School of Medicine

MBBS Program - Phase 2
Guidelines for the Allocation of Students to Clinical Schools/Regions and/or Rotation Order

1. Purpose and Objectives

1.1 In accordance with the MBBS program rules, the Executive Dean and Head of School will decide at which Clinical School/Region/site a student will be based. While all reasonable attempts will be made to accommodate student requirements and preferences, due to operational exigencies, it is not always possible to do so.

1.2 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. It is not sufficient to simply disagree with the decision and to want it examined by a more senior staff member.

1.3 The School of Medicine has established the Phase 2 Allocation Process to manage and support the clinical training for Students undertaking Phase 2 of the MBBS Program.

1.4 Phase 2 of the MBBS Program comprises years 3 and 4 and includes 10 Clinical Rotations, each of 8 weeks duration.

1.5 Each of the core Clinical Rotations consists of an attachment or placement at a Clinical Location.

1.6 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 placements in Clinical Rotations.

1.7 The Phase 2 Allocation Process will provide Students with an automated online facility designed to assess and place Students within a preferential system subject to availability and exceptions contained within these rules.

2. 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. Each Academic Year will comprise 5 consecutive Clinical Rotations.

**Clinical Location:** medical training facilities within a geographic region designated by the University for the MBBS Program

**Clinical Rotations:** the 10 individual rotations undertaken within Phase 2 of the MBBS Program with 5 rotations undertaken in year 3 and 5 rotations undertaken in year 4.

**Clinical School:** an organisational unit within the School of Medicine, comprising of a number of teaching hospitals and other relevant medical teaching sites within a geographical region.

**Good Academic Standing:** a Student who has achieved a cumulative grade point average (GPA) of 4.5 or higher.

**International Onshore Student:** a Student who is neither a domestic Student nor an International Student from the Ochsner Cohort.

**MBBS Program:** Bachelor of Medicine, Bachelor of Surgery and the MBBS component, i.e., Years 3-6 of the MBBS dual degrees.

**Ochsner Cohort:** The Ochsner Cohort includes citizens of the United States of America (USA) enrolled in the MBBS Program who undertake Phase 2 of the Program at the Ochsner Clinical School (OCS) operating in New Orleans, USA.

**Phase 2:** means years 3 and 4 of the MBBS Program.

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

**Region:** one of the 8 regions domestic and international onshore students may preference for Year 4 in Australia, including Metro North, Metro South, Ipswich Clinical School, Sunshine Coast Clinical School, RCS Bundaberg, RCS Hervey Bay, RCS Rockhampton and RCS Toowoomba.

**Special Consideration:** is the process described under clause 8 of these guidelines.

**Student:** means a person enrolled as a student at the University or undertaking courses or programs at the University

**University:** the University of Queensland

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. Students will have the opportunity to nominate their order of preferences for the Clinical Schools (Year 3) or Regions (Year 4).
3.2 Year 3 MBBS Students will be allocated to a Clinical School for the duration of the Academic Year. Students will have the opportunity to nominate their preferences for allocation to a Clinical School, except the Ochsner cohort, who will be allocated to the Ochsner Clinical School. Domestic students and international onshore students will primarily be allocated to a Clinical School in Year 3 for the Medicine and Surgery Clinical Rotations, and may be required to complete other Clinical Rotations at other sites.

3.3 Year 4 MBBS Students will be allocated to a Region, except the Ochsner cohort, who will be allocated to the Ochsner Clinical School. Students will have the opportunity to nominate their preferences for allocation to a Region. Domestic and international onshore students will generally be allocated to do most of their Clinical Rotations in the same Region. However, a number of clinical rotations and sub-specialties are not available in every region, and in these cases, students may be allocated to do some rotations (or part thereof) in another region.

3.4 Students allocated to the Rural Clinical School must complete at least 5 Clinical Rotations in the Rural Clinical School. Therefore, 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 Ochsner cohort students may not undertake the Medicine, Surgery, Paediatrics, Obstetrics and Gynaecology and General Practice rotations outside the Ochsner Clinical School.

3.6 Selected Clinical Schools/Regions are unable to offer all Clinical Rotations. Students at such Clinical Schools/Regions will be allocated to location(s) outside their Clinical School/Region for some Clinical Rotation(s) as required.

3.7 The Phase 2 Allocation Process is designed to assist year 3 Students to obtain a placement in their preferred Clinical School, however demand and special circumstances dictate that the University is unable to guarantee Students Will be allocated to their highest preferences.

3.8 MBBS year 4 Students will nominate their preferences for allocation to the geographic region where they desire to undertake their Clinical Rotations. These regions are: Rural (which includes RCS Bundaberg, RCS Hervey Bay, RCS Rockhampton and RCS Toowoomba), Metro South, Metro North, Sunshine Coast and Ipswich.

3.9 Students who are able to demonstrate extenuating circumstances as outlined in Clause 8 may be afforded Special Consideration during the administration of the Phase 2 Allocation Process.

3.10 The Phase 2 Allocation Process will include a mechanism for Students to request direct swaps of confirmed allocations. Students who wish to swap their allocation will have one opportunity to do so and will need to arrange a swap for the entire year with another student. Any further requests received outside this timeframe will have to follow the Special Consideration process, whereby only students with extenuating circumstances will be considered. The University is unable to guarantee fulfilment of any request.
3.11 The University may in 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 submit applications within the required timeframe.

3.12 Due consideration will be given to student preferences for students who submit their applications and preferences by the relevant deadlines as part of the Phase 2 Allocation Process. Students who fail to submit preferences and applications by the relevant deadlines will be allocated at the University’s discretion.

3.13 While every attempt will be made to minimise any changes to the finalised allocations, it may be necessary to do so in order to meet operational exigencies or in light of any changes to individual Students’ circumstances which require consideration.

3.14 Despite all other provisions in these guidelines, the Executive Dean and Head of School may allocate students to undertake any Clinical rotation at any location, and may alter a Student’s allocations after publication if required.

4 Exception-Based Allocation – University of Queensland Rural Clinical School (RCS).

4.1 It is a requirement imposed by the Australian Government that a minimum of 25% of Commonwealth Supported medical Students attend RCS for a minimum of one Academic Year.

4.2 International Students, including the Ochsner Cohort, are not eligible to undertake any Clinical Rotation(s) at the RCS.

4.3 Should an MBBS year 3 Student be allocated to RCS the allocation will be for the duration of the Academic Year.

4.4 In the case of MBBS year 4 Students:

4.4.2 Students allocated to RCS will have the opportunity to discuss options with the relevant RCS Director (or nominee) who will confirm programs/schedules for Medical Specialties and Surgical Specialties.

4.4.3 Students who are allocated to RCS for Year 3 as well as Year 4 may undertake 1 Metropolitan and 1 International, or 2 International Clinical Rotations (or part thereof, in the case of the “Specialties”) at a Clinical Location outside the RCS.

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 Head of Discipline.
5.2 Students are not able to repeat a Clinical Rotation at a Non UQ affiliated or international placement location, with the exception of the Ochsner and Brunei Clinical Schools.

5.3 As a matter of normal practice, Students will be not allocated to a Clinical School and/or location to repeat a Clinical Rotation (or part thereof) where they previously failed the Clinical Rotation, with the exception of the Ochsner Cohort.

5.4 Students are not able to repeat a Clinical Rotation outside of the published MBBS academic calendar or during summer semester.

5.5 Students will be notified in writing of any changes to their Clinical Rotation/s.

6. **International Allocations (all students except the Ochsner Cohort)**

6.1 Students of Good Academic Standing may undertake, with the approval of the relevant Head of Discipline, up to two clinical rotations (or part thereof) at an international or Non UQ affiliated location.

6.2 The minimum duration of a clinical placement at an international or Non UQ affiliated location is 4 weeks.

6.3 Applications must be made in accordance with published procedures and timelines.

7. **Ochsner Cohort ONLY - Allocations outside Ochsner Clinical School**

7.1 Ochsner cohort Students are required to undertake one Clinical Rotation at a UQ Clinical School in Australia, in accordance with the requirements stipulated by the Australian Medical Council.

7.2 Students of Good Academic Standing may undertake, with the approval of the Clinical School Head, up to 2 Clinical Rotations (or part thereof) at a location(s) outside the Ochsner Clinical School, in addition to the Clinical Rotation that must be completed at a UQ Clinical School in Australia as outlined in clause 7.1 above.

7.2.1 The minimum duration of a clinical placement at an “outside location” is 4 weeks.

8. **Special Consideration**

Despite all other provisions for special consideration in these guidelines, Students must apply to undertake interstate and overseas Clinical Rotations in accordance with the process prescribed by the Clinical School and/or Discipline.

Students with demonstrable extenuating circumstances as outlined below will be afforded Special Consideration during the Phase 2 Allocation Process:
8.1 Students with a medical condition requiring specialised treatment available only at a designated location;

8.2 Students with commitments as an elite athlete representing Australia at a state, national or international level (refer to PPL 3.50.07 Programs and Assessment for Elite Athletes);

8.3 Students with principal carer responsibilities for school aged children, disabled or infirm children or relative(s) who are unable to relocate;

8.4 Students undertaking a Research Higher Degree at UQ in accordance with the MBBS program rules relating to concurrent enrolment in a Research Higher Degree.

8.5 Subject to Clause 6.1, International Onshore Students (i.e. international Students who are required to undertake Phase II of the program in Australia) who wish to undertake one Clinical Rotation in their preferred discipline may apply for Special Consideration to be allocated to undertake that Clinical Rotation in a specific MBBS Rotation Period in their home country/region.

8.6 Students undertaking Year 4 at the RCS after having completed Year 3 in the RCS, who wish to undertake one or more Clinical Rotations in a Region outside the RCS.

8.7 For the 2015 Academic Year only, Students who have obtained approval to undertake a Clinical Rotation overseas before preferences open may apply for Special Consideration to be allocated to undertake a Clinical Rotation in a specific MBBS Rotation Period.

The following circumstances will not be considered:

- private accommodation and/or transportation arrangements;
- financial considerations (including current employment and/or business arrangements);
- location of partner or family; and/or
- family celebrations and/or social events such as weddings, birthdays.