discuss their concerns.

SUBJECT: Clinical Assignment Policy

- C. Clinical assignment process for Advanced clerkships/Electives Year 3-4
 - 1. Students will submit their preferences for electives and advanced clerkships by the due date established by the Office of Student Affairs.
 - 2. Assignments will be made on a lottery basis that considers student preferences by the office of Student Affairs

- V. PROVISIONS RELATING TO ALL CLINICAL ASSIGNMENTS
 - A. Students seeking accommodations for clinical education should file a request with the UH Center for Students with DisABILITIES Office at least 4 weeks prior to start of clinical experiences or as soon as possible.
 - B. Driving distance guidelines
 - 1. During their pre-clerkship and required core clerkships, medical students will be expected to travel to a community hospital or clinic located within a 40-mile radius of UH College of Medicine campus. Students that have concerns regarding the timely arrival at clinic should speak with the course/clerkship director and the preceptor.
 - 2. Students must be prepared to travel to sites which will not have access to public transportation. It is the student’s responsibility to arrange travel to and from clinical sites at his or her own expense. In addition, the student must be prepared to travel in adverse weather conditions and at various times of the day.
 - 3. Advanced Clerkships and Electives may require travel of greater distances.
 - a) The students’ required Rural Clerkship may take place outside of the 40-mile radius.
 - b) Students may, at their discretion and with approval by the UH College of Medicine ADSAAO schedule electives at any approved location.

- VI. MONITORING OF THIS POLICY
 - A. Distance travelled will be monitored by the Course and Clerkship Directors as they onboard preceptors for clinical experiences in the LPC, LIC, and advanced clerkships.
 - B. The Offices of Student Affairs and Medical Education will oversee clinical assignments.

Approval History		
<i>Approver</i>	<i>Status</i>	<i>Date</i>
Transitional Curriculum Committee	Approved	August 7, 2019
Curriculum Committee	Approved	April 8, 2020
Review by UH Office of General Counsel	Approved	June 9, 2021

Document History	
Date Created	August 2019
Date Last Modified	May 27, 2021
Responsible Office	Medical Education
Next Scheduled Review Date	May 2022
Stakeholder Communication Method and Date	
Revision History/Purpose	June 9, 2021: structural modifications only