

**John A. Burns School of Medicine  
University of Hawai'i at Mānoa  
Revision December 6, 2022**

**Guidelines to Requesting an Alternative Site Assignment**

Under rare circumstances, JABSOM will consider requests from medical students with an appropriate rationale for an alternative assignment. Such requests must be submitted within three business days of the date of student notification of site assignment and before the start of that course, clerkship or elective. Students should understand that it is their responsibility to report to their assigned sites, unless a change is granted. Of note, students should notify the Office of Medical Education (OME) and Office of Student Affairs (OSA) of any known possible conflicts with faculty or site assignments, as soon as possible, so it can be taken into consideration when making assignments..

**Pre-Clerkship Courses**

For courses using the prefix MDED, coordinated by the Office of Medical Education (OME), the authority for site assignment rests with course directors.

OME course directors use the following criteria when evaluating a request for a change in assignment site.

- Will the assignment site directly impact the health of the student?
- If the student is also a parent, will the assignment adversely impact their arrangements for child care? An example might be an evening PBL tutorial assignment.
- Will the assignment place the student under the supervision of or in close working proximity to a faculty member who is also a member of the student's family, a close family friend, or a physician treating this student?

Students wishing to submit a request for an assignment change should notify their course director via e-mail, phone, or in a scheduled face-to-face meeting and be prepared with a written explanation including:

- Which of the three criteria listed above is applicable to their request.
- An estimate of the perceived impact on themselves should a change not be made
- Alternative assignment sites that would alleviate the conflict.

In making their decision, the course director may consult the Director of OME and the Director of the Office for Student Affairs (OSA).

JABSOM faculty respect the confidentiality required for student health issues. Direct requests for assignment changes based on the above criteria may also be brought to the Director of OSA or a counselor at the student's discretion. The Director of OSA may communicate a clear recommendation directly to course directors after meeting with the

student or discussing the issue with a student counselor without the need for further explanation. Pre-clerkship course directors will follow these recommendations.

Should students encounter a change in their circumstances related to the three criteria above during a course, they may use the listed mechanisms to request a change in assignment.

Students are not allowed to negotiate switches in assignment sites with other students at any time before or during a required course.

### **Clerkship Courses**

For third-year courses, the authority for site assignment rests with the clerkship directors.

Clerkship directors use the following criteria when evaluating a request for a change in assignment site.

- Will the assignment site directly impact the health of the student?
- Will the assignment place the student under the supervision of or in close working proximity to a faculty member who is also a member of the student's family, a close family friend, or a physician treating this student?

Students wishing to submit a request for an assignment change should notify their clerkship director via e-mail, phone, or in a scheduled face-to-face meeting and be prepared with a written explanation including:

- Which of the two criteria listed above is applicable to their request.
- An estimate of the perceived impact on themselves should a change not be made.
- Alternative assignment sites that would alleviate the conflict.

In making their decision, the clerkship director may consult the Director of OME and the Director of OSA.

JABSOM faculty respect the confidentiality required for student health issues. Direct requests for assignment changes based on the above criteria may also be brought to the Director of OSA or a counselor at the student's discretion. The Director of OSA may communicate a clear recommendation directly to clerkship directors after meeting with the student or discussing the issue with a student counselor without the need for further explanation. Clerkship directors will follow these recommendations.

Should students encounter a change in their circumstances related to the three criteria above during a course, they may use the listed mechanisms to request a change in assignment.

Students are not allowed to negotiate switches in assignment sites with other students at any time before or during a required course.

Reviewed and approved by JABSOM Curriculum Committee on December 9, 2022

Approved by JABSOM Executive Committee on December 16, 2022