

Phase 2 Placement Allocation Guidelines – Onshore 2021

Contents

1.	Definitions	3
2.	Purpose of the Guidelines	5
3.	Clinical Placements.....	5
	Conditions for placement at the Rural Clinical School.....	5
	Year 3 - Domestic and International Onshore Students.....	6
	Year 3 - Rural and Remote Medicine (RRM) or Medicine in Society (MiS)	6
	Year 4 - Domestic and International Onshore Students.....	6
	Year 4 - Sub-discipline Preferencing for Medical Specialties.....	6
4.	Phase 2 Allocation Process	7
	Exception Based Allocations – Repeating Students	7
	Exception Based Allocations – Extended Placement Program (EPP) in GP and RRM.....	7
5.	Elective (Personalised Learning) Course	8
6.	Placements at the Ochsner Clinical School (OCS)	9
7.	Away Clinical Placements	9
8.	Special Consideration Process	10
	Late Applications for Special Consideration	11

1. Definitions

Academic Year: The period starting on the first Monday of the first semester and ending with the Sunday before the corresponding Monday of the following year.

Away Clinical Placement: any clinical placement where a Student chooses to arrange, and is granted permission, to undertake a Clinical Placement at an approved location that is not a UQ Clinical Unit.

Clinical Location: The clinical setting where a Student undertakes learning that is credited towards their clinical placement. Clinical Locations include general practices and other clinical care facilities.

Clinical Placements: The ten (10) individual clinical placement blocks of six-nine weeks undertaken by Students in Phase 2 as part of Clinical courses, with five (5) placements in year 3 and five (5) in year 4.

Clinical School: A formal organisational unit within the Faculty of Medicine, comprising of teaching hospitals and other relevant medical teaching sites within a geographical region (e.g. School of Clinical Medicine, Rural Clinical School, Ochsner Clinical School).

Clinical Unit: A designated organisational subunit of Rural Clinical School or School of Clinical Medicine, including hospitals or other relevant medical teaching sites. Clinical Units can include both major and peripheral teaching hospitals, which are listed below:

Clinical Units	Hospitals
School of Clinical Medicine	
Northside	The Prince Charles Hospital, Caboolture Hospital, Redcliffe Hospital, St Vincent's Hospital, Northside
PA/Southside	Princess Alexandra Hospital, Redlands Hospital, Queen Elizabeth II Hospital, Queensland Children's Hospital
RBWH	Royal Brisbane & Women's Hospital, Queensland Children's Hospital, Toowong Private Hospital, New Farm Clinic
Mater	Mater Hospital, Queensland Children's Hospital
Greenslopes	Greenslopes Hospital, Queensland Children's Hospital, The Park Centre for Mental Health
Ipswich	Ipswich Hospital, Queensland Children's Hospital
Primary Care	Various General Practices throughout South-East Queensland
Rural Clinical School	
Bundaberg	Bundaberg Hospital
Hervey Bay	Hervey Bay Hospital
Toowoomba	Toowoomba Hospital
Rockhampton	Rockhampton Hospital
Ochsner Clinical School	
Ochsner Health System, New Orleans, USA	

Clinical Courses: The ten (10) phase 2 courses that include a clinical placement block, including Medicine, Surgery, Medicine in Society/Rural and Remote Medicine, General Practice, Mental Health, Medical Specialties, Surgical Specialties, Critical Care, Obstetrics and Gynaecology and Paediatrics.

Domestic students: A student who is an Australian citizen, a New Zealand citizen or a permanent resident of Australia or New Zealand.

Elective: The elective, or Personalised Learning Course, has a “placement” block of six weeks, which is not considered a Clinical Placement block for the purpose of these guidelines.

Good Academic Standing: A student who has achieved a cumulative Grade Point Average (GPA) of 4.5 or higher within the Medical Program, and has no recorded findings of student misconduct at the University.

International Onshore Student: An International Student who is not an Ochsner Pathway Student.

MBBS: Bachelor of Medicine & Bachelor of Surgery Program at The University of Queensland.

MD: Doctor of Medicine Program at the University of Queensland.

MD-Onshore: Doctor of Medicine Program at the University of Queensland in which students are required to undertake Phase 2 at the School of Clinical Medicine or Rural Clinical School in Queensland, Australia.

Phase 2: Years 3 and 4 of the Medical Programs.

Placement: Includes 6-week Clinical Placements and the Elective course 6-week placement.

RCS: The UQ Rural Clinical School.

Student: A student enrolled in or undertaking courses in the MBBS or MD Program.

2. Purpose of the Guidelines

- 2.1 The Faculty of Medicine has established the Phase 2 Allocation Process to manage and support the clinical training for Students in Phase 2 of their Program.
- 2.2 The Phase 2 Allocation Process is designed to facilitate the equitable distribution of students in Clinical Placements throughout the Academic Year and across all available Clinical Units, optimising the range of clinical experience for students.
- 2.3 The Medical Dean is responsible for decisions related to the Clinical Unit(s) in which a Student will be based during Phase 2 of their program. While all reasonable attempts will be made to accommodate student requirements and preferences, this may not always be possible due to operational requirements.
- 2.4 Decisions related to clinical allocations are administrative in nature. In accordance with the University Policy on [Student Grievance Resolution](#), it is only possible to appeal in circumstances where a student can demonstrate that the decision did not comply with University's policies, rules or procedures. Personal dissatisfaction is not grounds for an appeal.
- 2.5 The MD-Onshore allocation process is administered by the Faculty of Medicine Placements Team. Key dates for 2021 can be found [here](#) and further information about the onshore process can be found [here](#).

3. Clinical Placements

Conditions for placement at the Rural Clinical School

- 3.1 There may be limited availability for International Onshore Students to be allocated to the Rockhampton Clinical Unit in Years 3 and 4. International Onshore Students wishing to apply for this opportunity will be required to submit a written application. Shortlisting will be made based on the quality of the written application and past performance in the medical program. Shortlisted applicants will be invited to interview.
- 3.2 There may be limited availability for Domestic Students to be allocated to a specific Clinical Unit of the RCS for the whole of Phase 2 (Years 3 and 4). Students wishing to apply for this opportunity will be required to submit a written application.
- 3.3 Domestic students who are allocated to the Rural Clinical School for the first time either in Year 3 or 4, must complete all Clinical Placements at a Clinical Unit of the RCS.
- 3.4 Students in both Years 3 and 4, who are allocated to the Rural Clinical School, may apply to complete one placement block at a UQ RCS site other than to which they were originally allocated. This application will be considered by the Head of the Rural Clinical School.
- 3.5 In Year 4, all Students will have the opportunity to complete their Elective block outside of the RCS and/or UQ Clinical Units.
- 3.6 In Year 4, Students who are allocated to the RCS for a second year (i.e. a returning RCS student) will have the opportunity to undertake their Medical Specialties placement at another UQ Clinical Unit (metropolitan or rural), subject to approval by the Course Co-ordinator and Head of the Clinical Unit.

Year 3 - Domestic and International Onshore Students

- 3.7 Students will be allocated to one Clinical Unit for the duration of the Academic Year, and are expected to undertake the majority of their Clinical Placements in the teaching hospitals and sites associated with that Clinical Unit. Students will be required to complete some of their Clinical Placements at other Clinical Locations (e.g. GP, Mental Health, and RRM/MiS placements).
- 3.8 Students have the opportunity to rank order their preference for both Clinical Unit and semester order.

Year 3 - Rural and Remote Medicine (RRM) or Medicine in Society (MiS)

- 3.9 All Domestic students are required to undertake the RRM course.
- 3.10 All International Onshore students are required to undertake the MiS course, unless granted permission to substitute RRM, as per 3.16 below.
- 3.11 As part of the RRM course, Students will undertake a 6-week Clinical Placement and they will have the opportunity to nominate their preferred location for this Clinical Placement; this will be irrespective of their Clinical Unit allocation.
- 3.12 As part of the MiS course, Students will undertake a 6-week Clinical Placement in a vulnerable and/or disadvantaged community. Students will have the opportunity to nominate their preferred location for this Clinical Placement; this will be irrespective of their Clinical Unit allocation.
- 3.13 International onshore students can also request to undertake the RRM course, in lieu of MiS, to facilitate an overseas (away) RRM Clinical Placement. Applications must be made in accordance with the published [guidelines](#) and [timeline](#).

Year 4 - Domestic and International Onshore Students

- 3.14 Students will be allocated to one Clinical Unit for the duration of the Academic Year, and are expected to undertake the majority of their Clinical Placements in the teaching hospitals and sites associated with that Clinical Unit. In the event that a particular specialty is not available at their designated Clinical Unit (e.g. Paediatrics, Obstetrics and Gynaecology, Ophthalmology), students will be required to undertake that placement at a different Clinical Unit.
- 3.15 Students will have the opportunity to rank order their preference for both Clinical Unit and the timing of their Elective placement block (i.e. block 1 – 6).

Year 4 - Sub-discipline Preferencing for Medical Specialties

- 3.16 Prior to the start of their Medical Specialties placement, students will have the opportunity to nominate their preferred sub-discipline from those that are offered within their allocated Clinical Unit. With the exception RCS students, as noted in Section 3.4 and 3.6, Students must complete their Medical Specialties placement within their allocated Clinical Unit.
- 3.17 Medical Specialties placements undertaken at UQ sites must be completed in their entirety and cannot be split with another placement.

4. Phase 2 Allocation Process

- 4.1 Students who can demonstrate extenuating circumstances as outlined in Clause 8 may be afforded Special Consideration during Phase 2 Allocation Process.
- 4.2 The University will publish the timeframe for each stage of the Phase 2 Allocation Process. It is the Student's responsibility to be aware of this schedule, and submit applications within the required timeframe. Students who fail to submit preferences and applications by the relevant deadlines will have their placements allocated automatically.
- 4.3 The Phase 2 Allocation Process may include a mechanism for Students to request one direct swap with another student, where both students have agreed to that swap, and both students are eligible and intending to progress to the following year of the MD program. Students will be required to swap their allocation for the entire Academic Year. If such mechanisms are developed, students must meet all relevant requirements and deadlines. The Faculty cannot guarantee fulfilment of swap requests.
- 4.4 While every attempt will be made to minimise changes to the finalised allocations, it may be necessary for the University to do so to meet operational requirements.
- 4.5 Despite all other provisions in these guidelines, the Executive Dean or Medical Dean may allocate Students to any Clinical Placement at any Clinical Unit/Location, and may alter a student's allocations after publication if required.
- 4.6 Students are responsible for ensuring that their enrolment in mySI-net matches their allocated Clinical Placements.
- 4.7 After allocations have been published, students will be notified in writing of any changes to their Clinical Placement/s, and it will be the student's responsibility to make any subsequent enrolment changes in mySI-net.

Exception Based Allocations – Repeating Students

- 4.8 Students who are required to repeat a Clinical Placement(s) will be allocated to a site and placement order on the advice of the relevant Course Coordinator(s).
- 4.9 Students must repeat the Clinical Placement(s) at a UQ Clinical Unit.
- 4.10 Students are not able to repeat a Clinical Placement outside of the published MD/MBBS academic calendar, including during summer semester.

Exception Based Allocations – Extended Placement Program (EPP) in GP and RRM

- 4.11 The Extended Placement Program (EPP) allows Year 3 students to undertake their GP and RRM rotations back to back in the same rural location. This opportunity is only available to domestic students.
- 4.12 Applications for EPP must be made in accordance with the published [guidelines](#) and [timeline](#).
- 4.13 Approval to undertake the EPP is at the discretion of Discipline of Rural and Remote Medicine, and each application will be assessed on the information provided by the Student.
- 4.14 Students who are approved for the EPP will be allocated to undertake their General Practice Clinical Placement prior to their RRM Placement.
- 4.15 Students wishing to undertake an EPP will be provided with accommodation and receive a subsidy to help with the cost of travel and internet access.

5. Elective (Personalised Learning) Course

- 5.1 Students are required to undertake the Elective course during year 4 of their program.
- 5.2 The Elective course includes a placement period that is six (6) weeks in duration.
- 5.3 The Elective placement can be undertaken at any approved location worldwide, including but not limited to Clinical Units of the Faculty.
- 5.4 Applications for the Elective placement activity must be made in accordance with the published [guidelines](#) and [timeline](#).
- 5.5 Elective placements undertaken at UQ sites must be completed in their entirety and cannot be split with another placement.
- 5.6 Students wishing to undertake the Elective placement external to a Clinical Unit are responsible for sourcing their own placement.
- 5.7 Students are not permitted to contact clinicians at UQ Clinical Units directly regarding clinically based Elective opportunities, with the exception of those sites listed in Section 5.8 below.
- 5.8 Students are permitted to organise their own clinical Elective placement at New Farm Clinic, Toowong Private Hospital, The Park Centre for Mental Health and St Vincent's Hospital, Northside. Students who wish to undertake their clinical Elective placement at one of these sites will need to gain approval from the supervising clinician, followed by approval from the relevant Head of that Clinical Unit before submitting an application to the Faculty. Approval will be at the discretion of the Clinical Unit Head and subject to approval of the Elective Course Coordinator.
- 5.9 Students are permitted to organise their own research-based Elective placement at sites associated with UQ Clinical Units. Students who wish to undertake a research based elective at a UQ Clinical Unit will need to gain approval from the supervising clinician, followed by approval from the relevant Head of that Clinical Unit before submitting an application to the Faculty. Approval will be at the discretion of the Clinical Unit Head and subject to approval of the Elective Course Coordinator.
- 5.10 Students who are allocated to the Rural Clinical School are able to request a local Elective placement at their home Clinical Unit. Students are not permitted to contact individual clinicians, but should contact their local Student Coordinator in relation to their preferred Elective placement request.
- 5.11 Students who wish to self-arrange their Elective placement at a General Practice within Queensland will need to obtain confirmation from the Primary Care Clinical Unit that the practice is not associated with UQ, prior to submitting an application to the Faculty. Students are not permitted to contact clinicians at a General Practice associated with the UQ Primary Care Clinical Unit regarding Elective opportunities, to avoid putting undue administrative burden on those practices.
- 5.12 Students who wish to undertake their Elective placement at a General Practice associated with the UQ Primary Care Clinical Unit should email their Expression of Interest to med.gp@uq.edu.au, in accordance with the published [guidelines](#) and [timeline](#). Further details can be found [here](#) under 'Elective (Personalised Learning Course)'.
- 5.13 Self-arranged Elective placements may be split between 2 external providers only, but cannot be split to include part of a UQ Elective placement.
- 5.14 In exceptional circumstances, up to 2 weeks of self-directed study may be approved as part of the Elective. Students must apply with adequate justification, together with a formal learning plan, and approval will be at the discretion of the Course Coordinator
- 5.15 Undertaking an Elective placement at an external location is not considered to be an Away Clinical Placement.

- 5.16 Academic Approval to undertake the Elective placement at an external site is at the discretion of the Elective Course Coordinator and each application will be assessed on a case by case basis.
- 5.17 All self-sourced clinical placements will require a Student Placement Agreement (SPA) to be signed with the placement provider. Without a fully executed SPA, the placement will not be approved. If an SPA cannot be secured, students will be allocated an Elective placement at a UQ Clinical site.
- 5.18 Self-sourced placements in DFAT 3/4 or Not Rated (0) countries, or in Low-Middle Income Countries (LMIC), as defined by the [Organisation for Economic Co-operation and Development \(OECD\)](#), will require a Risk Assessment to be completed by the Student. These placements will be considered on a case by case basis and approval is at the discretion of the Faculty.
- 5.19 For placements in DFAT 3/4 or Not Rated (0) countries, the Student will also need to complete an 'International High Risk Travel Business Case' and 'International High Risk Travel Destination Approval' form, for consideration and approval by the Deputy Vice-Chancellor (External Engagement).
- 5.20 Consideration may be given for reasonable time involved when travelling to and from an Elective placement and this will be included in the relevant attendance guidelines.
- 5.21 Students are responsible for all costs related to the Elective course.
- 5.22 Students who do not have an approved Elective placement 4 weeks prior to the commencement of the placement block will be assigned by the Faculty to an available placement at a UQ Clinical Unit.

6. Placements at the Ochsner Clinical School (OCS)

- 6.1 Domestic and International Onshore Students may apply to undertake a Placement at the UQ-Ochsner Clinical School, either for their Elective or during the Advanced Hospital Practice semester.
- 6.2 Priority will be given to Students (Domestic or International Onshore) who can demonstrate their commitment to practising medicine in the United States or Canada (e.g. have been approved, have applied, or expect to apply to undertake medical licensing examinations), or who have applied to undertake their elective placement at the OCS.
- 6.3 Applications for Placements at the OCS must be made in accordance with the published [guidelines](#) and [timeline](#).
- 6.4 Onshore Students undertaking a Placement at the OCS are responsible for all associated costs.
- 6.5 Undertaking a Placement at the OCS is not an Away Clinical Placement.

7. Away Clinical Placements

- 7.1 Applications for Away Clinical Placements must be made in accordance with the published [guidelines](#) and [timeline](#).
- 7.2 Students must organise their Away Clinical Placement to match their original Clinical Placement allocation in terms of learning experiences in the away block.
- 7.3 Students are responsible for sourcing their own Away Clinical Placement.
- 7.4 Academic Approval to undertake an Away Clinical Placement is at the discretion of the Course Coordinator(s), and each application is assessed on the information supplied by the Student.
- 7.5 Once a student receives final approval for an Away Clinical Placement, they must relinquish their original Clinical Placement. If a student subsequently elects not to undertake the Away Clinical Placement, the Faculty cannot guarantee that their original Clinical Placement will be available.
- 7.6 Consideration may be given for time involved when travelling to and from an Away Clinical Placement

and this will be included in the relevant attendance guidelines.

- 7.7 Students wishing to undertake an Away Clinical Placement are responsible for all associated costs.

8. Special Consideration Process

- 8.1 In certain circumstances, MD-Onshore Students may seek to be assigned to a placement by the Faculty in a manner separate to the usual method of Phase 2 placement allocation that takes into account specific circumstances that may impact on the ability of the student to undertake placements in a specific site or order. This is known as Special Consideration. All applications for Special Consideration must be supported by evidence, and will be assessed on a case-by-case basis. Approval of applications for Special Consideration will be made at the sole discretion of the Faculty.

- 8.2 Students who meet one or more of the categories outlined below may, upon application, be afforded Special Consideration during the Phase 2 Allocation Process:

- Have a medical condition requiring specialised treatment or care that is only available at a designated location. Students must provide evidence (for example, a medical certificate) to support their application.
- Have a medical condition which amounts to a temporary disability, and that their condition cannot be properly supported at a specific Clinical Unit.
- Have an approved UQ [Student Access Plan](#) (SAP) that will impact on their ability to undertake one or more placements. Students should indicate that they have such a current SAP in place at the time of application and the existence of the SAP will be confirmed by the Course Coordinator(s). No personal details or information will be disclosed or requested.
- Be recognised under [PPL 3.50.07 Programs and Assessment for Elite Athletes](#)
- Have principal/primary carer responsibilities, which require a specific Placement location to enable carer responsibilities to be fulfilled.
- Be undertaking a Research Higher Degree at UQ in accordance with the program rules relating to concurrent enrolment in a Research Higher Degree, which requires a specific Placement location to facilitate the Research program.
- Have evidence supporting approval of, or application for, an Away Clinical Placement during a defined Clinical Placement block.
- Have been approved, have applied, or expect to apply to undertake an international medical licensing examination, which requires a specific Placement order to facilitate an Away Clinical Placement.
- Be commencing Year 3 in 2021, with a partner who is commencing Year 3 at the Ochsner Clinical School in 2021, and they would like to request the same Semester order, so as to align their intra-semester breaks.

- 8.3 The following will not be considered grounds for Special Consideration:

- Private accommodation and/or transportation arrangements;
- Financial considerations (including current employment and/or business arrangements);
- Location of partner or family (except where special consideration has been approved due to carer responsibilities);
- Family celebrations and/or social events (for example, weddings and birthdays); (refer to attendance guidelines);
- Religious grounds (refer to attendance guidelines);

- Principal/primary carer responsibilities for pets or animals; and
- Internship interviews, either in Australia or overseas.

Late Applications for Special Consideration

- 8.4 In exceptional circumstances, students may apply for late Special Consideration after Phase 2 allocations have been finalised.
- 8.5 Late applications must meet one or more of the categories outlined in paragraph 8.2 above.
- 8.6 (a) Students must demonstrate, with supporting documentation, that exceptional circumstances existed that made it not possible to submit their application for special consideration during the designated timeframe; or
- (b) Students must demonstrate, with supporting documentation, that there has been a significant and unexpected change to their personal circumstances since the finalisation of the allocation of Phase 2 placements.
- 8.7 A lack of knowledge or awareness of the procedure to seek special consideration and the associated timelines is not considered a circumstance beyond their control and does not meet the criteria for a late application to be considered.
- 8.8 All applications for late Special Consideration will be assessed on a case-by-case basis and are subject to operational requirements.
- 8.9 Approval of applications for late Special Consideration will be made at the sole discretion of the Faculty.

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