

SECTION: 12 Undergraduate
Medical Education

AREA: Academic & Conduct
Policies

NUMBER: 12.01.08

SUBJECT: Clinical Assignment Policy

I. Purpose and Scope

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

II. Background

- A. 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 hospital and community health settings.

III. Policy

- A. TJFFCOM 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 or designee. The decision by the Associate Dean or designee is final.

IV. Procedures

- A. Clinical assignment process for Longitudinal Primary Care (LPC)
 - 1. LPC Preceptors include primarily family physicians, general internists, and geriatricians, located within a 45-mile radius from the College of Medicine. Students will be assigned randomly to preceptor sites.

- B. Clinical assignment process for Phase 2 Longitudinal Integrated Clerkships (LIC) – (Years 2-3)
 - 1. Students will be assigned to clinical sites based on, capacity, and availability by the LIC director(s) and staff using a randomizer

- C. Clinical assignment process for Phase 3 Advanced Clerkships & Electives (ACE) – (Years 3-4)
 - 1. Students will submit their preferences for electives and advanced clerkships by the due date established by the ACE director(s) and staff.
 - 2. Assignments will be made on a lottery basis that considers student preferences by the ACE director(s) and staff.

- D. Preceptor or Clinical Site Concerns
 - 1. If a student has concerns regarding their assigned clinical site or preceptor, they should speak with the Course Director of LPC, LIC, or ACE as appropriate.
 - 2. If their issues persist, the student may address residual concerns with the Associate Dean of Student Affairs (ADSA) or designee.
 - 3. Mistreatment and issues related to Clinical Supervision are governed by those specific policies.

V. Provisions Relating to all Clinical Assignments

- A. Students seeking accommodation for clinical education should file a request with the UH Justin Dart, Jr., Student Accessibility Center (Dart Center) at least four (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 TJFFCOM campus. In some circumstances, students may be expected to travel to more distant sites and may receive support for travel and lodging as determined by the TJFFCOM.
 - 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.

Students that have concerns regarding the timely arrival at clinical sites should speak with the course/clerkship director and the preceptor.

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. If that is the case, students may be provided housing.
 - b) Students on "away" electives will be responsible for securing and paying for their own travel and housing expenses.

C. Conflicts of Interest

1. Students are prohibited from requesting a preceptor with whom they have a personal relationship outside of the educational setting (e.g., family physician, family friend, or other personal acquaintance).
2. Students are required to disclose any potential conflicts of interest immediately upon receiving their assignment and schedule.

VI. Monitoring of this Policy

- A. Distance traveled will be monitored by the Course and Clerkship Directors as they on-board preceptors for clinical experiences in the LPC, LIC, and required Advanced Clerkships.
- B. The Offices of Student Affairs and Medical Education will oversee clinical assignments.

VII. Review and Responsibility

Responsible Party: Office of Medical Education

Review: Every 2 years

Date Issued: August 2019

Date Approved: December 5, 2025

Next Review Date:

Responsible Office(s): Office of Medical Education

Revision and Approval History:

Updates to LPC, LIC and ACE procedures November 11, 2025

Structural modifications with additions April 20, 2025