

# Phase 2 Placement Allocation Guidelines – Ochsner 2021



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## 1. Definitions

**Academic Year:** The period starting on the first Monday of the first semester and ending with the Sunday before the corresponding Monday of the following year.

**Away Clinical Placement:** any clinical placement where a Student chooses to arrange, and is granted permission, to undertake a Clinical Placement at an approved location that is not a UQ Clinical Unit.

**Clinical Location:** The clinical setting where a Student undertakes learning that is credited towards their clinical placement. Clinical Locations include general practices and other clinical care facilities.

**Clinical Placements:** The ten (10) individual clinical placement blocks of six-nine weeks undertaken by Students in Phase 2 as part of Clinical courses, with five (5) placements in year 3 and five (5) in year 4.

**Clinical School:** A formal organisational unit within the Faculty of Medicine, comprising of teaching hospitals and other relevant medical teaching sites within a geographical region (e.g. School of Clinical Medicine, Rural Clinical School, Ochsner Clinical School).

**Clinical Unit:** A designated organisational subunit of a UQ Clinical School, including hospitals or other relevant medical teaching sites. Clinical Units can include both major and peripheral teaching hospitals, which are listed below:

Clinical Units	Hospitals
<b>School of Clinical Medicine</b>	
Northside	The Prince Charles Hospital, Caboolture Hospital, Redcliffe Hospital, St Vincent's Hospital, Northside
PA/Southside	Princess Alexandra Hospital, Redlands Hospital, Queen Elizabeth II Hospital, Queensland Children's Hospital
RBWH	Royal Brisbane & Women's Hospital, Queensland Children's Hospital, Toowong Private Hospital, New Farm Clinic
Mater	Mater Hospital, Queensland Children's Hospital
Greenslopes	Greenslopes Hospital, Queensland Children's Hospital, The Park Centre for Mental Health
Ipswich	Ipswich Hospital, Queensland Children's Hospital
Primary Care	Various General Practices throughout South-East Queensland
<b>Rural Clinical School</b>	
Bundaberg	Bundaberg Hospital
Hervey Bay	Hervey Bay Hospital
Toowoomba	Toowoomba Hospital
Rockhampton	Rockhampton Hospital
<b>Ochsner Clinical School</b>	
Ochsner Health System, New Orleans, USA	

**Clinical Courses:** The ten (10) phase 2 courses that include a clinical placement block, including Medicine, Surgery, Medicine in Society/Rural and Remote Medicine, General Practice, Mental Health, Medical Specialties, Surgical Specialties, Critical Care, Obstetrics and Gynaecology and Paediatrics.

**Elective:** The elective, or Personalised Learning Course, has a “placement” block of six weeks, which is not considered a Clinical Placement block for the purpose of these guidelines.

**Good Academic Standing:** A student who has achieved a cumulative Grade Point Average (GPA) of 4.5 or higher within the Medical Program and has no recorded findings of student misconduct at the University. For Ochsner Pathway Students, this includes a passing score on the USMLE Step 1 exam.

**MBBS:** Bachelor of Medicine & Bachelor of Surgery Program at The University of Queensland.

**MD:** Doctor of Medicine Program at the University of Queensland.

**MD-Ochsner:** Doctor of Medicine Program at the University of Queensland in which students are required to undertake Phase 2 at the Ochsner Clinical School (OCS) operating in New Orleans, USA.

**Ochsner Pathway Student:** A student enrolled in or undertaking courses in the MD Ochsner or MBBS-Ochsner Program.

**OCS:** The UQ Ochsner Clinical School.

**Phase 2:** Years 3 and 4 of the Medical Programs.

**Placement:** Includes 6-week Clinical Placements and the Elective course 6-week placement.

**RCS:** The UQ Rural Clinical School.

**Return Placement:** A placement in which an Ochsner Pathway Student returns to Australia to undertake clinical work as part of a Phase 2 Clinical Course, so as to meet the requirements of the AMC for experience of clinical practice in an Australian context.

**Student:** A student enrolled in or undertaking courses in the MBBS or MD Program.

## 2. Purpose of the Guidelines

- 2.1 The Faculty of Medicine has established the Phase 2 Allocation Process to manage and support the clinical training for Students in Phase 2 of their Program.
- 2.2 The Medical Dean is responsible for decisions related to the Clinical School/Unit(s) in which a Student will be based during Phase 2 of their program. While all reasonable attempts will be made to accommodate student requirements and preferences, this may not always be possible due to operational requirements.
- 2.3 Decisions related to clinical allocations are administrative in nature. In accordance with the University Policy on [Student Grievance Resolution](#), it is only possible to appeal in circumstances where a student can demonstrate that the decision did not comply with University's policies, rules or procedures. Personal dissatisfaction is not grounds for an appeal.
- 2.4 The MD-Ochsner allocation process is administered by the Ochsner Clinical School (OCS) Administration. Further information about the Ochsner process (including timelines) can be found [here](#).

## 3. Clinical Placements

### Conditions for placement at the Rural Clinical School

- 3.1 Ochsner Pathway Students are not eligible to undertake Clinical Placements at a Clinical Unit of the RCS.

### Conditions for placement at the Ochsner Clinical School

- 3.2 Ochsner Pathway Students must undertake their Clinical Placements in Medicine, Surgery, Paediatrics, Obstetrics and Gynaecology, Mental Health and General Practice at the Ochsner Clinical School.
- 3.3 Ochsner Pathway Students will be asked to preference their clinical placement order, Medical Specialties sub-discipline and Medicine in Society sub-discipline.
- 3.4 In accordance with AMC requirements and other constraints on Year 3 placements (as per 3.3 above), Ochsner Pathway Students are required to undertake a 6-week clinical placement in Australia during Year 4. This placement may include:
  - \* Emergency Department and Orthopaedics (ED/O)
  - \* Medical Specialties (MS)
  - \* Medicine in Society (MiS)
  - \* Intensive Care, Ophthalmology and Anaesthetics (ICU/Op/An)
  - \* Elective (clinically based placement only).

### Year 4 – Rural and Remote Medicine (RRM) or Medicine in Society (MiS)

- 3.5 All Ochsner students are required to undertake the MiS course.
- 3.6 As part of the MiS course, Students will undertake a 6-week Clinical Placement in a vulnerable and/or disadvantaged community. Students will have the opportunity to nominate their preferred location for this Clinical Placement.

## 4. Phase 2 Allocation Process

- 4.1 The University will publish the timeframe for each stage of the Phase 2 Allocation Process. It is the Student's responsibility to be aware of this schedule and submit applications within the required timeframe. Students who fail to submit preferences and applications by the relevant deadlines will have their placements allocated automatically.
- 4.2 While every attempt will be made to minimise changes to the finalised allocations, it may be necessary for the University to do so to meet operational requirements.
- 4.3 Despite all other provisions in these guidelines, the Executive Dean or Medical Dean may allocate Students to any Clinical Placement at any Clinical School/Unit/Location(s) and may alter a student's allocations after publication if required.
- 4.4 Students are responsible for ensuring that their enrolment in mySI-net matches their allocated Clinical Placements.
- 4.5 After allocations have been published, students will be notified in writing of any changes occurring to their Clinical Placement/s, and it will be the student's responsibility to make any subsequent enrolment changes in mySI-net.

### Exception Based Allocations – Repeating Students

- 4.6 Students who are required to repeat a Clinical Placement(s) will be allocated to a site and placement order on the advice of the relevant Course Coordinator(s).
- 4.7 Students are not able to repeat a Clinical Placement outside of the published MD/MBBS academic calendar, including during summer semester.

### Exception Based Allocations – Ochsner Pathway Students undertaking Return Placements

- 4.8 Ochsner Students will be allocated to a Clinical Unit within the [School of Clinical Medicine](#) for their return placement. Allocations will be made by the Faculty, based on availability and operational requirements. Students will not be allowed to change Clinical Units.
- 4.9 Ochsner Students who undertake their Medical Specialties placement as their return placement will be required to preference from the sub-disciplines available at the Clinical Unit to which they are allocated. Particular sub-disciplines cannot be guaranteed, and students will not be permitted to change Clinical Units to seek alternative allocation.
- 4.10 If an Ochsner Pathway Student completes ED/O, MS or ICU/Op/An in Australia, they will be permitted to undertake their Elective in Australia or elsewhere with no restrictions on its focus (e.g. clinical vs research).

## 5. Elective (Personalised Learning) Course

- 5.1 Students are required to undertake the Elective course during year 4 of their program.
- 5.2 The Elective course includes a placement period that is six (6) weeks in duration.
- 5.3 The Elective placement can be undertaken at any approved location worldwide, including but not limited to Clinical Units of the Faculty.
- 5.4 Applications for the Elective placement activity must be made in accordance with the published guidelines and timeline (as per the link in 2.4 above).
- 5.5 Elective placements undertaken at UQ sites must be completed in their entirety and cannot be split with another placement.
- 5.6 Students wishing to undertake the Elective placement external to a Clinical School are responsible for sourcing their own placement.
- 5.7 Students are not permitted to contact clinicians at UQ Clinical Units directly regarding clinically based elective opportunities.
- 5.8 Students are permitted to organise their own research-based Elective placement at sites associated with UQ Clinical Units. Students who wish to undertake a research based elective at a UQ Clinical Unit will need to gain approval from the supervising clinician, followed by approval from the relevant Head of that Clinical Unit before submitting an application to the Faculty. Approval will be at the discretion of the Clinical Unit Head and subject to approval of the Elective Course Coordinator.
- 5.9 Self-arranged Elective placements may be split between 2 external providers only, but cannot be split to include part of a UQ Elective placement.
- 5.10 In exceptional circumstances, up to 2 weeks of self-directed study may be approved as part of the Elective. Students must apply with adequate justification, together with a formal learning plan, and approval will be at the discretion of the Course Coordinator
- 5.11 Undertaking an Elective placement at an external location is not considered to be an Away Clinical Placement.
- 5.12 Academic Approval to undertake the Elective placement at an external site is at the discretion of the Clinical School Head and each application will be assessed on the information supplied by the Student.
- 5.13 Consideration may be given for time involved when travelling to and from an Elective placement and this will be included in the relevant attendance guidelines.
- 5.14 Students are responsible for all costs related to the Elective course.
- 5.15 Students who do not have an approved Elective placement proposal four (4) weeks prior to the commencement of the placement block will be assigned to an available placement by the OCS at the Ochsner Clinical School.

## 6. Away Clinical Placements

- 6.1 Applications for Away Clinical Placements must be made in accordance with the published guidelines and timelines (as per the link in 2.4 above).
- 6.2 The minimum duration of an Away Clinical Placement is two (2) weeks.
- 6.3 Students must organise their Away Clinical Placement to match their original Clinical Placement allocation in terms of learning experiences in the away block.
- 6.4 Students are responsible for sourcing their own Away Clinical Placement.
- 6.5 Academic Approval to undertake an Away Clinical Placement is at the discretion of the Clinical School Head, and each application is assessed on the information supplied by the Student.
- 6.6 Once a student receives final approval for an Away Clinical Placement, they must relinquish their original Clinical Placement. If a student subsequently elects not to undertake the Away Clinical Placement, the OCS cannot guarantee that their original Clinical Placement will be available.
- 6.7 Consideration may be given for time involved when travelling to and from an Away Clinical Placement and this will be included in the relevant attendance guidelines.
- 6.8 Students wishing to undertake an Away Clinical Placement are responsible for all associated costs.

## 7. Special Consideration Process

- 7.1 In certain circumstances, MD-Ochsner Students may seek to be assigned to a placement by the Ochsner Clinical School Administration in a manner separate to the usual method of Phase 2 placement allocation that takes into account specific circumstances that may impact on the ability of the student to undertake placements in a specific order. This is known as Special Consideration. All applications for Special Consideration must be supported by evidence and will be assessed on a case-by-case basis. Approval of applications for Special Consideration will be made at the sole discretion of the OCS Administration.
- 7.2 Students who meet one or more of the categories outlined below may, upon application, be afforded Special Consideration during the Phase 2 Allocation Process:
  - Have a medical condition requiring specialised treatment or care that is only available at a designated location. Students must provide evidence (for example, a medical certificate) to support their application.
  - Have a medical condition which amounts to a temporary disability, and that their condition cannot be properly supported at a specific site.
  - Be undertaking a Research Higher Degree at UQ in accordance with the program rules relating to concurrent enrolment in a Research Higher Degree, which requires a specific Placement location and/or Placement order to facilitate the Research program.
  - Have evidence supporting approval of an Away Clinical Placement during a defined Clinical Placement block.



7.3 The following will not be considered grounds for Special Consideration:

- Private accommodation and/or transportation arrangements;
- Financial considerations (including current employment and/or business arrangements);
- Location of partner or family (except where special consideration has been approved due to carer responsibilities);
- Family celebrations and/or social events (for example, weddings and birthdays); (refer to attendance guidelines);
- Religious grounds (refer to attendance guidelines);
- Principal/primary carer responsibilities for pets or animals; and
- Residency/Internship interviews, either in the United States or overseas.

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