

# Years 3 and 4 Placement Allocation Guidelines – Onshore 2023



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# 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.

**Clinical Courses:** The ten (10) core courses in Years 3 and 4 that include a Clinical Placement block, including Medicine, Surgery, Medicine in Society (MiS)/Rural and Remote Medicine (RRM), General Practice (GP), Mental Health, Medical Specialties, Surgical Specialties, Critical Care, Obstetrics and Gynaecology and Paediatrics.

**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 to nine weeks undertaken by Students 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 Medical School, comprising of teaching hospitals and other relevant medical teaching sites within a geographical region (e.g. Greater Brisbane Clinical School, Rural Clinical School, Ochsner Clinical School).

**Clinical Unit:** A designated organisational subunit of the Rural Clinical School or Greater Brisbane Clinical School, including hospitals or other relevant medical teaching sites. Clinical Units can include both major and peripheral teaching hospitals, which are listed below. For the purposes of allocation, Clinical Units which are part of the Greater Brisbane Clinical School are considered to be metro Clinical Units.

Clinical Units	Hospitals
<b>Greater Brisbane Clinical School</b>	
Northside	The Prince Charles Hospital, Caboolture Hospital, Redcliffe Hospital, St Vincent's Private Hospital, Northside
PA-Southside	Princess Alexandra Hospital, Redland Hospital and Queen Elizabeth II Hospital
RBWH	Royal Brisbane and Women's Hospital, Toowong Private Hospital, New Farm Clinic
Mater	Mater Hospital
Greenslopes	Greenslopes Private Hospital, The Park Centre for Mental Health
Ipswich	Ipswich Hospital
General Practice	Various general practices throughout South-East Queensland
Children's Health Queensland	Queensland Children's Hospital
<b>Rural Clinical School</b>	
Bundaberg	Bundaberg Hospital
Hervey Bay	Hervey Bay Hospital
Toowoomba	Toowoomba Hospital
Rockhampton	Rockhampton Hospital
Rural and Remote Medicine	Various hospital, general practice and/or community-based settings in rural and remote communities in Queensland.
<b>Ochsner Clinical School</b>	
Ochsner Health, New Orleans, USA	

**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 (MEDI7413), has a “placement” block of six weeks, which is not considered a Clinical Placement block for the purpose of these guidelines.

**GBCS:** Greater Brisbane Clinical School.

**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 a UQ-Ochsner MD Student.

**MD:** Doctor of Medicine program at The University of Queensland.

**OCS:** Ochsner Clinical School.

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

**RCS:** Rural Clinical School.

**Student:** A student enrolled in or undertaking courses in the MD program.

**UQ-Onshore:** Doctor of Medicine program at The University of Queensland in which Students are required to undertake Years 3 and 4 at the Greater Brisbane Clinical School or Rural Clinical School in Queensland, Australia.

## 2. Purpose of the Guidelines

- 2.1 The Medical School has established the Year 3 and 4 Allocation Process to manage and support the clinical training for Students in the clinical years of their program.
- 2.2 The Year 3 and 4 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 Dean of the Medical School is responsible for decisions related to the Clinical Unit(s) in which a Student will be based during Years 3 and 4 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 the University's policies, rules or procedures. Personal dissatisfaction is not grounds for an appeal.
- 2.5 The UQ-Onshore allocation process is administered by the Faculty of Medicine Placements Team. Key dates for 2023 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 Regional 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 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 (RCS) 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 RCS, 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 Director of the RCS.
- 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 Coordinator and Head of the Clinical Unit.

## 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. In the event that a particular specialty is not available at their designated Clinical Unit, Students will be required to complete some of their clinical placements at other clinical locations (e.g., GP, RRM/MiS, Paediatrics, Obstetrics and Gynaecology, Ophthalmology etc).
- 3.8 Year 3 Students have the opportunity to rank order their preference for both Clinical Unit and semester order:
- Hospital Practice (Medicine/Surgery) > Comprehensive Clinical Practice (GP, Mental Health, RRM)
  - Hospital Practice (Medicine/Surgery) > Women's, Children and Mental Health (Paediatrics, Obstetrics and Gynaecology, Mental Health)
  - Comprehensive Clinical Practice (GP, Mental Health, RRM) > Hospital Practice (Medicine/Surgery)
- 3.9 Year 4 Students have the opportunity to rank order their preference for both Clinical Unit and Elective placement block (Block 1-6).

## Rural and Remote Medicine or Medicine in Society

- 3.10 All Domestic Students are required to undertake the Rural and Remote Medicine (RRM) course.
- 3.11 All International Onshore Students are required to undertake the Medicine in Society (MiS) course.
- 3.12 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.
- 3.13 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.

## Sub-discipline preferencing for Medical Specialties

- 3.14 Prior to the start of their Medical Specialties placement in Year 4, 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 paragraphs 3.4 and 3.6, Students must complete their Medical Specialties placement within their allocated Clinical Unit.
- 3.15 Medical Specialties placements undertaken at UQ sites must be completed in their entirety and cannot be split with another placement.

## 4. Year 3 and 4 Allocation Process

- 4.1 As outlined in Section 7, Students who can demonstrate extenuating circumstances may be afforded special consideration during the Year 3 and 4 Allocation Process.
- 4.2 The University will publish the timeframe for each stage of the Year 3 and 4 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 Year 3 and 4 Allocation Process may include a means 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 a process is developed, Students must meet all relevant requirements and deadlines. The Medical School 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 Medical School to do so to meet operational requirements.
- 4.5 Despite all other provisions in these guidelines, the Executive Dean or Dean, Medical School 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 are published, Students will be notified of any changes to their clinical placement/s, in writing, and it is the Student's responsibility to make any subsequent enrolment changes in mySI-net.

### Allocation swaps

- 4.8 Following the publication of provisional placement allocations, Students are able 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.
- 4.9 Students are responsible for finding their own swaps and will be required to swap their allocation for the entire Academic Year. Students are not able to swap part of their pathway and/or individual placements within the year.
- 4.10 All applications for placement swaps will be assessed on a case-by-case basis and are subject to operational requirements. The Medical School cannot guarantee fulfilment of all swap requests.
- 4.11 Students must meet all relevant [requirements](#) and [deadlines](#). In exceptional circumstances, Students may apply for late swaps, after the designated swap period. Late applications must meet one or more of the criteria below:
  - (a) Students must demonstrate, with supporting documentation, that exceptional circumstances existed that made it not possible to submit their application for a placement swap during the designated period; or
  - (b) Students must demonstrate, with supporting documentation, that there has been a significant and unexpected change to their personal circumstances following the designated swap period.
- 4.12 A lack of knowledge or awareness of the swap process and associated timelines is not considered a circumstance beyond their control and does not meet the criteria for a late application to be considered.
- 4.13 Approval of applications for late placement swaps will be made at sole discretion of the Medical School.

### Exception based allocations – repeating Students

- 4.14 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).
- 4.15 Students must repeat the Clinical Placement(s) at a UQ Clinical Unit.
- 4.16 Students are not able to repeat a Clinical Placement outside of the published MD academic calendar, including during summer semester.

### Exception based allocations – Extended Placement Program in General Practice and Rural and Remote Medicine

- 4.17 The Extended Placement Program (EPP) allows Year 3 Students to undertake their GP and RRM placements back-to-back in the same rural location. This opportunity is only available to Domestic Students.
- 4.18 Applications for the EPP must be made in accordance with the published [guidelines](#) and [timeline](#).
- 4.19 Approval to undertake the EPP is at the discretion of the Mayne Academy of Rural and Remote Medicine, and each application will be assessed on the information provided by the Student.
- 4.20 Students who are approved for the EPP will be allocated to undertake their General Practice Clinical Placement prior to their RRM Clinical Placement.
- 4.21 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 Medical School.
- 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 paragraph 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 Private 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 Medical School. 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 Medical School. 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 RCS 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 General Practice Clinical Unit that the practice is not associated with UQ, prior to submitting an application to the Medical School. Students are not permitted to contact clinicians at a general practice associated with the General Practice 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 General Practice Clinical Unit should email their expression of interest to [med.gp@uq.edu.au](mailto: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 two external providers only, but cannot be split to include part of a UQ Elective placement.
- 5.14 In exceptional circumstances, up to two 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 Elective Course Coordinator.
- 5.15 Students undertaking a Research Higher Degree at UQ are not permitted to use their current research project and/or thesis write-up for their Elective 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 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 Medical School.
- 5.19 As per the [UQ Student Travel Procedure](#), to ensure the health and safety of our Students and that UQ meets its duty of care obligations, authorised travel is not permitted to countries/regions rated by [DFAT Smart Traveller](#) as DFAT 3/4 or Not Rated (0) countries.
- 5.20 Students undertaking approved international placements must complete a Student International Travel Declaration before commencement of their travel, and also must register their travel with International SOS (ISOS) before departure.
- 5.21 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.
- 5.22 Students are responsible for all costs related to the elective placement.
- 5.23 Students who do not have an approved Elective placement four weeks prior to the commencement of the placement block will be assigned by the Medical School to an available placement at a UQ Clinical Unit.

## 6. Placements at the Ochsner Clinical School

- 6.1 Domestic and International Onshore Students may apply to undertake a placement at the Ochsner Clinical School (OCS), either for their Elective or during the Advanced Hospital Practice (AHP) 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 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.

## 7. Special consideration process

- 7.1 In certain circumstances, Onshore Students may seek to be assigned to a placement by the Medical School in a manner separate to the usual Year 3 and 4 Allocation Process 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 Medical School.
- 7.2 Students are able to request special consideration for one or both of their clinical years (Years 3 and 4). Students wishing to apply for special consideration for both years must provide evidence which indicates that their circumstances are unlikely to change during that time.
- 7.3 Students who meet one or more of the categories outlined below may, upon application, be afforded special consideration during the Year 3 and 4 Allocation Process:
  - a) Have a medical condition which:
    - Requires specialised treatment that is only available at a specific location.
    - Amounts to a temporary disability, which cannot be properly supported at a specific Clinical Unit.
  - b) Have an approved UQ [Student Access Plan](#) (SAP) that will impact on their ability to undertake one or more placements. Students should provide a copy of the pages of their SAP which outline the considerations or adjustments that are required. No other personal details or information will be disclosed or requested.
  - c) Be recognised under [PPL 3.50.07 Programs and Assessment for Elite Athletes](#)
  - d) Have principal/primary carer responsibilities, which require a specific placement location to enable carer responsibilities to be fulfilled.
  - e) 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.

- f) Have evidence supporting approval of, or application for, a self-arranged elective placement during a defined clinical placement block.
- g) Have been approved, have applied, or expect to apply to undertake an international medical licensing examination, which requires a specific placement order for the elective placement.
- h) Be commencing Year 3 in 2023, with a partner commencing Year 3 at the OCS in 2023, and would like to request the same semester order, to align their intra-semester breaks.
- i) Be commencing Year 4 in 2023 and have applied for an Onshore-OCS Partner Swap or AHP Semester Swap (as per the published [Guidelines](#)), where both Students have already obtained the required letter of support.

7.4 The following will not be considered grounds for special consideration:

- a) Private accommodation and/or transportation arrangements;
- b) Financial considerations (including current employment and/or business arrangements);
- c) Location of partner or family (except due to carer responsibilities);
- d) Family celebrations or social events, such as weddings and birthdays (refer to [Medical Program Attendance and Participation Requirements](#));
- e) Religious grounds (refer to [Medical Program Attendance and Participation Requirements](#));
- f) Principal/primary carer responsibilities for pets or animals; and
- g) Internship interviews, either in Australia or overseas.

## Late applications for special consideration

7.5 In exceptional circumstances, Students may apply for late special consideration after the designated application period has closed. Late applications must meet one or more of the categories outlined in paragraph 8.3 above. Students must demonstrate, with supporting documentation, that:

- (a) exceptional circumstances existed that made it not possible to submit their application for special consideration during the designated application period; or
- (b) there has been a significant and unexpected change to their personal circumstances subsequent to the closing date of the designated application period.

7.6 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.

7.7 All applications for late special consideration will be assessed on a case-by-case basis and are subject to operational requirements. Approval of applications for late special consideration will be made at the sole discretion of the Medical School.