

Phase 2 Placement Allocation Guidelines – Ochsner 2022



Contents

1.	Definitions	3
2.	Purpose of the Guidelines	5
3.	Clinical Placements	5
	Conditions for placement at the Rural Clinical School.....	5
	Conditions for placement at the Ochsner Clinical School	5
	Year 4 – Rural and Remote Medicine (RRM) or Medicine in Society (MiS).....	5
4.	Phase 2 Allocation Process	6
	Allocation Swaps	6
	Exception Based Allocations – Repeating Students	6
	Exception Based Allocations – Ochsner Pathway Students undertaking Return Placements.....	7
5.	Elective (Personalised Learning) Course	7
6.	Away Clinical Placements	9
7.	Special Consideration Process	9
	Late Applications for Special Consideration	10

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 as part of the Phase 2 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 the UQ Rural Clinical School or School of Clinical Medicine, 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
School of Clinical Medicine	
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
UQ Rural Clinical School	
Bundaberg	Bundaberg Hospital
Hervey Bay	Hervey Bay Hospital
Toowoomba	Toowoomba Hospital
Rockhampton	Rockhampton Hospital
Ochsner Clinical School	
Ochsner Health System, New Orleans, USA, including: Ochsner Medical Center – Baton Rouge, Ochsner Medical Center – Kenner, Ochsner Medical Center – New Orleans, Ochsner Medical Center – North Shore, Ochsner Medical Center – West Bank, Ochsner Baptist, Ochsner St. Anne	

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 (MEDI7413), 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 Years 3 and 4 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 Year 4 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 the clinical years of their Program.
- 2.2 The Phase 2 Allocation Process is designed to facilitate the equitable distribution of students in Clinical Placements throughout the Academic Year, optimising the range of clinical experience for students.
- 2.3 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.
- 2.4 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.
- 2.5 The MD-Ochsner allocation process is administered by the Ochsner Clinical School (OCS) Student Administration Team. Key dates for 2022 and 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 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 have the opportunity 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 3.2 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.

4. Phase 2 Allocation Process

- 4.1 Students who can demonstrate extenuating circumstances as outlined in Clause 7 may be afforded Special Consideration during the Phase 2 Allocation Process.
- 4.2 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.
- 4.3 The Phase 2 Allocation Process may include a mechanism for Students to request an even swap with another student in the Ochsner Cohort, where both students have agreed to that swap, and both students are eligible and intending to progress to the following year of the MD program. If such mechanisms are developed, students must meet all relevant requirements and deadlines. The Faculty cannot guarantee fulfilment of swap requests.
- 4.4 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.
- 4.5 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 and may alter a student's allocations after publication if required.
- 4.6 Students are responsible for ensuring that their enrolment in mySI-net matches their allocated Clinical Placements.
- 4.7 After allocations have been published, students will be notified in writing of any changes to their Clinical Placement/s, and it will be the student's responsibility to make any subsequent enrolment changes in mySI-net.

Allocation Swaps

- 4.8 Following the publication of provisional placement allocations, Students are provided with the opportunity to submit even swap requests, with another student in the Ochsner Cohort, where both students have agreed to that swap, and both students are eligible and intending to progress to the following year of the MD program.
- 4.9 Students are responsible for finding their own swaps and may submit requests during the designated swap period only.
- 4.10 All applications for placement swaps will be assessed on a case-by-case basis and are subject to operational requirements. The Faculty cannot guarantee fulfilment of swap requests.
- 4.11 Students must meet all [relevant requirements and deadlines](#). In exceptional circumstances, students may apply for late swaps, after the designated swap period. Late applications must meet one or more of the criteria below:
 - (a) Students must demonstrate, with supporting documentation, that exceptional circumstances existed that made it not possible to submit their application for a placement swap during the designated period; or
 - (b) Students must demonstrate, with supporting documentation, that there has been a significant and unexpected change to their personal circumstances following the designated swap period.
- 4.12 A lack of knowledge or awareness of the swap process and associated timelines is not considered a circumstance beyond their control and does not meet the criteria for a late application to be considered.
- 4.13 Approval of applications for late placement swaps will be made at the sole discretion of the Faculty in conjunction with the OCS Student Administration Team.

Exception Based Allocations – Repeating Students

- 4.14 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).
- 4.15 Students must repeat the Clinical Placement(s) at a UQ Clinical School.
- 4.16 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

- 4.17 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.
- 4.18 Ochsner Students who undertake their Medical Specialties placement as their return placement will have the opportunity 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.
- 4.19 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 Applications for the Elective placement activity must be made in accordance with the published [guidelines and timeline](#).
- 5.4 The Elective placement can be undertaken at any approved location worldwide, including but not limited to Clinical Units of the Faculty. Academic Approval to undertake the Elective placement at an external site is at the discretion of the OCS Head of School, or designee, and each application will be assessed on a case by case basis.
- 5.5 Students are permitted to undertake 6-week Elective placements at Ochsner or an external provider. Students may undertake 4-week Elective placements at Ochsner or an external provider with the remaining 2 weeks in research or self-directed study. Students must provide a formal learning plan to justify self-directed study, and approval will be at the discretion of the OCS Assistant Dean of Curriculum.
- 5.6 Self-arranged Elective placements may be split between 1 external provider and an Elective placement at Ochsner.
- 5.7 In exceptional circumstances, two different specialties may be approved as part of the Elective. Students must provide a formal learning plan to justify this, and approval will be at the discretion of the OCS Assistant Dean of Curriculum.
- 5.8 Students wishing to undertake the Elective placement external to a Clinical School are responsible for sourcing their own placement.

- 5.9 Students are not permitted to contact clinicians at Ochsner or UQ Clinical Units directly regarding clinically based elective opportunities.
- 5.10 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.
- 5.11 Self-arranged Elective placements may be split between 2 external providers only, but cannot be split to include part of a UQ Elective placement.
- 5.12 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
- 5.13 Undertaking an Elective placement at an external location is not considered to be an Away Clinical Placement.
- 5.14 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.
- 5.15 Students undertaking a Research Higher Degree at UQ are not permitted to use their current research project and/or thesis write-up for their Elective placement.
- 5.16 All self-arranged clinical placements will require a Student Placement Agreement (SPA) to be signed with the placement provider, unless a current affiliation agreement exists between the away institution and Ochsner or UQ. Without a fully executed SPA, or current affiliation agreement, the placement will not be approved. If neither a SPA nor affiliation agreement, can be secured, students will be allocated to an available placement by the OCS Student Administration Team at the Ochsner Clinical School.
- 5.17 Self-arranged placements in DFAT 3/4 or Not Rated (0) countries, or in Low-Middle Income Countries (LMIC), as defined by the [Organisation for Economic Co-operation and Development \(OECD\)](#), will require a Risk Assessment to be completed by the Student. These placements will be considered on a case by case basis and approval is at the discretion of the Faculty.
- 5.18 For placements in DFAT 3/4 or Not Rated (0) countries, the Student will also need to complete an 'International High Risk Travel Business Case' and 'International High Risk Travel Destination Approval' form, for consideration and approval by the Deputy Vice-Chancellor (External Engagement).
- 5.19 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.
- 5.20 Students are responsible for all costs related to the Elective course.
- 5.21 Students who do not have an approved Elective placement six (6) weeks prior to the commencement of the placement block will be assigned to an available placement by the OCS Student Administration Team at the Ochsner Clinical School.

6. Away Clinical Placements

- 6.1 Applications must be made in accordance with the published [guidelines and timeline](#).
- 6.2 The minimum duration of an Away Clinical Placement is two (2) weeks.
- 6.3 Students are responsible for sourcing their own placement and are responsible for all associated costs.
- 6.4 Students must organise their Away Clinical Placement to match their original Clinical Placement allocation. Academic Approval to undertake an Away Clinical Placement is at the discretion of the OCS Head of School, or designee, and each application is assessed on the information supplied by the Student.
- 6.5 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 Student Administration Team cannot guarantee that their original Clinical Placement will be available.
- 6.6 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.

7. Special Consideration Process

- 7.1 In certain circumstances, MD-Ochsner Students may seek to be assigned to a placement by the OCS Student Administration Team 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 Student 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 which:
 - * Requires 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.
 - * Amounts to a temporary disability, and that their condition cannot be properly supported at a specific site.
 - Have an approved UQ [Student Access Plan](#) (SAP) that will impact on their ability to undertake one or more placements. Students should indicate that they have such a current SAP in place at the time of application and the existence of the SAP will be confirmed by the OCS Student Administration. No personal details or information will be disclosed or requested.
 - Have principal/primary carer responsibilities, which require a specific Placement location to enable carer responsibilities to be fulfilled.
 - 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, or application for, an Away Clinical Placement during a defined Clinical Placement block.
- Be commencing Year 3 in 2022, with a partner commencing Year 3 in Brisbane in 2022, and would like to request the same Semester order, to align their intra-semester breaks.
- Be commencing Year 4 in 2022 and have applied for an Onshore-OCS Partner Swap or AHP Semester Swap (as per the published [Guidelines](#)), where both students have already obtained the required Letter of Support.

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 due to carer responsibilities);
- Family celebrations or social events, such as 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.

Late Applications for Special Consideration

- 7.4 In exceptional circumstances, students may apply for late Special Consideration after Phase 2 allocations have been finalised. Late applications must meet one or more of the categories outlined in paragraph 7.2 above. Students must demonstrate, with supporting documentation, that:
- 7.5 (a) exceptional circumstances existed that made it not possible to submit their application for special consideration during the designated timeframe; or
- (b) there has been a significant and unexpected change to their personal circumstances since the finalisation of the allocation of Phase 2 placements.
- 7.6 A lack of knowledge or awareness of the procedure to seek special consideration and the associated timelines is not considered a circumstance beyond their control and does not meet the criteria for a late application to be considered.
- 7.7 All applications for late Special Consideration will be assessed on a case-by-case basis and are subject to operational requirements. Approval of applications for late Special Consideration will be made at the sole discretion of the OCS Student Administration.