I. PURPOSE

To outline the process of assignment of students to clerkship experiences and the process for requests to change a site assignment.

II. PROCESS

Clerkship Assignments

1. All members of the Year 2 class should attend the Information Session on Clinical Curriculum Planning scheduled for each December.
2. Clerkship and clerkship site assignments are made using the online preference platform organized and overseen by the Registrar.
3. Students rank their core clerkship selections using an online preference form, including which quarters they prefer to reserve for vacation/USMLE study time.
4. The Registrar’s Office will try to match as many students as possible with their preferences. Due to limitations on the number of students that can be accommodated on each core clerkship, matching is done on a lottery basis when there are more applicants than positions available. Students with particular scheduling needs should mention such needs in the appropriate space when completing the online clerkship preference form.
5. In order to utilize all available core clerkship spaces, it may be necessary to assign students to clerkships in time periods they have not selected. We must fill every position, in every clerkship, each quarter, if possible.
6. Vacation preferences are considered during the clerkship assignment process. Students with particular scheduling needs will have the opportunity to identify extenuating circumstances on the preference form. Priority will be considered for specific extenuating circumstances (e.g., getting married, maternity or paternity leave, military obligation).
7. It is the responsibility of students to provide reliable transportation for themselves at their own expense for site assignments in the Baltimore-Washington area. Core clerkships require travel to multiple sites (e.g., Anne Arundel Medical Center, Greater Baltimore Medical Center, Howard County General Hospital, Ascension St. Agnes, Sinai Hospital, and various outpatient sites). Site preferences cannot be guaranteed, and lack of transportation is not considered in the scheduling of site assignments during blocks within clerkships. Departments are responsible for scheduling site assignments.
8. After clerkship assignments have been released, a student may register for other electives or schedule a vacation period in a block in which the student is not assigned to a required course.
9. Final decisions for the site assignments are made by the Registrar who references the capacity per clerkship, as provided by the clerkship directors.

Clerkship Changes

1. Students are notified about the clinical clerkship change process during the Year 2 December Information Session on Clinical Curriculum Planning.

Keywords: all children’s, all childrens, assignment, clerkship, pediatric clerkship
2. Changes are allowed, on a first-come first-serve basis, up to 30 days before the start date, if there is room in the desired clerkship.

3. Availability is determined by the clerkship director(s).

4. Changes in clerkship assignments fewer than 30 days from the start of a clerkship quarter require the availability of another student on the waitlist to fill the opening and approval from the director of the clerkship being dropped. Exceptions are determined by a dean from the Office of Medical Student Affairs in discussion with the Registrar and appropriate clerkship director(s).

5. The primary criteria considered in evaluating the requests are availability within each clerkship and clinical site. These criteria are reviewed and approved by the clerkship director, Registrar, and Office of Medical Student Affairs. Once approved, the student’s schedule is updated by the Registrar.

Clerkship Site Assignments and Changes

1. Once a clerkship receives the roster for a given quarter, a welcome message and site and/or selective preference form from the Department offering the clerkship is sent to each student registered in the clerkship. Students may then provide their site and/or selective preferences for particular blocks within the clerkship. If a student does not submit the preference form by the due date, they will be assigned randomly to available sites and/or selectives.

2. The Clerkship Director will try to match as many students as possible with their preferences. Due to limitations on the number of students that can be accommodated at each site, it may not always be possible to match a student’s first or second choice. If multiple students are interested in the same site, we do not take factors like preferred career path into consideration out of fairness to all students. The Clerkship Director will review the site assignments prior to the start of the clerkship to ensure fair distribution of students to clinical sites of their choice whenever possible.

3. Changes in clerkship site and/or selective assignments should be forwarded to the Clerkship Director/Coordinator no later than the last day of PRECEDE (first 1-3 days of the clerkship) and will require the adequate capacity at the new site/selective or the availability and willingness (in writing) of another student to make a switch. The change will also require approval of the Clerkship Director.

Special Considerations for Pediatrics Site at Johns Hopkins All Children’s Hospital (JHACH) in St. Petersburg, Florida

1. In Pediatrics, two students will complete their inpatient rotation and two students will complete their outpatient rotation each half quarter at Johns Hopkins All Children’s Hospital (JHACH) in St. Petersburg, Florida on a team consisting of Johns Hopkins faculty and residents. This site is included in the list of site preferences.

2. Students selected for JHACH will only spend one half quarter (four weeks) of the clerkship there.

3. Students are not responsible for travel, room, and board related to this clerkship. If more than eight students request JHACH, a lottery will be used to determine placement. If fewer than eight students request JHACH, students will be selected randomly to fill the spots there.

4. The Pediatrics Clerkship has a compassionate consideration process. As the Clerkship Director determines site placement, each student is asked to indicate any reason for not leaving the Baltimore area for four weeks (for a rotation at JHACH). Clerkship leadership cannot guarantee the ability to meet all requests. Students are asked on the site request form for a specific request for remaining in Baltimore.

5. The Pediatric clerkship will provide a list of acceptable reasons for requesting assignments in or near Baltimore with the preference form. If a student has a specific/unique reason or hardship that needs consideration, they are encouraged to discuss with their CAP advisor and e-mail the Clerkship Director and Associate Clerkship Director directly.
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