

Request for Change of Clerkship Site or Supervisor Policy

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| Office of Accountability: | Associate Dean, Undergraduate Medical Education |
| Office of Administrative Responsibility: | Undergraduate Medical Education |
| Approver: | MD Curriculum and Program Committee |
| Scope: | Compliance with Undergraduate Medical Education policy extends to all members of the Undergraduate Medical Education community. |

Overview

The Committee on the Accreditation of Canadian Medical Schools (CACMS) standard 10.11 (Student Assignment) requires a medical school to assume responsibility for selection and assignment of medical students to clinical learning sites, using a centralized process. Although the initial process must be fair and take into consideration student preferences, there must be a process whereby a student with an appropriate rationale may request an alternative assignment where circumstances allow for it.

University of Alberta Policies

University of Alberta Duty to Accommodate Procedure

“Members of the university community, who would experience discrimination because of a characteristic that falls within a protected ground, have the right to be reasonably accommodated.

The provision of reasonable accommodations gives effect to the inherent dignity of each individual and enables individuals to equitably participate in those protected areas, including services related to post-secondary education. Some of these services include, but are not limited to, participation in or access to course work, practicum and clinical placements, co-op placements, employment, graduate internships, library services, athletic services, school teams, cafeteria services, parking and transport services, computing services, health services, counseling services and others.”



MD Program Request for Change in Clerkship Site Policy

PURPOSE:

Although clerkship site selection processes take student site preferences into consideration where possible, exceptional situations arise where a student may wish to request a change to clerkship site. These requests must be considered in a fair and equitable manner.

PRINCIPLES:

Clerkship sites have been selected to fulfill the specific learning objectives of required clinical learning experiences. In particular, rural clerkship experiences have been prioritized as part of the MD Program's social accountability mandate and are an expectation of the MD Program. It may be difficult to attain certain learning objectives if a student does not participate in a rural learning experience.

- 1) Change in clerkship site for a required clinical learning experience will NOT be approved for:
 - a. Student preference
 - b. Student career exploration
 - c. Transportation difficulty
- 2) Students are expected to obtain a means of transportation that allows them to travel to all clerkship training sites, including rural sites.
- 3) Notwithstanding the above principles, students may request a change in clerkship site in the setting of significant extenuating circumstances. Extenuating circumstances include:
 - a. Student medical condition that cannot be accommodated at the existing clerkship site
 - b. Significant family commitments including care for a family member that cannot be accommodated at the existing clerkship site.
 - c. Any other protected grounds.
- 4) Where the student request is to attend an urban site rather than a rural site, attempts will be made to place the student at a rural location closer to Edmonton, or a suburban Edmonton site, where possible.
- 5) Students are responsible for all clerkship learning objectives. Where a rural clerkship experience is not possible due to extenuating student circumstances, the student may be responsible for additional project based learning to demonstrate attainment of learning objectives that are specific to the rural experience.
- 6) On rare occasions, students may request to have a preceptor reassigned due to mistreatment, professionalism issues, or perceived conflict of interest. These requests will be accommodated within the same clerkship site wherever possible.



- 7) Students may be referred to the Office of Advocacy and Wellbeing for support, depending on their individual circumstances
- 8) A student's privacy and confidentiality will be respected throughout this process.

POLICY:

1. SUBMISSION OF REQUEST FOR CHANGE IN CLERKSHIP SITE

- a. The student must email the clerkship administrator responsible for the clinical learning experience with information regarding the reason for their request.
- b. Requests must be submitted by the end of May in order to accommodate requests into the clerkship schedule.
- c. Students with pre-existing accommodations that pertain to this request should be sent by the MD Program to the clerkship administrator at the beginning of the academic year.
- d. Requests submitted after May may be denied, unless:
 - i. In cases of illness or emergent situation, students are expected to submit an email request as soon as possible, copied to both the clerkship administrator and the Assistant Dean, Academic.
 - ii. In such cases, requests will be reviewed on a case-by-case basis under the discretion of Assistant Dean, Academic.

2. SUBMISSION OF REQUEST FOR CHANGE IN CLERKSHIP SUPERVISOR

- a. These requests will adhere to a "no wrong door" approach, based on the individual situation and comfort level of the student. Options for student requests include but are not limited to: clerkship coordinator/administrator, Office of Advocacy and Wellbeing, MD Program administrators, Assistant Dean Academics, Office of Professionalism.
- b. Student privacy and confidentiality will be maintained throughout the request for a change in supervisor.
- c. Professionalism/mistreatment concerns will follow usual processes for reporting and feedback in parallel to the student being reassigned.

3. REQUEST APPROVAL AND APPEALS

- a. Approval of site change requests will be communicated to the student by the clerkship administrator by email to their ualberta email address. The clerkship administrator will work with the student to find an alternate site placement, prioritizing rural placements wherever possible.
- b. Denied requests can be appealed by the student by request to the Assistant Dean, Academics, with the knowledge that the principles in this policy will be adhered to and exceptions will only be made in extenuating circumstances.



DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

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| Required Clinical Learning Experience | Any core clerkship in Year 3 or Year 4 of the MD program. This excludes electives. |
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RELATED LINKS

University of Alberta Duty to Accommodate Procedure

<https://policiesonline.ualberta.ca/policiesprocedures/procedures/duty-to-accommodate-procedure.pdf>

APPROVAL HISTORY

| APPROVER | STATUS | DATE |
|-----------------|---------------|-------------|
| MD Program | Approved | 19 May 2022 |