



## Site Switch Procedure

	NAME	TITLE	DATE
Author	Shari Smith	Elective Coordinator, UGME	12 Jan 2021
Reviewer	Vanessa Hindmarsh	Project Specialist, UGME	18 Jan 2021
Authorizer	Meredith McKague	Associate Dean, UGME	29 Jan 2021

Effective Date:	Jan 2021
Revision Date:	Aug 2021
Review Date:	Jun 2023

### 1. PURPOSE

The purpose of this document is to provide information regarding the site switch procedure, including the timelines, information about site switch applications, and the process by which Site Switches will occur when these can be accommodated.

### 2. INTRODUCTION

Medical students are expected to complete their pre-clerkship at the geographically distributed site to which they are assigned on admission. However, medical students are provided the opportunity to request a site switch during their first year of undergraduate studies.

First-year medical students requesting a site switch are required to complete a Site Switch Request Form.

If considering requesting a site switch, students should first seek the assistance of the Office of Student Affairs to explore all available options in managing their situation.

### 3. SCOPE

This procedure applies to first year 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

**Pre-Clerkship:** The first two years of the University of Saskatchewan Undergraduate Medical Education Program (UGME) are termed “Pre-Clerkship”. During this program phase, medical students develop the foundational and professional skills necessary to progress into the clinical phase of their education.

**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.

#### 5. RESPONSIBILITIES

**Associate Dean, UGME:** Responsible for explaining the site switch process and timelines to the first-year medical students. The Associate Dean, or designate, is responsible for providing a written response to the student notifying them of whether a site switch has been approved after the site switch process is complete.

**Project Specialist/Associate Dean Support:** Responsible for sending out communication to the students about deadlines and collecting the Site Switch Request forms.

**Office of Student Affairs:** Responsible for providing counsel to medical students requesting to be reassigned between geographically distributed sites.

#### 6. SPECIFIC PROCEDURE

**The site switch procedure is as follows:**

1. Annually in January, the Associate Dean will deliver a lecture to the first-year students reviewing the site switch procedure and timelines.

2. Project Specialist/Associate Dean Support will send out communication to the first-year students in January which will include the Site Switch Request Form and a reminder of the deadline (January 31<sup>st</sup> of each year). Students will return the completed Site Switch Request Form to the Project Specialist/Associate Dean Support. Students are not asked to provide any rationale for their site switch request as part of the site switch process.



3. Project Specialist/Associate Dean Support will receive the Site Switch Request forms and review them. If students from both sites have requested site switches, the Project Specialist/Associate Dean Support will forward the list of students from each campus requesting sites switches to the Admission’s Team who will prioritize these according to the admissions rank order list.

4. The Site Switch process is Based on a random lottery to provide equal opportunity for students who wish to switch geographic cohorts.

5. The Associate Dean UGME will provide a written response to the students who have requested a site switch advising them of the results of their request in a timely manner.

6. The Project Specialist/Associate Dean Support will inform the UGME administrative team members of any approve site switches.

7. If a student does not receive a site switch request, but they are facing highly extenuating medical or compassionate circumstances, they may submit a site assignment appeal request as per the Site and Rotation Assignment Policy and the Site Assignment Appeal Procedure.

**7. FORMS/TEMPLATES TO BE USED**

Site Switch Request Form – Class of 2025 (See Appendix 1)

**8. CHANGE HISTORY**

Effective Date	Significant Changes
29 Jan 2021	Original version
24 Aug 2021	Process moved from admissions rank to random lottery



**Appendix 1**

**Switching Between Geographic Cohorts**

**Deadline for submission to [Vanessa.Hindmarsh@usask.ca](mailto:Vanessa.Hindmarsh@usask.ca) by January 31 at 11:59 PM**

Name: (please print clearly) \_\_\_\_\_  
Last First

Assigned site: \_\_\_\_\_

Desired site: \_\_\_\_\_

This process affords first year students in the MD Program the opportunity to indicate their desire to switch geographic cohorts for Year 2 and beyond, with such switches being mediated through the UGME office. The process is based on a random lottery to provide equal opportunity for students who wish to switch geographic cohorts.

The only acceptable inducements to persuade another student to switch cohorts are gratitude and collegial goodwill.

- Any evidence of other inducements offered and/or accepted would comprise a **SERIOUS** breach of professionalism and would be addressed accordingly.
- The program's ability to consider this approach, and to offer it to subsequent classes, is contingent on strict observance of this principle.

Submission of this signed form is a binding commitment to accept re-assignment, if granted. (This does not preclude access to the Site Assignment Appeal Policy and its processes, should circumstances change.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_