



Faculty of Medicine

MBBS, MD and MD-Ochsner Programs - Phase 2 Guidelines for the Allocation of Clinical Rotations

1. Definitions

Academic Year: means 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 Rotation: means any rotation where a Student chooses and is granted permission to undertake a Clinical Rotation at a Clinical Location that is not a Clinical Unit.

Clinical Location: the training facility or place where a Student undertakes work that is credited towards their clinical rotation. A Clinical Location may or may not be a Clinical Unit.

Clinical Rotations: the ten (10) individual rotations undertaken by Students in Phase 2, with five (5) rotations undertaken in year 3 and five (5) rotations undertaken 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.

Clinical Unit: a designated organisational subunit of a Clinical School, including hospitals or other relevant medical teaching sites including general practices or clinical care facilities.

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.

International Onshore Student: an International Student who is not an Ochsner Student.

MBBS Program: Bachelor of Medicine & Bachelor of Surgery program at the University.

MD Program: Doctor of Medicine program at the University.

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

Ochsner Student: means a Student enrolled in or undertaking courses in the MD-Ochsner Program

Phase 2: means years 3 and 4 of the Medical Programs.

Phase 2 Allocation Process: is the process described under clause 1 of these guidelines.

RCS: The UQ Rural Clinical School

Region: one of the seven (7) regions in Australia that Domestic and International Onshore students may preference for Year 4, including Metro, Ipswich Clinical

Unit, Sunshine Coast Clinical Unit, RCS Bundaberg, RCS Hervey Bay, RCS Rockhampton and RCS Toowoomba.

Special Consideration: is the process described under clause 7 of these guidelines.

Student: means a student enrolled in or undertaking courses in the Medical Program

University: the University of Queensland

2. Purpose and Objectives of the Guidelines

- 21 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.
- 22 The Phase 2 Allocation Process is designed to facilitate the equitable distribution of students in each Clinical Rotation throughout the Academic Year and across all available Clinical Locations.
- 23 In accordance with the program rules, the Executive Dean and Medical Dean will decide on the Clinical Unit or Region 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 regarding allocation, this will not always be possible due to operational exigencies.
- 24 Decisions related to clinical allocations are purely administrative in nature, and in accordance with the University Policy on [Student Grievance Resolution](#), it is not possible to appeal them except 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 to have allocations waived or reconsidered.

3 Clinical Rotation placements

- 3.1 Clinical Rotations, as specified by the University for each Academic Year, do not have to be undertaken in any specific order, and the University will determine the allocation order for each Student.
- 3.2 Year 3 Domestic Students and International Onshore Students will be allocated to a Clinical Unit or Units for the duration of the Academic Year. They will have the opportunity to nominate their preferences for allocation to a Clinical Unit for their Medicine and Surgery Clinical Rotations, but may be required to complete other Clinical Rotations at other Clinical Units.
- 3.3 Year 4 Domestic Students and International Onshore Students will have the opportunity to nominate their preferences for allocation to a Region, and will usually undertake all their Clinical Rotations in the same Region. However, since not all Clinical Rotations (or parts thereof) are available in every Region, they may be allocated to Rotations (or part thereof) in another Region.
- 3.4 Students allocated to the Rural Clinical School must complete at least five (5) Clinical Rotations in the Rural Clinical School. A student who is allocated to the Rural Clinical School for the first time in Year 4 must complete all five Year 4 rotations at the Rural Clinical School.
- 3.5 Years 3 and 4 Ochsner Students will be allocated to the Ochsner Clinical School,

and must undertake their Clinical Rotations in Medicine, Surgery, Paediatrics, Obstetrics and Gynaecology, Mental Health and General Practice at the Ochsner Clinical School.

- 3.6 Students who can demonstrate extenuating circumstances as outlined in Clause 7 may be afforded Special Consideration during the administration of the Phase 2 Allocation Process.
 - 3.7 The Phase 2 Allocation Process may include a mechanism for Students to request one direct swap of a confirmed allocation. Where such mechanisms are developed, students are required to meet all relevant processes and timelines. Any further requests received outside the designated timeframe must follow the Special Consideration process. The University is unable to guarantee fulfilment of any swap request.
 - 3.8 The University may at its discretion remind students of the dates and times on which each stage of the Phase 2 Allocation Process opens and closes. However it is the Student's responsibility to be aware of those times, and to submit applications within the required timeframe. Students who fail to submit preferences and applications by the relevant deadlines will have their placements allocated at the University's discretion.
 - 3.9 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 exigencies or because of changes to the circumstance of individual Students.
 - 3.10 Despite all other provisions in these guidelines, the Executive Dean and Medical Dean may allocate Students to any Clinical Rotation at any Clinical Location, and may alter a student's allocations after publication if required.
- 4 Exception-Based Allocation – Rural Clinical School (RCS).**
- 4.1 International Students and MD-Ochsner Students are not eligible to undertake Clinical Rotation(s) at the RCS.
 - 4.2 Allocation of year 3 Students to the RCS will be for the duration of the Academic Year.

5. Exception-Based Allocation – Repeating Students

- 5.1 Students who are required to repeat a Clinical Rotation will be allocated on the advice of the relevant Course Coordinator.
- 5.2 Students must repeat a Clinical Rotation at a Clinical Unit.
- 5.3 Except for Ochsner Students, Students who have failed a Clinical Rotation will normally be allocated to a different Clinical Unit or Region to repeat that Rotation (or part thereof).
- 5.4 Students are not able to repeat a Clinical Rotation outside of the published MD academic calendar or during summer semester.
- 5.5 Students will be notified in writing of any changes to their Clinical Rotation/s.

6. Away Rotations

- 6.1 Students of Good Academic Standing may undertake, up to three (3) Away Rotations (or part thereof), subject to approval by the relevant Course Coordinator (MD Students) or Clinical School Head (MD-Ochsner students).
- 6.2 The minimum duration of an Away Rotation is four (4) weeks.
- 6.3 Applications for Away Rotations must be made in accordance with [published procedures](#) and must adhere to the [2018 Phase II Clinical Allocation Process Timeline](#).
- 6.4 The disciplinary area of the Away Rotation must be consistent with that of the underlying rotation, unless the student has been afforded Special Consideration as outlined in Clause 7.

7. Special Consideration regarding allocation of placements

- 7.1 All applications for Special Consideration must be supported by evidence, will be assessed on a case-by-case basis, and will be made at the sole discretion of the Medical Dean.
- 7.2 Students who provide evidence of the criteria outlined below may, upon application, be afforded Special Consideration during the Phase 2 Allocation Process:
 - a. Students who can demonstrate that they have acute 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 this application.
 - b. Students who can demonstrate that they have an acute medical condition which amounts to a temporary disability, and that their condition cannot be properly supported at a specific clinical location. Students must provide evidence from their treating medical practitioner to support this application.
 - c. Students who have a medical condition which is detailed in a UQ [Student Access Plan-Disability](#) (SAP-D). Students must provide evidence of SAP-D identifying that an adjustment to clinical training is required for the student's medical condition to be supported in a specific clinical location. The SAP-D must be up-to-date and apply to the relevant rotation/s in which the student is seeking Special Consideration.
 - d. Students with commitments as an elite athlete representing Australia at a State, National or international level in accordance with [PPL 3.50.07 Programs and Assessment for Elite Athletes](#). Only students who fall under the Elite Athletes Policy will be considered for Special Consideration in the Elite Sports category.
 - e. Students with principal carer responsibilities who have the major

responsibility for care of either an immediate family member or other as demonstrated with supporting documentation.

- f. Students undertaking a Research Higher Degree at UQ in accordance with the program rules relating to concurrent enrolment in a Research Higher Degree.
- g. Students who can demonstrate approval for an away rotation with an international or interstate institution to be undertaken corresponding with rotation dates for 2018. Students would need to supply evidence that they have already applied to undertake the rotation/s and that they have approval or are being considered for approval for entry into that institution to complete the rotation/s.

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

- a. private accommodation and/or transportation arrangements;
- b. financial considerations (including current employment and/or business arrangements);
- c. location of partner or family;
- d. family celebrations and/or social events (for example, weddings and birthdays);
- e. Previous allocations, including missing preferences previously; and
- f. Religious grounds.

7.4 Students with approved Special Consideration to stay in Brisbane will only be guaranteed an allocation to an available Metropolitan Brisbane site. The Faculty cannot guarantee placement at a specific site.

8. Late Requests for Special Consideration

8.1 Students who miss the published deadline to apply for Special Consideration may make a request for an application for Special Consideration to be considered out-of-time. To do so, students must demonstrate exceptional circumstances as to why they could not submit their Special Consideration application within the timeframe, under the criteria below:

- a. Students who apply for late Special Consideration due to pre-existing exceptional circumstances will only be considered where they can demonstrate that their late application was unavoidable. Students must provide supporting evidence to demonstrate that they could not meet with published deadline; or
- b. Students who apply for late Special Consideration based on a new chronic medical condition after the allocation has been finalised and outside of the published timeline will be assessed on a case-by-case basis. Students in these circumstances may be required to interrupt their studies.

- c. Students can apply to have their rotation order changed if they can prove that the application process for that institution was not accessible prior to the original period for special consideration closing. They would also need to supply proof of approval to undertake their rotation at that international or interstate institution.