

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Clinical Campus and Clinical Experience Assignment

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 2/25/2020, 6/8/2021, 4/12/2022, 4/25/2022

LCME ACCREDITATION STANDARD REFERENCE: Element 10.9 Student Assignment

PURPOSE

The Creighton University School of Medicine has two educational campuses: Omaha Campus and Phoenix Regional Campus. The School of Medicine manages students' selection of and assignment to a campus, and clinical site. There is a process for a medical student with an appropriate rationale to request an alternative clinical site assignment when circumstances allow for it.

1. Assignment to learning experiences will be done in a consistent and fair way, allowing students to express preferences in the order they will complete their clerkships and at which sites.
2. Creighton medical students are given priority over visiting students' requests.

POLICY

- I. Prematriculation Campus Assignment - will be determined based on each newly accepted student's preferred campus as noted on their secondary application, on a first accepted, first assigned basis.
 - A. When a given campus is full, subsequently accepted students preferring the full campus will be placed on a waitlist for that campus.
 - B. Students may be offered positions at their preferred campus as space becomes available, in the order that they were placed on the waitlist.
 - C. If space does not become available at the preferred campus, students will be assigned to the alternate campus.
 - D. Students will remain at their assigned campus (except for away rotations) throughout their four years of medical school.
- II. Clinical Experience Assignment
Assignment to Clinical Experiences at each campus is overseen by the Office of Student Affairs and the Office of Medical Education. All student change requests related to clinical learning experiences follow the procedure outlined below.

PROCEDURE

- I. Pre-Clerkship Clinical Experiences and Clerkship Clinical Assignment
 - A. Pre-clerkship Clinical Experiences:
 1. Students are informed by the Office of Medical Education of their assignment to clinical experiences in the pre-clerkship curriculum.
 2. All requests to change assignments will be processed by the Office of Medical Education.
 - B. Clerkship Clinical Experiences:

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1. Students are informed by the Office of Student Affairs of their assignment to clerkships and electives.
 2. Students participate in a lottery process to identify preferred required clerkship order and M3 and M4 elective selections. All requests to change assignments will be processed by the Office of Student Affairs.
- C. Students are not provided the opportunity to negotiate with their peers to switch assignments. Ultimately, the decision of the Associate Dean responsible will be final.

SCOPE

This policy applies to all students that are accepted and enrolled in the Medical Education Program.

ADMINISTRATION AND INTERPRETATION

The Office of Medical Admissions will be responsible for **campus assignments** prior to a student's matriculation. Please forward questions to the Associate Dean for Admissions.

The Office of Medical Education will be responsible for **clinical assignments** within the Pre-Clerkship Phase of the curriculum (M1 and M2 years). Please forward questions to the Dean for Medical Education for the appropriate campus.

The Office of Student Affairs will be responsible for **clerkship and elective assignments** within the Clerkship Phase of the curriculum (M3 and M4 years). Please forward questions to the Dean for Student Affairs for the appropriate campus.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Educational Program Committee.