Dartmouth
GEISEL SCHOOL OF MEDICINE

Clinical Rotation Placement Policy

Summary of Purpose

This policy was created to delineate the process by which students are placed at required clerkship clinical teaching sites.

Scope and Applicability

This policy applies to all Geisel medical students and clerkship directors.

Definitions

None.

Policy Statement

The Geisel School of Medicine will utilize a combination of lottery systems and site preference form reviews to determine the fair and equitable placement of medical students into the required clinical rotations.

A good faith attempt will be made to honor student preferences to the extent that they are possible and do not infringe upon other students' opportunities.

Medical students will have a means by which to request special considerations via the Office of Clinical Education.

Procedure

1. A lottery system will be used to determine the sequence of required clinical rotations and a combination of that system plus the use of site preference forms for specific clerkships will be used to determine locations.
2. Students shall contact the Office of Clinical Education PRIOR to the lotteries if possible or as soon as a special circumstance develops after the lottery to discuss special site placement requests.
    a. Special considerations will be given for the following reasons:
        i. Students with dependent children

ii. Students who are expecting or have a significant other who is expecting the birth of a child.
iii. Students with health circumstances that require frequent health care appointments or special accommodations.
iv. Students with academic circumstances that require special attention.
v. Interpersonal student to student issues that have resulted in legal or Title IX action.

b. In general, special considerations can NOT be given for the following reasons:
i. Students without driver's licenses or vehicles
ii. Students with pets
iii. Students with significant others
iv. Students with research plans

3. Students requesting special placement due to health or academic reasons will need to obtain official supporting documentation of such, provided by Dick's House [for health concerns] or the Dean's office [for academic concerns].
4. The Office of Clinical Education will work with students who are granted special considerations and the individual clerkship directors to determine the best schedule and site placements possible.

LCME Standard

Standard 10.9 – Student Assignment

A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

Related Information: Documents, Policies, Links, Etc.

None.

Policy Administration

Policy Number	UME-CURR.CE-0002		
Reviewed By	Phase 2 Subcommittee	**Effective Date**	June 2, 2014
Approved By	Medical Education Committee	**Date Approved**	October 15, 2019

Policy Contact Information

Office of Clinical Education
Clinical.Education.Office@dartmouth.edu

History

Date	History
June 2, 2014	Policy created.
June 30, 2017	Policy reviewed by the Medical Education Committee.
September 6, 2017	Policy reviewed by the Associate Dean for Clinical Education, John F. Dick, III.
October 15, 2019	Policy reviewed by the Medical Education Committee. Procedure added. Heading revisions requested and approved by MEC.
October 20, 2021	Policy reviewed by the Medical Education Committee. No changes.
May 23, 2025	Policy updated to new template.

Background

None.