



Clinical School Allocation Policy

F/S/S 1.1 (School of Medicine)

Relevant UTAS Ordinance, Rule and/or GLP No.	Rules of Academic Assessment (Rule 2)
Relevant State/Federal Govt. Legislation	University of Tasmania Act 1992 (Tas) Anti-Discrimination Act 1998 (Tas) Trade Practices Act 1974 (C'th)
Commencement Date	January 2010 Reviewed January 2011
Review Date	Review 2 – January 2014

POLICY STATEMENT

1 Intent

This policy states that:

- the final two years of the Bachelor of Medicine, Bachelor of Surgery (MBBS) course are conducted within the three clinical schools: the Hobart Clinical School, the Launceston Clinical School and the Rural Clinical School; and
- students will be allocated to any of these three clinical schools.

2 Scope

All students enrolled in the School of Medicine.

3 Objective(s)

The first three years of the MBBS course are conducted in Hobart at the University of Tasmania Clinical School in Campbell Street, Hobart, the Royal Hobart Hospital and various community locations.

The final two years of the course are conducted within the three clinical schools:

- Hobart Clinical School;
- Launceston Clinical School; and
- Rural Clinical School.

The medical attributes of graduating students and the outcomes of the program at each clinical school are the same.

Students will be allocated to any of these three clinical schools and will be given an option to indicate preference for allocation and given reasonable time to consider their options.

Students must sign the Clinical School Allocation Policy Agreement as a condition for acceptance of their enrolment.

4 Definitions and Acronyms

SPMS	Student Placement Management System
MBBS	Bachelor of Medicine, Bachelor of Surgery

5 Policy Maker

Associate Head of Student Affairs, School of Medicine

6 Policy Provisions

Allocation Priorities

Students should expect to spend at least one of the two final years of the course at the Rural Clinical School or the Launceston Clinical School.

While every effort is made to accommodate a student's preference in the allocation process, not all first or second preferences will necessarily be met and the final decision will rest with the Head of School of Medicine, taking into account the needs of the students, the requirements of the clinical schools and the number of vacancies available.

The allocation of places will be undertaken in the following order:

- Students who provide an acceptable reason and supporting evidence for special consideration;
- Students holding Medical Rural Bonded Scholarships, Rural Australian Medical Undergraduate Scholarships (RAMUS) or John Flynn scholarships who nominate the RCS;
- Students who undertook an intercalated honours year (or honours during advanced studies) will be granted their first preference, if they provide support from Supervisors that they must stay at that site to continue with their research; and
- Students who did not receive their first preference in Year 4.

Students repeating a year

Students who are required to repeat Year 4 or 5 will remain at the same clinical school they attended the previous year, provided that:

- The assessment committee deems that this is in the best interest of the student, and
- They have no additional special circumstances to be considered.

Special Considerations

Acceptable reasons (**supporting documentation must be provided**) for students to be considered for allocation to their first preference will include:

- Marriage/de facto relationship (as defined by law) and partner must remain in city of first preference.
- Children based in the city of first preference.

- Primary carer for a severely ill family member who lives in, or near, city of first preference with supporting documentation from medical practitioner and eligible to receive Carers Allowance.
- Extreme financial hardship.
- Fully justified medical reason with supporting documentation from medical practitioner.

Please note: Part-time employment, living at home, leases for rental properties, sporting commitments and transportation are not acceptable reasons for special consideration.

Bonded Medical Places and Rural Bonded Scholarships

Students awarded *Bonded Medical Places* or *Medical Rural Bonded Scholarships* will normally be required to enrol at the Rural Clinical School for at least one of the final two years of the course.

Students Going into Their Final Year

1. Students who provide an acceptable reason with supporting evidence (see special considerations) will receive priority.
2. Students holding *Medical Rural Bonded Scholarships*, *Rural Australian Medical Undergraduate Scholarships* (RAMUS) and the *John Flynn Scholarships*, who nominate the Rural Clinical School, will be allocated to the Rural Clinical School, provided they indicate this appropriately in the comments section of the Student Placement Management System (SPMS) on application.
3. Students who undertook an intercalated honours year will be granted their first preference if they provide support from supervisors that they must stay at that site to continue with their research, as well as showing evidence for productive research in their penultimate year.
4. Students who did **not** receive their first preference for their penultimate year will then be drawn at random and, if places remain at that campus, will be offered their first preference. If no places remain at their first preference, they will be granted their second preference. Finally, if no places remain at their second preference, they will be granted their third preference. ***Students must indicate in the comments section of Student Placement Management System that they did not receive their first preference in their penultimate year.***
5. The remaining students will be grouped together and their names drawn at random. When a name is drawn, the student will be offered their first preference if places remain at that campus. If no places remain at their first preference, they will be granted their second preference. Finally, if no places remain at their second preference, they will be granted their third preference. This will be undertaken electronically with the Student Placement Management System.

Students Going into Their Penultimate Year

1. Students who provide an acceptable reason with supporting evidence (see special considerations) will receive priority.
2. Students holding *Medical Rural Bonded Scholarships*, *Rural Australian Medical Undergraduate Scholarships* (RAMUS) and *John Flynn Scholarships*, who nominate the Rural Clinical School, will be allocated to the Rural Clinical School, provided they indicate this appropriately in the comments section of the Student Placement Management System on application.
3. Students who undertook an intercalated honours year will be granted their first preference, provided they provide support from supervisors that they must remain at that site to continue with their research.
4. All remaining students will be grouped together and their names drawn at random. When a name is drawn, the student will be offered their first preference if places remain at that campus. If no places remain at their first preference, they will be granted their second preference. Finally, if no places remain at their second preference, they will be granted their third preference. This will be undertaken electronically with the Student Placement Management System.

Swapping Allocated Places

If a student wishes to swap their placement they must register this, no later than one month after the clinical school placement has been offered, on the Student Placement Management System in "Change Request" for the Associate Head Student Affairs to review.

Appeals Process

Appeals must be lodged with the Head of School of Medicine no later than two weeks after the clinical school placement has been offered.

The Head of the School of Medicine (or their proxy) will invite the student to provide reasons for their rejection of the offer.

Following a meeting with the student, the Head of the School of Medicine (or their proxy) can confirm the allocation as already advised or make an alternative allocation. If the student remains dissatisfied they can appeal to the Director, Governance and Legal.

7 Supporting/Related Documents

Clinical School Allocation Policy Agreement

8 Key Words

- Clinical School Allocation Policy
- School of Medicine Policy
- School of Medicine Student Agreement

9 Supporting Procedures/ Guidelines

Clinical School Allocation Procedures

RESPONSIBILITIES

Implementation	Associate Head of Student Affairs and Course Administration, School of Medicine School of Medicine Executive Committee School of Medicine Learning and Teaching Committee
Compliance	Associate Head of Student Affairs, School of Medicine School of Medicine Executive Committee School of Medicine Learning and Teaching Committee
Monitoring and Evaluation	Associate Head of Student Affairs, School of Medicine School of Medicine Executive Committee School of Medicine Learning and Teaching Committee
Development and/or Review	Associate Head of Student Affairs, School of Medicine School of Medicine Executive Committee School of Medicine Learning and Teaching Committee
Interpretation and Advice	Head of School of Medicine Associate Head of Student Affairs, School of Medicine

WHO NEEDS TO KNOW THIS POLICY?

- All students enrolled in the School of Medicine
- All staff in the School of Medicine

EFFECTIVENESS OF THIS POLICY

- MBBS Students allocated appropriately to the three clinical schools.

POLICY HISTORY

Policy No.	F/S/S/ 1.1 (School of Medicine)
Approved / Rescinded	
Date	
Vice-Chancellor	
Signature	



Clinical School Allocation Policy Agreement (M3N MBBS)

I have read and accepted the Clinical School Allocation Policy for Medical Students (located on the School of Medicine website and included in enrolment and orientation information). This policy states that the final two years of the course are conducted within the three clinical schools: the Hobart Clinical School, the Launceston Clinical School and the Rural Clinical School and that students will be allocated to any of these three Clinical Schools in each of the two final years.

Student Name:
(Please Print)

Student ID:

Student Signature:

Date: / /

RETURN TO:

You need to return this form before your application for enrolment can be confirmed.

Please return to the School of Medicine Office or mail to:

Student Affairs Team
School of Medicine
Private Bag 68
HOBART TAS 7000