

AE 009 LCME 10.9 Student Assignment to Clinical Sites Policy

Policy Type: Academic
Responsible Office: Academic Affairs & Education
Responsible for Oversight: Curriculum Oversight Committee (COC)
COC Approval: March 12, 2025

Originally Issued: September 18, 2020
Version # Effective Date: V2 July 1, 2025
Training Required: No
LCME Required: Yes

Approved by:



Alison Netski, MD, Interim Dean

Date: May 16, 2025

Definitions

None

Statement of Purpose

This policy is intended to ensure compliance with LCME Standard 10.9: 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.

Entities Affected by This Policy

This policy applies to all Kirk Kerkorian School of Medicine ("SOM") students and faculty involved in clinical education and patient care assignments as part of the Medical Degree ("MD") program.

Required Acknowledgement

This policy is posted in the clerkship syllabus, the Student Handbook, the Electives Catalog, reviewed during the clinical preparation course, and accessible online for student and faculty reference in the school's curriculum management system, MedHub.

Policy

Students may express their clinical site preferences prior to initial clinical care assignments. Priority is given to requests based on conflicts of interest, accommodations, compliance issues, or extenuating personal circumstances. After assignments are made by the office of undergraduate medical education, changes may be requested and approved by the dean for clinical education in consultation with the dean for student affairs and career services.

Phase 2: Clerkships

Academic affairs & education is responsible for the clinical assignment of all Phase 2 students. The following procedures apply:

1. Before preliminary schedules are made, students must notify academic affairs if they foresee any

potential conflicts or challenges with certain sites or assignments. These requests are considered individually and must be approved by the dean of clinical education and the dean for student affairs and career services.

2. After these initial concerns are addressed, students are assigned randomly and preliminary schedules are made for the entire class. After the preliminary schedules are announced, students have one (1) week to swap a schedule with another classmate. Only one (1) entire schedule can be swapped with another entire schedule.
3. A student can request an alternative clinical site at any time, if the student has encountered a serious issue with the learning environment. Such an issue will be addressed by the dean for student affairs and career services and the dean for clinical education. If the student's request is approved, a suitable alternative training site will be selected by the dean for clinical education in consultation with the dean for student affairs and career services.

Phase 3: Career Exploration

Academic affairs & education is responsible for the clinical assignment of all Phase 3 students. The following procedures apply:

1. Students submit their Phase 3 elective schedule request, including their choice of clinical sites. Assignments are based on site capacity and graduation requirements, and take into consideration the students' intended choice of residency. A lottery system may be used if requests exceed site capacity.
2. Upon receiving initial schedules, students have a one-week period to swap assignments with fellow classmates.
3. After the one-week swapping period, the Phase 3 schedules are final. Any changes require a formal request to the academic affairs & education office and approval from the dean of clinical education.

Review of Policy

This policy is reviewed by the Clerkship Directors and the Curriculum Oversight Committee ("COC") every three (3) years per the previous date of approval.

Related Documents

Clerkship Syllabi
Student Handbook
Electives Catalog
MedHub

Contacts

Academic Affairs & Education
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