



**Rotation Assignment Appeal Procedure**

	<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>
<b>Author</b>	<b>Sherry Pederson</b>	<b>Manager, UGME</b>	<b>5 Apr 2017</b>
<b>Reviewer</b>	<b>Meredith McKague</b>	<b>Assistant Dean Academic</b>	<b>5 Apr 2017</b>
<b>Reviser</b>	<b>Vanessa Hindmarsh</b>	<b>Project Specialist, UGME</b>	<b>16 Jun 2021</b>
<b>Authoriser</b>	<b>Patricia Blakley Meredith McKague</b>	<b>Associate Dean, UGME</b>	<b>6 Apr 2017 20 Jun 2021</b>

<b>Effective Date:</b>	<b>Apr 2017</b>
<b>Revision Date:</b>	<b>Jun 2021</b>
<b>Review Date:</b>	<b>Jun 2023</b>

**1. 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.*

**2. 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 two-week period after release or results; appeals after the two-week deadline will only be considered based on highly



extenuating medical or compassionate (new, serious, unanticipated, or unavoidable) circumstances.

### 3. 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.

### 4. DEFINITIONS

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

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

**Site Assignment:** refers to the assignment of a medical student to a College of Medicine campus in either Regina, Saskatchewan or Saskatoon, Saskatchewan during the pre-clerkship phase of 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.

### 5. RESPONSIBILITIES

Direct Switch:

- Considered by the Year 3 Chair and Site Year 3 Chair (if different) and facilitated by the Year 3 Admin Coordinators of the sites involved.

Rotation Assignment Appeals:

- Considered by the Rotation Assignment Appeal Committee;

The committee consists of:

- Academic Director or designate
- Year 3 Chair or designate
- Rotation Coordinator or designate from any rotation



**6. SPECIFIC PROCEDURE**

The reconsideration process is as follows:

1. To facilitate a direct switch request, medical students must provide written notice to the Undergraduate Medical Education Office (Clerkship Administrative Coordinator with a cc to the relevant Year 3 Chair or Year 3 Site Coordinator) within two weeks from when 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.
  
2. To appeal a rotation assignment, medical students must submit a written appeal request with any supporting documentation to the Year Three Chair within two weeks from when their rotation assignment is first released. They may also appeal their rotation assignment after the two-week deadline, based on highly extenuating medical or compassionate (new, serious, unanticipated, or unavoidable) circumstances. A variety of factors are considered when reviewing such appeals, including site capacity and the rationale behind student appeals; therefore, the College of Medicine does not guarantee that such appeals will be granted. Communication of appeals will come from Year 3 Admin 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.

**7. CHANGE HISTORY**

Effective Date	Significant Changes
6 APR 2017	Original version
20 JUN 2021	Minor updates to position titles