



TITLE OF POLICY

Application Phase Campus Assignment, Exemption, and Reassignment Policy

PURPOSE AND SCOPE

To establish the procedures for assigning medical students to sites/campuses in their first clinical phase.

RESPONSIBLE PARTY AND REVIEW CYCLE

The Offices of Medical Student Education reviews the policy on an as-needed basis and Education Committee approves it.

LCME REFERENCE(S)

LCME 10.9: Student Assignment

HISTORY OF APPROVALS AND UPDATES

Education Committee, 12.18.2023

POLICY

UNC School of Medicine is made up of six sites: Asheville, Central Cross-Regional, Charlotte, Greensboro, Raleigh, and Wilmington where students engage in clinical learning across Application and Individualization Phases (3rd and 4th years). Capacity at each of the six sites is maximized to ensure that students get the clinical experiences they need to progress in their training. Capacity changes slightly from year to year and numbers are communicated at class meetings during the MS1 year.

In the spring semester of their first year, students shall submit a rank order preference via Qualtrics form for the six campus sites. Students who are enrolled in specific programs (e.g., FIRST, MD/PhD, Kenan Scholars) shall be automatically assigned to a site corresponding to their program.

Students not in such programs may submit a request to be exempt from the assignment process if they either have substantial primary caregiving responsibilities for another person or have a health matter that requires frequent, in-person care with a licensed clinical health professional. Such students requesting exemptions may only request for the Central Cross-Regional site. A committee of Student Affairs staff will review these requests and approve or deny them before the rankings are required and the site optimization program executed. These students will be notified of their placement in advance.

A student who is granted an exemption from the assignment process and who is then assigned to Central Cross-Regional is not permitted to “pod” with any other student(s). Students granted an exemption from the assignment process will not be assigned rotations at the Raleigh or Greensboro site.

The Senior Directors for Student Affairs and Curricular Affairs shall enter the placement rankings into a computer program that optimizes site placements for the best possible ranking for each student and optimizes each site’s capacity. All students shall then be notified of their site placements. Students are not permitted to swap assignments.

During the Neurons to Networks course in the third semester of Foundation Phase, students shall have the opportunity to request reassignment to Central Cross-Regional if their life circumstances have changed and

they now have substantial primary caregiving responsibilities or have a health matter that requires frequent, in-person care with a licensed clinical health professional. A committee of Student Affairs staff will review these requests and approve or deny them.

Should a student request a campus reassignment after the formal process during the Neurons to Networks course, a Student Affairs committee will review the request to approve or deny it. However, a student who is granted a campus reassignment at this time cannot be guaranteed a spring semester placement due to regularly fluctuating site capacity.

PROCEDURE(S):

In the spring of the first academic year, the Offices of Medical Student Education shall open an online form through which MS1 students can submit their rank order site preference, request for exemption with supporting documentation, and/or “pod” request. Students in FIRST and Kenan Scholars will be automatically assigned to the campus corresponding to their program. MD/PhD students will be automatically assigned to Central Cross-Regional. Students in special programs may not be a part of a pod.

A committee of Student Affairs staff and faculty shall review the requests for exemptions and approve or deny them. Such students shall be notified of the decision in advance of the computer assignment process.

The Senior Directors of Student Affairs and Curricular Affairs shall use a computer program to optimize site placements for the best possible ranking for each student and optimize each site’s capacity. Students shall be notified of their placements by early April of their first year.

The Student Affairs committee shall review requests for MS2 assignments during the Neurons to Networks course and students will be notified of the decision in a timely manner. This committee may also review requests after the Neurons to Networks course is completed.

DEFINITION(S):

Central Cross-Regional: Students may be placed at clinics at any location from Greensboro to east of Raleigh, and placement may vary between and within each Application Phase course.

Frequent, in-person care: A student engages in weekly clinical in-person care with a licensed clinical health professional that cannot be completed via telehealth. The health professional will be required to attest to such a need.

Pod: Students may elect to submit a campus preference rank order form in groups of two or three. Pods submit a single form for all students within the pod. All students within the pod must agree on the single campus preference rank submitted. All students within the pod will be assigned to the same site.

Primary Caregiver: A student has primary and substantive responsibilities for the care of another person who is unable to live independently (brief description of caregiving responsibilities required).

Central Exemption: A student who has requested and been approved for a Central exemption will not be assigned to rotations at the Greensboro or Raleigh sites. Students with a Central exemption will be given priority status for rotations within thirty minutes’ driving distance of Chapel Hill, but such rotations are not guaranteed. Students who have received the Central exemption may be assigned rotations at UNC Hospital in Hillsborough and Central Regional Hospital in Butner.