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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, and is granted permission, to undertake a Clinical Placement at a location that is not a UQ Clinical Unit.

**Clinical Location:** the training facility where a Student undertakes learning that is credited towards their clinical placement. A Clinical Location includes general practices and other clinical care facilities.

**Clinical Placements:** the ten (10) individual clinical placement blocks of six 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.

**Clinical Unit:** a designated organisational subunit of a UQ Clinical School, including hospitals or other relevant medical teaching sites. Clinical Units include a major and peripheral teaching hospitals.

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

**Domestic students:** A student who is an Australian citizen, a New Zealand citizen or a permanent resident.

**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.

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

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

**MBBS-Ochsner Program:** Bachelor of Medicine & Bachelor of Surgery 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.

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

**MD-Ochsner Program:** 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:** means a student enrolled in or undertaking courses in the MBBS or MD Program.

**University:** The University of Queensland.
2. **Purpose and Objectives 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 Phase 2 Allocation Process is designed to facilitate the equitable distribution of students in Clinical Placements throughout the Academic Year and across all available Clinical Units.

2.3 The Medical Dean is responsible for deciding on the Clinical 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 purely 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.

3. **Clinical Placements**

3.1 Clinical Placements will usually occur on the dates as specified by the MD Academic Calendar.

**Conditions for placement at the Rural Clinical School**

3.2 International Onshore Students and Ochsner Pathway Students are not eligible to undertake Clinical Placements at a Clinical Unit of the RCS.

3.3 Students who are allocated to the Rural Clinical School for the first time either in Year 3 or 4, must complete all Clinical Placements at a Clinical Unit of the RCS.

3.4 In Year 4, all Students will have the opportunity to complete the Elective placement block outside of the RCS.

3.5 In Year 4, Students who are allocated to the Rural Clinical School for a second year (returning RCS student) must complete all Clinical Placements at a Clinical Unit of the RCS, with the possible exception of Medical Specialties.

**Conditions for placement at the Ochsner Clinical School**

3.6 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.

3.7 Ochsner Pathway Students will have the opportunity to nominate their preference for allocation of clinical placement order, Medical Specialties sub-discipline and Medicine in Society sub-discipline.

**Year 3 - Domestic and International Onshore Students**

3.8 Students will be allocated to a Clinical Unit for the duration of the Academic Year, and are expected to undertake most of their Clinical Placements in the teaching sites associated with that Clinical Unit. Nevertheless, students will usually be required to complete some of their Clinical Placements at other Clinical Locations (e.g. GP surgery for GP placement).

3.9 Students will have the opportunity to nominate their preferences for allocation to a Clinical Unit.

3.10 Students will also have the opportunity to nominate their preference for allocation of the
semester order.

3.11 Domestic students will have the opportunity to nominate their preference for the allocation of their Medicine in Society (MIS) placement – Stream A. Students will preference by site for this placement, and this will be irrespective of their clinical unit allocation. The location of the MIS Stream A clinical placement allocations will be released in accordance with the published timeline. While every attempt will be made to minimise changes to Students MIS placement, this may not always be possible due to operational requirements.

3.12 International onshore students who undertake MIS (Stream B) will be required to undertake their placement in a rural or remote location in their home country. Applications must be made in accordance with the published guidelines and timeline.

3.13 International onshore students who undertake MIS (Stream C) will be required to undertake their placement in a vulnerable and/or disadvantaged community. Applications must be made in accordance with the published guidelines and timeline.

Year 4 - Domestic and International Onshore Students

3.14 Students will be allocated to a Clinical Unit for the duration of the Academic Year, and are expected to undertake most of their Clinical Placements in the teaching hospitals or sites associated with that Clinical Unit. Nevertheless, students will often be required to complete some of their Clinical Placements at other Clinical Locations (e.g. Paediatrics, Obstetrics and Gynaecology).

3.15 Students will have the opportunity to nominate their preferences for allocation to a Clinical Unit.

3.16 Students will also have the opportunity to nominate their preference for allocation to a specific placement block number (1-6) for the placement component of their Elective.

Domestic and International Onshore Students Medical Specialities - Sub-discipline Preferencing

3.17 After the release of finalised allocations, students will have the opportunity to nominate their preferences for those Medical Speciality sub-disciplines which are available within their allocated Clinical Unit.

4. Phase 2 Allocation Process

4.1 Students who can demonstrate extenuating circumstances as outlined in Clause 8 may be afforded Special Consideration during 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 one direct swap with another student, where both students have agreed to that swap. Students will be required to swap their allocation for the entire Academic Year. Where such mechanisms are developed, students are required to meet all relevant processes and timelines. The Faculty is unable to 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 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 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**

4.8  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).

4.9  Students must repeat the Clinical Placement(s) at a Clinical Unit.

4.10  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**

4.11  In accordance with AMC requirements and other constraints on Year 3 placements, 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 (stream C)
* Intensive Care, Ophthalmology and Anaesthetics (ICU/Op/An)
* Elective (clinically based placement only).

Note: 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).

**Exception Based Allocations – Extended Placement Program (EPP)**

4.12  Applications for the Extended Study Program (EPP) must be made in accordance with the published guidelines and timeline.

4.13  Approval to undertake the EPP is at the discretion of Discipline of Rural and Remote Medicine, and each application will be assessed on the information provided by the Student.

4.14  Students who are approved for the EPP will be allocated to undertake their General Practice Clinical Placement prior to their Medicine in Society (Stream A - Rural & Remote Medicine) Placement.

4.15  Students wishing to undertake an EPP will be provided with accommodation, however Students will be responsible for all other associated costs.

5. **Elective (Personalised Learning) Course**

5.1  Students are usually required to undertake an 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.

5.5 Undertaking an Elective placement at an external location is not considered to be an Away Clinical Placement.

5.6 Students wishing to undertake the Elective placement external to a Clinical Unit are responsible for sourcing their own placement.

5.7 Academic Approval to undertake the Elective placement at an external site is at the discretion of the Elective Course Coordinator and/or the Clinical School Head (Ochsner Pathway Students) and each application will be assessed on the information supplied by the Student.

5.8 Students are responsible for all costs related to the Elective course.

5.9 Students who do not have an approved Elective placement proposal four (4) weeks prior to the commencement of the placement block will be assigned by the Faculty to an available placement.

6. Placements at the Ochsner Clinical School (OCS)

6.1 Domestic and International Onshore Students may apply to undertake a Placement at the UQ-Ochsner Clinical School.

6.2 Priority will be given to Students (Domestic or International Onshore) who can demonstrate their commitment to practising medicine in the United States or Canada (e.g. have been approved, have applied, or expect to apply to undertake medical licensing examinations), or who have applied to undertake their elective placement at the OCS.

6.3 Applications for Placements at the OCS must be made in accordance with the published guidelines and timeline.

6.4 Domestic and International Onshore Students undertaking a Placement at the OCS are responsible for all associated costs.

6.5 Undertaking a Placement at the OCS is not an Away Clinical Placement, and thus does not contribute to the allowable number of Away Clinical Placements.

7. Away Clinical Placements

7.1 Applications for Away Clinical Placements must be made in accordance with the published guidelines and timelines.

7.2 Students of Good Academic Standing may seek to undertake up to three (3) Away Clinical Placements.

7.3 The minimum duration of an Away Clinical Placement is two (2) weeks.

7.4 Students must organise their Away Clinical Placement to match their original Clinical Placement allocation in terms of learning experiences in the away block.

7.5 Students are responsible for sourcing their own Away Clinical Placement.

7.6 Academic Approval to undertake an Away Clinical Placement is at the discretion of the Course Coordinator(s) and/or the Clinical School Head (Ochsner Pathway Students), and each application is assessed on the information supplied by the Student.
7.7 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 Faculty cannot guarantee that their original Clinical Placement will be available.

7.8 Consideration may be given for time involved in travel to and from an Away Clinical Placement and this will be included in the relevant attendance guidelines.

7.9 Students wishing to undertake an Away Clinical Placement are responsible for all associated costs.

8. Special Consideration Process

8.1 In certain circumstances, Students may seek to be assigned to a placement by the Faculty in a manner separate to the usual method of Phase 2 placement allocation, and that takes into account specific circumstances that may otherwise impact on the ability of the student to undertake placements in a specific site or 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 Faculty.

8.2 Students who meet one or more of the categories outlined below may, upon application, be afforded Special Consideration during the Phase 2 Allocation Process:

8.2.1 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.

8.2.2 Have a medical condition which amounts to a temporary disability, and that their condition cannot be properly supported at a specific Clinical Unit.

8.2.3 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. This will be confirmed by the Course Coordinator(s). No personal details or information will be disclosed or requested.

8.2.4 Be recognised under PPL 3.50.07 Programs and Assessment for Elite Athletes.

8.2.5 Have principal/primary carer responsibilities

8.2.6 Be undertaking a Research Higher Degree at UQ in accordance with the program rules relating to concurrent enrolment in a Research Higher Degree.

8.2.7 Have evidence supporting approval of, or application for, an away placement during a defined clinical placement block.

8.2.8 Have been approved, have applied, or expect to apply to undertake an international medical licensing examination.

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

8.3.1 private accommodation and/or transportation arrangements;

8.3.2 financial considerations (including current employment and/or business arrangements);

8.3.3 location of partner or family (except where special consideration has been approved due to carer responsibilities)
8.3.4  family celebrations and/or social events (for example, weddings and birthdays);  
(Refer to attendance guidelines)

8.3.5  Religious grounds (Refer to attendance guidelines)