

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Clinical Campus and Clinical Experience Assignment

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 2/25/2020, 6/8/2021, 4/12/2022, 6/20/2024; 1/28/2025

LCME ACCREDITATION STANDARD REFERENCE: Element 10.9 Student Assignment

PURPOSE

The Creighton University School of Medicine manages student's selection of and assignment to pre-clerkship clinical experiences and clerkship clinical experiences. Assignment to learning experiences will be done in a consistent and fair way, allowing students to express preferences in the order they will complete their clerkships and at which site with Creighton medical students being given priority over visiting students' requests.

POLICY

I. Clinical Experience Assignment

Assignment to Clinical Experiences at each campus is overseen by the Office of Student Affairs and the Office of Medical Education. All student requests related to the assignment of clinical learning experiences follow the procedure outlined below.

PROCEDURE

I. Pre-Clerkship Clinical Experiences and Clerkship Clinical Assignment

A. Pre-clerkship Clinical Experiences:

1. Students are informed by the Office of Medical Education of their assignment to clinical experiences in the pre-clerkship curriculum.
2. All requests to change assignment will be processed by the Office of Medical Education.

B. Clerkship Clinical Experiences:

1. Students are informed by the Office of Student Affairs of their assignment to clerkships and electives.
2. Students participate in a lottery process to identify preferred required M3 clerkship order and M4 elective selections. All requests to change assignment will be processed by the Office of Student Affairs.
3. Students are informed by the clerkship director of their assignment to clinical sites within the clerkship.

C. Students are not provided the opportunity to negotiate with their peers to switch assignments. Ultimately, the decision of the Associate Dean responsible will be final.

D. Students will remain at their assigned campus (except for Creighton electives at the distant campus and M4 extramural elective rotations) throughout their four years of medical school.

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SCOPE

This policy applies to all students that are accepted and enrolled in the Medical Education Program.

ADMINISTRATION AND INTERPRETATION

The Office of Medical Education will be responsible for **clinical assignments** within the Pre-Clerkship Curriculum. Please forward questions to the Associate Dean for Medical Education.

The Office of Student Affairs will be responsible for **clerkship and elective assignments within the M3 and M4 curriculum**. Please forward questions to the Associate Dean for Student Affairs.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Educational Program Committee.