



Policy Title:
Alternative Clinical Site

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USCSOMC – UME – 1.17

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Category: Undergraduate Medical Education	

LCME Standards

10.9 – Student Assignment

Scope

University of South Carolina (USC) School of Medicine Columbia students and clerkship directors

Policy Statement

1. No professional provider of medical or psychological services who has rendered services to a USC School of Medicine medical student may evaluate, assess or supervise any educational activities that results in an evaluation of that student.
2. A health care provider who has provided care for a medical student or has a prior personal or familial relationship shall not evaluate, assess, or supervise any educational activities that result in an evaluation for that student or supervise educational activities that results in evaluation.
3. If a student is assigned to an educational environment where the supervising faculty member previously provided health care to the student, or has a personal or familial relationship with the student, the faculty member should identify the student and the category of relationship they have with the student (e.g., treating physician, treating professional, familiar relationship, etc.) to the Associate Dean for Clinical Curriculum and Assessment for the students on the Columbia campus or the Associate Dean for Medical Student Education – Florence for students at the Florence Regional campus who shall re-assign the student to an alternative educational site using the procedures described below.
4. If a student experiences an adverse event, mistreatment, unforeseen personal circumstances, etc., a student may request an alternative assignment at any time. Requests shall be considered by the Associate Dean for Clinical Curriculum and Assessment or the Associate Dean for Medical Student Education – Florence based on the specific circumstances to ensure student safety, preserve a positive learning environment for the student and faculty, and to mitigate undue hardship to a particular student that is likely to materially disadvantage them relative to their peers.

Reason for Policy

This policy is intended to protect USC School of Medicine Columbia students’ privacy and



confidentiality and to promote fair and unbiased evaluation of medical students. The LCME expects that a medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and campus. The LCME expects that a process exists whereby a medical student with an appropriate rationale can request an alternative educational site when circumstances allow for it.

Procedures

A student may request an alternative educational site. This request must be made in writing (letter or e-mail) to the Clerkship Director and the Clerkship Coordinator at least four weeks prior to the start of the clerkship rotation. If the request for an alternative educational site is based on new or emerging justification (e.g., medical treatment received by the student, substantially changed personal circumstances, etc.) then the request should be made as soon as reasonably possible after the student becomes aware of the circumstances underlying the request.

Any request for reassignment to an alternative educational site should state the basis for the request, without divulging confidential medical or personal information, the general facts and circumstances underlying the request to enable the appropriate Associate Dean to render a decision. For avoidance of any doubt, for students who may have received medical treatment from a faculty member, stating the date the services were received and the name of the faculty member shall be considered sufficient information to evaluate the request (no specific information is needed regarding the nature of the services provided).

If a student becomes aware of the conflict/prior relationship while working at the site, the student should notify the Clerkship Director and Clerkship Coordinator immediately so an alternative assignment can be considered. If a request for reassignment is approved, the Associate Dean for Clinical Curriculum and Assessment or the Associate Dean for Medical Student Education – Florence will work with the respective Clerkship Director to find placement for the student, if needed. The Assistant Dean for Clinical Curriculum and Assessment or the Associate Dean for Medical Student Education – Florence will make the final decision of approval for the request for an alternative assignment if not resolved by the clerkship director and the student. If an acceptable alternative site cannot be found at that student’s current campus, a site at the other campus (Columbia or Florence Regional) may be considered.

Contacts

Office of Undergraduate Medical Education
Office of Medical Student Education - Florence

History

Date of Change	Change