

Years 3 and 4 Allocation Guidelines – Ochsner Clinical School 2025



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1. Definitions

Academic Year: please refer to the [Doctor of Medicine Academic Calendars](#) for start and end dates.

Clinical Courses (students who commenced prior to 2023): The five core courses in Year 4 that include a clinical placement block:

- Medicine in Society (MiS)/Rural & Remote Medicine (RRM)
- General Practice (GP)
- Medical Specialties
- Surgical Specialties
- Critical Care and
- Personalised Learning Course.

Clinical Immersion Terms - aka Clerkship, Clinical Rotation (student who commenced in 2023): Structured learning experiences in which students observe and participate in a clinical setting under supervision, developing clinical skills, integrating knowledge, gaining patient interaction experience, and enhancing clinical reasoning, professional conduct, and collaboration skills.

Clinical Location: The clinical setting where a student undertakes their learning. Clinical Locations include general practices and other clinical care facilities.

Clinical Placements (students who commenced prior to 2023): The five individual Clinical Placement blocks of 6-weeks, undertaken by Students as part of Year 4 Clinical Courses.

Clinical School: An organisational unit within the Medical School, comprising of teaching hospitals and other relevant medical teaching sites within a geographical region (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:

Clinical Units	Hospitals
Greater Brisbane Clinical School	
Northside	The Prince Charles Hospital, Caboolture Hospital, Redcliffe Hospital, St Vincent's Private Hospital, Northside
PA-Southside	Princess Alexandra Hospital, Redlands Hospital and Queen Elizabeth II Hospital
RBWH	Royal Brisbane and Women's Hospital, Toowong Private Hospital, Ramsay Clinic New Farm
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
Rural Clinical School	
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.
Ochsner Clinical School	
Ochsner Health, New Orleans, USA, including: Ochsner Medical Center – Baton Rouge, Ochsner Medical Center – Kenner, Ochsner Medical Center – New Orleans, Ochsner Medical Center – North Shore, Ochsner Medical Center – West Bank, Ochsner Baptist, Ochsner St. Anne, and community-based clinics in Southeastern Louisiana.	

Elective: The Elective, or Personalised Learning Course (MEDI7413), which has a “placement” block of six weeks, that 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 no recorded findings of student misconduct or Fitness to Practice concerns (Level 1 or above) at the University and has not been required to repeat year 1 and/or 2 of the program due to failing to achieve the passing grade. For UQ-Ochsner MD Students, this includes a passing score on the USMLE Step 1 exam.

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

OCS: Ochsner Clinical School.

RCS: Rural Clinical School.

Return Placement: A clinical placement in which a Year 4 UQ-Ochsner MD Student returns to Australia, to meet the requirements of the AMC in relation to experience of clinical practice in an Australian context.

Student: A student enrolled in or undertaking courses in the MD and UQ-Ochsner MD program.

UQ-Ochsner MD: Doctor of Medicine program at The University of Queensland in which Students are required to undertake Years 3 and 4 at the Ochsner Clinical School operating in New Orleans, USA.

UQ-Ochsner MD Student: A Student enrolled in or undertaking courses in the UQ-Ochsner MD program.

2. Purpose of the Guidelines

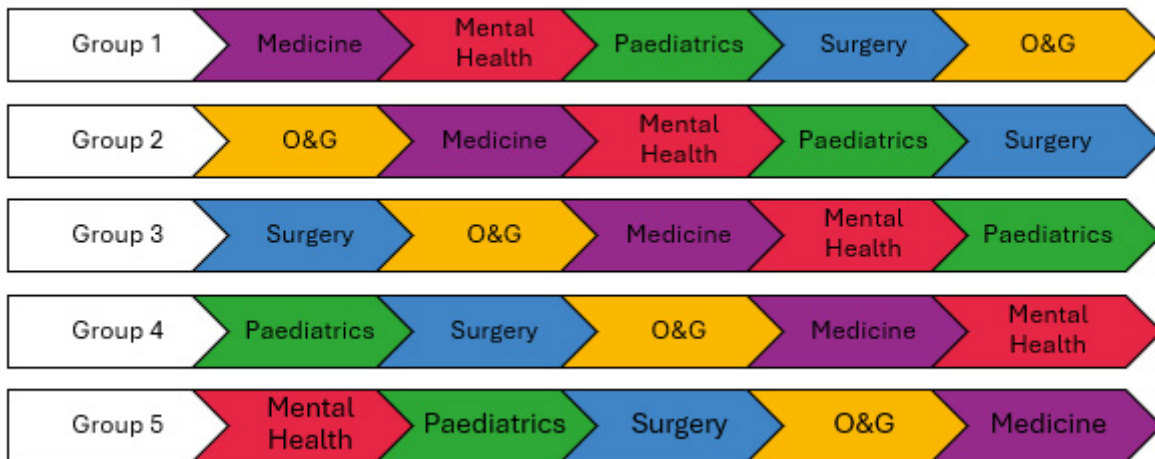
- 2.1 The Medical School has established the Year 3 and 4 Ochsner Clinical School Allocation Process to manage and support the clinical training for UQ-Ochsner MD Students in Years 3 and 4 of their program.
- 2.2 The Year 3 and 4 Ochsner Clinical School Allocation Process is designed to facilitate the equitable distribution of students in clinical placements and clinical immersion terms throughout the Academic Year whilst optimising the range of clinical experiences.
- 2.3 The Dean, Medical School (or nominee) is responsible for decisions related to the Clinical Location(s) in which a student will undertake their learning. Students are advised of the Clinical Location at least one week prior to commencing their placement.
- 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 Year 3 and 4 Ochsner Clinical School Allocation Process is administered by the Ochsner Clinical School (OCS) Student Affairs Team. Key dates for 2025 and further information about the Ochsner process (including timelines) can be found [here](#).

3. Allocation Process

- 3.1 The Medical School will publish the timeframe for each stage of the Year 3 and 4 Ochsner Clinical School Allocation Process. It is a student's responsibility to be aware of this schedule and submit applications/preferences within the required timeframe. If a student does not submit applications/preferences and applications by the relevant deadlines they will have their placements allocated automatically.
- 3.2 As outlined in Section 6, students who can demonstrate extenuating circumstances may be afforded special consideration during the Year 3 and 4 Ochsner Clinical School Allocation Process.
- 3.3 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.
- 3.4 All reasonable attempts will be made to accommodate student requirements and preferences, but this may not always be possible due to operational and clinical immersion/placement requirements.
- 3.5 Students in Year 4 are responsible for ensuring that their enrolment in mySI-net matches their allocated Clinical Placements.
- 3.6 After allocations have been published, students will be notified in writing of any changes to their Clinical Placement/s or Clinical Immersion/s, and it will be the student's responsibility to make any subsequent enrolment changes in mySI-net if relevant.

4. Clinical Immersions (Year 3 students)

- 4.1 Year 3 UQ-Ochsner MD students will complete all Year 3 Clinical Immersion Terms at the OCS.
- 4.2 Year 3 UQ-Ochsner MD students will complete the five Clinical Immersion Terms in one of the following orders:



- 4.3 Year 3 UQ-Ochsner MD students will have the opportunity to preference the clinical immersion term (i.e. Group 1, 2, 3, 4, or 5).

5. Clinical Placements (Year 4 students)

- 5.1 Year 4 UQ-Ochsner MD students must undertake their General Practice Clinical Placement at the OCS.
- 5.2 In accordance with AMC requirements and other constraints on placements (as per paragraph 5.1 above), Year 4 UQ-Ochsner MD students are required to undertake a 6-week clinical placement in Australia. This may include:
- * Emergency Department and Orthopaedics (ED/O)
 - * Medical Specialties (MS)
 - * Rural and Remote Medicine (RRM) or Medicine in Society (MiS)
 - * Intensive Care, Ophthalmology and Anaesthetics (ICU/Op/An)
 - * Personalised Learning Course/Elective (clinically based placement only)
- 5.3 Year 4 UQ-Ochsner MD students are required to undertake the MiS course at the Ochsner Clinical School, unless completing RRM as their Year 4 Australia Return Placement (subject to availability).
- 5.4 If a student is allocated to a MiS Clinical Placement, this placement will be undertaken in a vulnerable and/or disadvantaged community.
- 5.5 If a student is allocated to an RRM Clinical Placement, this placement will be undertaken in a regional, rural or remote location within the [Rural Clinical School](#).
- 5.6 Year 4 UQ-Ochsner MD students will have the opportunity to preference their clinical placement order and Medical Specialties sub-discipline.

Return Placement - Australia

- 5.7 Year 4 UQ-Ochsner MD students will be allocated to a Clinical Unit within the [Greater Brisbane Clinical School](#) (GBCS), or a [Rural and Remote Medicine](#) (RRM) site for their return placement. Allocations will be made based on availability and operational requirements. Students will not be permitted to change their return placement allocation after the Year 3 and 4 Ochsner Clinical School Allocation Process has concluded.
- 5.8 Year 4 UQ-Ochsner MD Students who undertake their Medical Specialties placement as their return placement will have the opportunity to preference from the sub-disciplines available at the Clinical Unit

to which they are allocated. Sub-disciplines cannot be guaranteed, and students will not be permitted to change Clinical Units to seek alternative sub-disciplines.

- 5.9 If a Year 4 UQ-Ochsner MD Student wishes to undertake the Elective placement in Australia (as per paragraph 5.2), it must be a clinically based placement. If a UQ-Ochsner MD Student completes ED/O, ICU/Op/An, MS, or RRM in Australia, they may be permitted to undertake their Elective in Australia with no restrictions on its focus (e.g., clinical vs research).

Elective (Personalised Learning) Course

- 5.10 Year 4 UQ-Ochsner MD students are required to undertake the Elective course during the 2025 academic year.
- 5.11 The Elective course includes a placement period that is six (6) weeks in duration.
- 5.12 Applications for the Elective placement activity must be made in accordance with the published [guidelines and timeline](#).
- 5.13 The Elective placement can be undertaken at any approved location worldwide, including but not limited to the Clinical Schools of the Medical School. Academic approval to undertake the Elective placement at an external site is at the discretion of the Director of OCS (or nominee), and each application will be assessed on a case-by-case basis.
- 5.14 Students are permitted to undertake 6-week Elective placements at OCS or an external provider. Students may undertake 4-week Elective placements at OCS or an external provider with the remaining two weeks in research or self-directed study. Students must provide a formal learning plan to justify self-directed study, and approval will be at the discretion of the OCS Deputy Director, Curriculum.
- 5.15 Self-arranged Elective placements may be split between one external provider and an Elective placement at OCS.
- 5.16 In exceptional circumstances, two different specialties may be approved as part of the Elective. Students must provide a formal learning plan to the OCS Deputy Director, Curriculum for consideration and approval.
- 5.17 Students wishing to undertake the elective placement external to the Medical School are responsible for sourcing their own placement.
- 5.18 Students are not permitted to contact clinicians at Ochsner or UQ Clinical Units directly regarding clinically based elective opportunities and must follow the process as stated in paragraph 5.12.
- 5.19 Students may be 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 should reach out to the Clinical Unit prior to contacting prospective supervising clinicians.
- 5.20 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.
- 5.21 All self-arranged Clinical Placements will require a student placement agreement (SPA) to be signed with the placement provider unless a current affiliation agreement exists between the away institution and Ochsner or UQ. Without a fully executed SPA, or current affiliation agreement, the placement will not be approved. If neither an SPA nor affiliation agreement can be secured, Students will be allocated to an available placement by the OCS Student Affairs Team.
- 5.22 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 Dean, Medical School (or nominee).
- 5.23 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.

- 5.24 Students undertaking approved international placements must complete a Student International Travel Declaration before commencement of their travel, and must register their travel with International SOS (ISOS) before departure.
- 5.25 Consideration may be given for time involved when travelling to and from an Elective placement and this will be included in the relevant attendance guidelines.
- 5.26 Students are responsible for all costs related to the Elective course.
- 5.27 Students who do not have an approved Elective placement six (6) weeks prior to the commencement of the placement block will be assigned to an available placement by the OCS Student Affairs Team.

6. Allocation swaps

- 6.1 Following the publication of provisional placement allocations, students will be provided with the opportunity to submit swap requests to the Ochsner Clinical School Student Affairs Team.
- 6.2 Students must submit requests during the designated swap period only.
- 6.3 All applications for placement swaps will be accommodated where possible, however are subject to operational requirements. The Medical School cannot guarantee fulfilment of swap requests.

7. Repeating Students

- 7.1 Students who are required to repeat a Clinical Placement(s) will be allocated to a site and placement order on the advice of the Dean, Medical School (or nominee).
- 7.2 Students must repeat the Clinical Placement(s) at a Clinical School or Clinical Unit of the Medical School.
- 7.3 Students are not able to repeat a Clinical Placement(s) outside of the published MD academic calendar, including during summer semester.

8. Special Consideration

- 8.1 In certain circumstances, UQ-Ochsner MD Students may seek to be assigned to a placement in a manner separate to the usual method of placement allocation that considers specific circumstances that may impact on the ability of the student to undertake placements in a specific order. This is known as special consideration.
- 8.2 Students who meet one or more of the categories outlined below may, upon application, be afforded special consideration during the Year 3 and 4 Ochsner Clinical School Allocation Process:
 - a) Have a physical or mental health condition which:
 - i. Requires specialised treatment or care that is only available at a designated location.
 - ii. Amounts to a temporary disability, which cannot be properly supported at a specific site.
 - b) 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 OCS Student Affairs Team. No personal details or information will be disclosed or requested.
 - d) Be commencing Year 4 in 2025 and have applied for an Onshore-OCS Partner Swap or Advanced Hospital Practice (AHP) Semester Swap (as per the published [guidelines](#)), where

both Students have already obtained the required letter of support.

- 8.3 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
 - d) Family celebrations or social events, such as weddings and birthdays (refer to [Medical Program Attendance and Participation Requirements](#));
 - e) Principal/primary carer responsibilities for pets or animals; and
 - f) Residency/Internship interviews, either in the United States or overseas.
- 8.4 You must apply by the due date and provide supporting documentation.
- 8.5 Information on the process, including the application form and dates for submitting, can be found [here](#).
- 8.6 Applications are assessed on a case-by-case basis and based on the information supplied.
- 8.7 Eligible applications will be considered by a panel comprising:
- Director, Ochsner Clinical School
 - Assistant Director, Curriculum, and
 - Assistant Director, Student Affairs.
- 8.8 The panel will provide a recommendation for a final decision which is at the discretion of the Dean, Medical School.

9. Late applications for special consideration

- 9.1 In exceptional circumstances, Students may apply for late special consideration after the Years 3 and 4 Ochsner Clinical School allocations have been finalised.
- 9.2 Student should contact the OCS Student Affairs Team for information on the process.
- 9.3 Late applications must meet one or more of the categories outlined in paragraph 8.2 above and demonstrate with supporting documentation that:
- a) circumstances existed that made it not possible to apply for special consideration during the designated application period; or
 - b) there has been a significant and unexpected change to their personal circumstances that would warrant special consideration, after the finalisation of the Year 3 and 4 Ochsner Clinical School Allocation Process.
- 9.4 A lack of knowledge or awareness of the procedure to apply for special consideration and the associated timelines is not considered a circumstance beyond your control and does not meet the criteria for a late application to be considered.
- 9.5 The eligibility of late applications will be considered in accordance with requirements outlined in the [Student Grievance Resolution procedure](#).
- 9.6 Eligible applications are assessed on a case-by-case basis and based on the information supplied. Whilst an application may be accepted late and meet the criteria for special consideration, the Medical School cannot guarantee that a place will be available.
- 9.7 Eligible applications will be considered by a panel comprising:
- Director, Ochsner Clinical School
 - Assistant Director, Curriculum, and

- Assistant Director, Student Affairs.
- 9.8 The panel will provide a recommendation for a final decision which is at the discretion of the Dean, Medical School.