



# VCU

## Requesting an Alternative Educational Site Policy

### Policy Statement and Purpose

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The Liaison Committee on Medical Education (LCME) has established standards regarding the assignment of medical students to educational sites used within the curriculum. These standards require a medical school to establish a process by which students with an appropriate rationale may request an alternative assignment to a different educational site. These standards also require the institution to identify the administrative office responsible for ensuring these established processes are followed.

### Stakeholders

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The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

### Definitions

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**VCU SOM:** Virginia Commonwealth University School of Medicine

**LCME:** Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

**CC:** Curriculum Council

**OME:** Office of Medical Education

**CD:** Course/Clerkship Director, Assistant Director, and/or Co-Director

**ADCME:** Assistant/Associate Dean of Clinical Medical Education

**Educational Site:** VCU SOM-Affiliated Clinical Instruction Site

### Responsibilities

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**CD:** CD's are responsible for assigning medical students to educational sites during clinical rotations, and for approving or denying each student request for an alternative educational site assignment based on the student's rationale and circumstances.

**ADCME:** The ADCME is responsible for the overall supervision of educational site administration, and ensures implementation and management of the processes outlined within this policy, including the training of OME staff, CD's and Clerkship Administrators on the requirements of this policy. The ADCME



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is responsible for ensuring periodic evaluation of the efficiency and efficacy of this policy to ensure compliance with LCME standards.

## Procedures

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### Initial Site Assignments

- Students will have the opportunity to submit their preferences for educational site(s) prior to the start of the clinical rotation
  - Any special site preference requests must be submitted to the CD or Clerkship Administrator no later than the deadline established by the specific clinical course/clerkship
- Clinical course/clerkship leadership will incorporate educational site preferences whenever feasible using the individual clinical course/clerkship assignment process
  - Student educational site preferences are one of many considerations when making site assignments
  - Other considerations include, but are not limited to:
    - Balancing schedules and assignments
    - Patient volume at each site
    - Preceptor availability
- CD's and/or Clerkship Administrators will assign students to educational sites using all applicable instructional site and student information
  - Educational site assignments will be provided to the students as soon as possible prior to the beginning of the rotation

### Alternative Educational Site Requests

- After educational sites have been assigned as part of a clinical rotation, students who have circumstances that would make rotating at an assigned site a hardship (e.g. young children, medical conditions requiring treatment, approved accommodations) may request an alternative educational site by contacting the CD/Clerkship Administrator
  - Lack of transportation and pet care do not constitute a hardship
- Requests for alternative educational site assignments must:
  - Be sent via email, to both the CD and Clerkship Administrator
  - Include a clear rationale for the request
  - Be sent no later than two (2) calendar days after receipt of the clinical rotation's original educational site assignment
- The CD will review submitted requests and in instances where there is an appropriate rationale to support the request and circumstances permit, an alternative educational assignment will be provided to the student.
  - Requests made for medical reasons or other serious personal issues will be granted if at all possible
  - Some requests may not be able to be granted due to lack of available space or because of the disruption/hardship the change would cause for other students, faculty, and/or the educational site



- Students who need placements for medical reasons are encouraged to work with their healthcare provider and the Division for Academic Success to request accommodations for site placements

### **Appeals for Denied Requests**

- If the CD denies the request, the student may appeal for an additional review of the request
  - Appeals must:
    - Be sent via email to the ADCME, CD, and Clerkship Administrator
    - Include a clear rationale for the appeal
    - Be sent no later than two (2) calendar days after denial of the initial request
- Appeals will be reviewed by the ADCME
  - Students, CD's, and Clerkship Administrators will be notified of the appeal decision no later than two (2) calendar days after receipt of the appeal
  - If an appeal is approved and an alternative site is not immediately available, the student may be required to reschedule their rotation
  - The decision of the ADCME is final and may not be appealed further

### **Related Policies**

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### **Review Cycle and Revision History**

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The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

**Current Revision Approved: 01.26.2023**

### **Applicable Laws, Regulations & Standards**

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LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 10, Element 9



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