

DOCTOR OF MEDICINE CLINICAL SCHOOL ZONE ALLOCATION AND CLINICAL SCHOOL ALLOCATION POLICY AND PROCEDURE



OBJECTIVES

This Policy details how the Melbourne Medical School in the Faculty of Medicine, Dentistry and Health Sciences allocates students to a clinical school zone (Inner/East, North/West and Rural) at the point of offer into the course, and then to a primary clinical school within their clinical school zone (Inner/East, North/West and Rural) for MD2 onwards. This policy also outlines the management of any appeals by students against this MD2 clinical school allocation.

PRINCIPLES

Equity

- Students' preferences for clinical schools will be considered.
- The zone and clinical school allocation processes will strive for a balance of students by gender, entry and fee status and academic standing in each clinical school.
- There will be an independent and transparent appeals process for allocation to clinical schools for MD2 onwards. No appeals will be considered for Clinical School Zone allocation at the point of offer into the course.

Clinical School Zones

Students are allocated to clinical school zones at the time they are offered a place in the Doctor of Medicine (MD) course. If a student accepts a place in the Melbourne MD they also accept the allocation to a specific clinical school zone. These zones are:

- Inner/East – Austin Hospital, Royal Melbourne Hospital, St Vincent's Hospital and Epworth Hospital Clinical Schools.
- North/West – Northern and Western Clinical Schools.
- Rural – Rural Clinical School with nodes at Goulburn Valley Health Shepparton Ballarat Health Services, Bendigo Health and Northeast Health Wangaratta.

Students who accept an Extended Rural Cohort (ERC) Place are allocated the Rural Zone. The Faculty's contractual obligations to the Commonwealth Government preclude international and New Zealand students being offered places in the rural zone.

Clinical School Zone Allocation Process

- Prior to the Multi Mini Interviews, all applicants will be provided information about the zones
- Applicants will be asked to submit a preference list for the zones
- A random number is assigned to each successful applicant. The allocations will be made for applicants in ascending order, with the applicant with the lowest random number awarded their first preference. This process is continued until each clinical school zone capacity is met.
- Successful applicants will be informed of their allocated zone with their letter of offer
- Appeals against clinical school zone allocation will not be permitted. Acceptance of a place in the Doctor of Medicine is acceptance of the allocated zone.

Clinical School Allocation Process

- During semester one of the first year of the course, students will be provided with information about the clinical schools in their allocated clinical zone and offered an opportunity to visit those clinical schools.
- Students will be asked to provide a preference list for the clinical schools in their clinical school zone.
- A random number is assigned to each student within each zone. The allocations will be made for students in each zone in ascending order, with the student with the lowest random number awarded their first preference. This process is continued until each clinical school capacity is met.
- Students will be informed of their clinical school allocation by the end of Semester 1 in the first year of the course.

Clinical School Allocation Appeal Process

- Students may appeal against their MD1-MD2 clinical school allocation in writing within ten working days of the allocation notification.
- Appeals should be addressed and submitted to:
Clinical School Allocation Appeals Committee
e: md-enquiries@unimelb.edu.au
- The Appeals Committee comprises the Head, Department of Medical Education (Chair), the Academic Programs Manager in the Department of Medical Education (or nominee) and one clinical school representative.
- An acknowledgement of receipt of the appeal will be sent to the student within three working days of its receipt.
- The student will be notified in writing of the outcome of the appeal within fifteen working days of receipt of the appeal.
- Appeals should comprise a one page cover letter outlining the reasons for the appeal, with supporting documentation attached. Verbal appeals will not be considered.
- If a student does not believe that the appeal has been adequately considered, they may follow the formal grievance procedures outlined in the University Policy Library:
 - » Student Complaints and Grievances Procedure: <https://policy.unimelb.edu.au/MPF1067>
 - » Policy: <https://policy.unimelb.edu.au/MPF1066>

GUIDELINES FOR CONSIDERATION OF EXCEPTIONAL CIRCUMSTANCES

Appeals will only be considered in exceptional and unforeseen circumstances.

NOTE: Students in the ERC program are required to undertake their clinical education in hospitals and community-based practices within the Northern Victoria Regional Medical Education Network. Students enrolled in the Extended Rural Cohort (ERC) program of the MD course must fulfill the rural commitment under which they enrolled. Appeals to transfer to a metropolitan clinical school will only be considered if the student has first been approved to withdraw from the ERC program (only considered in extreme cases).

Non-acceptable reasons for consideration of exceptional and unforeseen circumstances may include:

1. Family matters
 - Care of a family member that is not immediate family, and/or where the primary responsibility for that family member lies elsewhere (e.g. a sick grandparent where parents or other close family members are able to provide care).
 - Family connections to a particular hospital or clinical school.
2. Personal
 - Illness of a more general nature where appropriate treatment is readily available in the region of the clinical school.
 - Other studies (students are not permitted to undertake concurrent studies in the clinical semesters)
 - Lack of a vehicle
 - Part-time employment
 - Volunteer commitments
 - Leases and mortgages
 - Friendship groups
 - Religious facilities unavailable in the clinical school region
 - Changes in circumstances after an ERC place is accepted, e.g. students must plan to be rural for the required semesters.