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College of Medicine
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Rotation Assignment Appeal Procedure

	NAME	TITLE	DATE
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Contents

Purpose:

This procedure ensures that the Undergraduate Medical Education program meets or exceeds the following Committee on Accreditation of Canadian Medical Schools (CACMS) and Liaison Committee on Medical Education (LCME) accreditation standards:

10.11 A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., alternative curricular track) and uses a centralized process to fulfill this responsibility. The medical school considers the preferences of students and uses a fair process in determining the initial placement. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

Introduction:

Medical students are expected to complete their clerkship rotations at the geographically distributed campus/site to which they are assigned. Students can request a direct switch of a rotation within their assigned campus/site with another medical student or appeal the rotation assignment within a timeline specific at the time of release of rotation assignment

lottery results; appeals after the deadline will only be considered based on highly extenuating medical or compassionate (new, serious, unanticipated, or unavoidable) circumstances.

The program reserves the right to assign students to an alternate site for individual rotations, or a portion of rotations, if there are capacity limitations at the students' home site. This process is centrally managed and tracked by the UGME program and includes the opportunity to volunteer to complete the rotation at an alternate site, as well as processes to appeal if needed for extenuating circumstances.

Scope:

This procedure applies to all undergraduate students registered in the Doctor of Medicine (MD) program at the University of Saskatchewan irrespective of the geographically distributed site/campus to which they are currently assigned.

Definitions:

Clerkship: The third and fourth years of the University of Saskatchewan Undergraduate Medical Education Program (UGME). During this program phase, medical students participate in clinical learning activities, many of which occur off the College of Medicine site/campuses in Prince Albert, Regina, and Saskatoon, Saskatchewan.

Home Site: The site to which the student was assigned at the time of admission to the MD program, or (for Year 3 only) a geographically distributed site to which the student is assigned for the year if participating in the Saskatchewan Longitudinal Integrated Clerkship or Prince Albert Rotation-based Year 3.

Geographically Distributed Sites: The College of Medicine at the University of Saskatchewan is a provincial school. As such, many of the required learning activities are delivered in locations or sites other than the College of Medicine campuses in Saskatoon and Regina.

Alternate Site: Includes any site (Regina or Saskatoon campuses or a geographically distributed site) where a clinical learning experience is offered that is not the student's home site.

Site Assignment: refers to the assignment of a medical student to a College of Medicine campus in either Regina or Saskatoon, Saskatchewan at the time of admission to the Doctor of Medicine (MD) program.

Rotation Assignment: refers to the assignment of a medical student to a specific rotation within their assigned site during the clerkship phase of the Doctor of Medicine (MD) program.

Responsibilities:

A. Direct Switch as a result of rotation assignment lottery:

- considered by the Rotation Assignment Appeals Committee consisting of the Year Chair and Year Site Coordinator and facilitated by the Clerkship Administrative Coordinators of the sites involved.

B. Rotation Assignment Appeals as a result of rotation assignment lottery:

- considered by the Rotation Assignment Appeal Committee consisting of the Year Chair, Site Coordinator and facilitated by the Clerkship Administrative Coordinators of the sites involved.

C. Temporary Assignment to Geographically Distributed Site for a rotation or portion of rotation:

- facilitated by the relevant Clerkship Administrative Coordinator, implemented by the Alternate Site Administrator
- extenuating circumstances considered by the Year Chair and/or Year Site Coordinator
- appeals considered by the Academic Director

Specific Procedure:

Rotation Assignments:

The reconsideration process is as follows:

1. To facilitate a direct switch request, medical students must submit a written appeal request with any supporting documentation to the Clerkship Administrative Coordinator at their site by the deadline shared at the time their rotation assignment is first released. Such documentation must include the name of both students interested in switching their rotations, their contact information, as well as their rationale for switching. Communication of successful switches will come from the Clerkship Administrative Coordinator, as advised by the Rotation Assignment Appeal Committee. The decision of the Rotation Assignment Appeals Committee will be final with no further mechanism for appeal.

2. To appeal a rotation assignment, medical students must submit a written appeal request with any supporting documentation to the Clerkship Administrative Coordinator at their site by a deadline shared at the time their rotation assignment is first released. Appeals will only be accepted after the deadline, for highly extenuating medical or compassionate (new, serious, unanticipated, or unavoidable) circumstances. A variety of factors are considered when reviewing appeals, including site capacity and the rationale behind student appeals; therefore, the College of Medicine cannot guarantee that such appeals will be granted. Appeal decisions will be communicated by the Year 3 Administrative Coordinators, as advised by the Rotation Assignment Appeal Committee. The decision of the Rotation Assignment Appeal Committee will be final with no further mechanism for appeal.

Temporary reassignment to alternate site due to capacity limitations:

The program reserves the right to assign students to an alternate site for individual rotations, or portions of rotations, if there are capacity limitations occur at the students' home site. This process is centrally managed and tracked by the UGME program. Students scheduled within the affected block will first be invited to volunteer for reassignment. If an insufficient number of volunteers come forward, remaining students will be selected for reassignment through a random lottery. Whenever feasible, this process will begin at least eight weeks prior to the start of the block.

At the time the volunteer request is issued, students will have one week to inform the Year Administrator and Year Chair if they have valid extenuating personal or health circumstances that prevent reassignment. These circumstances may include having already been reassigned to an alternate site in a previous block.

Students are encouraged to seek the support of the Office of Student Affairs in preparing and sharing their request for exemption. The Year Chair may grant an exemption based on the information provided and will typically communicate the decision within one week

If the student disagrees with the decision of the Year Chair, they may appeal in writing within 1 week of the notification of the decision to the Academic Director. The Academic Director's decision will typically be communicated within 2 weeks and is final.