



Clinical School Allocation Procedure 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 Reviewed January 2013 Reviewed January 2014 Reviewed December 2014
Review Date	Review 4 – January 2016

PROCEDURE STATEMENT

Intent

This procedure 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.

Scope

All students enrolled in the School of Medicine.

Objective(s)

The first three years of the MBBS course are conducted in Hobart at the University of Tasmania Medical Sciences Precinct in Liverpool Street, Hobart, the Hobart Clinical School, 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 accept the clinical school allocation procedure as part of the admission process. It is a condition of course acceptance that students' read and accept the clinical school allocation.

Definitions and Acronyms

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

Procedure Maker

Director of Student Development and Support, MBBS Program, School of Medicine (formerly Associate Head, Student Affairs, School of Medicine)

Procedure 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 Associate Head, MBBS Program, School of Medicine, taking into account the needs of the students, the requirements of the clinical schools and the number of vacancies available.

It is a requirement of Australian Government funding for at least 25% of the domestic student cohort to spend a year at the Rural Clinical School. Allocation will ensure this requirement is met.

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.
- Students showing proof of residence in North West Tasmania for greater than 5 years will be allocated where possible to the Rural Clinical School.

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 (order of allocation)

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 then be allocated. First preferences will be assessed first and allocated if spaces are available. If places for first preferences are not available, second preferences will be assessed and accommodated where possible. Finally, if no places remain for second preferences, students will be granted their third preference.

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. The remaining students will then be allocated. First preferences will be assessed first and allocated if spaces are available. If places for first preferences are not available, second preferences will be assessed and accommodated where possible. Finally, if no places remain for second preferences, students will be granted their third preference.

Change of Allocated Place

If a student wishes to apply for a change to their allocated placement they must register this, no later than one month after the clinical school placement has been offered, by emailing the Director, Student Development and Support, MBBS Program, School of Medicine.

Appeals Process

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

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

Following consideration, the Associate Head, MBBS Program, 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.

Key Words

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

Supporting Procedures/ Guidelines

Clinical School Allocation Procedures

RESPONSIBILITIES

Implementation	Director, Student Development and Support and Course Administration (External Liaison Team), MBBS Program, School of Medicine MBBS Program Executive Committee, School of Medicine School of Medicine Learning and Teaching Committee
Compliance	Director, Student Affairs, MBBS, School of Medicine; School of Medicine Executive Committee School of Medicine Learning and Teaching Committee
Monitoring and Evaluation	Director, Student Development and Support, MBBS Program, School of Medicine MBBS Program Executive Committee, School of Medicine School of Medicine Learning and Teaching Committee
Development and/or Review	Director, Student Development and Support, MBBS Program, School of Medicine MBBS Program Executive Committee, School of Medicine School of Medicine Learning and Teaching Committee
Interpretation and Advice	Associate Head, MBBS Program, School of Medicine Director, Student Development and Support, MBBS Program, School of Medicine

WHO NEEDS TO KNOW THIS PROCEDURE?

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

EFFECTIVENESS OF THIS PROCEDURE

- MBBS Students allocated appropriately to the three clinical schools.

PROCEDURE HISTORY

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