



# Distance Guidelines for Clinical Site Assignments

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**Senior Leader:** Senior Associate Dean for Undergraduate Medical Education

**Responsible University Officer:** Senior Associate Dean for Undergraduate Medical Education

**Policy Owner:** Assistant Dean, Curriculum

**Policy Contact:** Director of Clinical Immersion and Transitions

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## POLICY STATEMENT

### Required Clerkships

To provide students with a relevant, comprehensive and high quality medical education, the UMMS places students at teaching sites away from the Twin Cities medical school campus for required clerkships. For required clerkship assignments, medical students should expect to travel to a hospital or clinic located within a 50-mile radius of the Twin Cities Campus (considered to be from the East Bank campus). Site assignments are made such that a student should expect to:

- not have more than a 50-mile one-way commute by car from the Twin Cities Campus
- not have more than a 40-mile one-way commute for rotations which require daily attendance

### Duluth Campus

Site assignments for preclerkship clinical activities (ie. RMSP) arranged through the Duluth Campus may exceed the 50-mile one-way commute guideline. Students who have concerns about site distance in these instances should refer to the procedures listed below on 'Special Considerations' and appealing site assignments.

### Electives

Students may choose to do elective experiences at the UMMS or go on away rotations at other institutions. These are done at the student's own expense and any distance considerations are outside of the scope of this policy.

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## REASON FOR POLICY

This policy ensures students are provided with high quality educational experiences based on the educational merit of a clinical site that is not primarily on the proximity of the site to the Twin Cities campus. It also ensures that the UMMS meets LCME Accreditation requirements as follows:

**Element 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."

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## PROCEDURES

### Special Considerations for Site Assignments

Some students may have circumstances that impact the sites to which they can be assigned and for which an exemption may be granted. Exemptions are granted for the following reasons:

- The student has a documented disability impairing their ability to travel the required distance to an assigned site.
- The student serves in a caretaking role for a minor dependent (e.g., child, grandchild, sibling) or a substantial caretaking role for an adult family member (spouse, parent, grandparent, or domestic partner) who has a serious health condition

In these instances, the student must share their accommodations plan or provide an explanation of their caretaker needs with the relevant course manager prior to scheduling of site assignments. (See the [Medical Students with Disabilities Policy](#).)

### Appealing Site Assignments

Any student who believes they may be unable to complete their required clinical experience at their assigned site due to hardship must, within 1 week of site assignments being posted:

- Notify the clerkship coordinator, course manager, and clerkship director
- Petition the Assistant Dean of Student Affairs

If a reassignment is granted, and feasible, an alternative placement will be arranged in a timely manner. When site reassignment is not possible, the student must complete the required clinical experience at the originally assigned site.

### Financial Aid

The Office of Undergraduate Medical Education aims to support students and ensure they have what they need to successfully progress through the curriculum. Any student who has concerns regarding their financial aid package is encouraged to reach out to the UMMS' Financial Aid Office.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
<b>Primary Contact</b>	<b>Name</b>	<b>Phone</b>	<b>Fax/Email</b>
Director of Clinical Immersion and Transitions	Holly Proffitt		<a href="mailto:proff022@umn.edu">proff022@umn.edu</a>

## HISTORY

**Created:** May 2003

**Reviewed and Approved:** Assistant Dean for Curriculum, February 2023

**Reviewed and Approved:** Senior Associate Dean, UME, February 2023