



LOMA LINDA UNIVERSITY

School of Medicine

OPERATING POLICY

TRACK AND CLERKSHIP SITE ASSIGNMENTS

CATEGORY: Medical Education

COORDINATOR: Dr. Leonard Werner

Governing Policy:

Related Entity Specific Policy:

Policy Regarding Track and Clerkship Site Assignments:

Educational Rationale: It is essential that students be evenly distributed across clerkships and rotation sites in order to ensure quality educational experiences. Clerkship directors and the School of Medicine pre-determine the optimal number of students at each site based upon patient load and available resources. Students are invited to submit clerkship and rotation preferences, however ultimately the number of students at each training site must fall within the minimum and maximum necessary to ensure a high quality educational experience. The process for assignments are as follows:

Clerkship Track Assignments (junior year clerkship sequences):

1. Students are provided information about junior clerkship tracks at a class meeting at least four months before the start of third year orientation. Students submit their track requests via a computer program, which randomly assigns as many students as possible to their highest choices. Students are given at least two weeks to submit their requests, and as long as they are submitted by the deadline, each student has an equal chance of getting their first choice.
2. When the track assignments are released, students are permitted to trade track assignments with each other. Both students involved in the trade must submit requests in writing to the Associate Dean for Clinical Education. Students who are being removed from the junior year may not trade their assigned tracks, as it is not an even trade.
3. Students may submit requests for changes within their track assignments in writing to the Associate Dean for Clinical Education. Each request should specify which rotation /

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time is most important to have changed, and the rationale for the request. For example, a student wishes to complete their surgery clerkship in October because they are expecting a baby in December.

4. The Associate Dean will review all requests, and move as many students as possible according to the number of slots available. Priority will be given to requests made for health or family reasons. Students may be moved outside of specific track sequences, in order to increase the number of requests that may be granted.
5. Clerkship track assignments in general are not switched after the beginning of the academic year. Exceptions to this would include family or personal emergencies, health needs, or specific academic needs as judged by faculty.

Clerkship Site Assignments (hospital or intra-rotation assignments):

1. Clerkship offices are responsible for student assignments within their rotation.
2. Clerkship directors will pre-determine the number of students to be assigned at each rotation site based upon patient load and available resources. In addition, clerkship directors will evaluate rotation sites, and may choose to combine certain rotation sites in order to enhance educational experiences.
3. Clerkship coordinators will send students a list of available rotation sites at a minimum of two months prior to the start of each clerkship. Students will rank the sites according to their preferences, including any reasons for needing to be assigned to a particular location.
4. Clerkship directors are responsible for site assignments. These will be distributed to medical students at least one month prior to the beginning of each rotation.
5. Students may trade assignments with each other prior to the start of the clerkship at the discretion of the clerkship director. Both students must submit requests in writing to the Clerkship office. Students who are being removed from the clerkship may not trade their assignments, as it is not an even trade.
6. Students may submit requests for a change in rotation assignment to the clerkship office in writing prior to the start of the clerkship. The reason for the change in assignment should be included with the request.
7. If a request for a change in rotation assignment is denied by the clerkship office, the student may submit the request in writing, along with the reason for the requested change, to the Associate Dean for Clinical Education.
8. Any student who experiences mistreatment will be removed from their assigned site immediately. No repercussions will occur as a result of this change.

9. Rotation assignments may be changed mid-rotation at the discretion of the clerkship director in conjunction with the Dean's office for family or personal emergencies, health needs, or specific academic needs as judged by faculty.

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