

Community Health Scholars (CHS) Clerkship Scheduling and Deferral Policy

Purpose: To outline the process for CHS clerkship scheduling and clerkship deferrals due to Step 1 or leave due to other reasons.

Audience: CHS students

CHS Clerkship Goals and Expectations:

The overarching goal of the CHS Clerkship experience is to offer students clinical training in the communities they are dedicated to serving. To that end, we have defined specific clerkship requirements to meet the expectations for each CHS pathway:

- Rural PRIME: a minimum of 20 clerkship weeks at rural sites
- REACH: a minimum of 24 clerkship weeks at Central Valley sites
- TEACH: completion of clerkships at designated TEACH sites
- Tribal Health PRIME: completion of clerkships at designated THP sites

Factors such as site and preceptor availability may unexpectedly impact our program's ability to meet these expectations above. In those scenarios, the student's CHS designation is not affected. However, some adjustments to your clerkship schedule may be necessary.

For clerkships sites located farther than 60 miles from the SOM, students will be provided with housing nearby. If students choose not to utilize the pre-arranged housing accommodations, students are responsible for arranging their preferred housing accommodations at their own expense.

Disability Accommodations and Site Preferences:

If students have a disability accommodation need that would impact their CHS site assignment, they should first connect to the Student Disability Center as soon as they believe they may need one <https://sdc.ucdavis.edu/request>. Once a formal disability accommodation is approved, the OME Clerkship and CHS teams will be informed and make necessary accommodations in site placement which will not impact the students' CHS expectations outlined above.

If students have dependents that would preclude their travel to distant sites, they should submit the Exemption Request from Training at Distant Sites Form to the Clerkship Curriculum Manager.

If students feel they have needs that are not covered by disabilities or dependents, they should refer to the School of Medicine (SOM) Clinical Experience Placement and Travel Policy linked below.

Policy: Please refer to relevant UCDSOM policies. Please note that any SOM policy changes are applicable to CHS students and supersede the process outlined here if there is a conflict.

- [USMLE Step 1 Exam Deferral Policy](#)

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- [Clinical Experience Placement and Travel Policy](#)
- [Student Leave Policy](#)

Definitions:

- **Deferrals:** In this document, deferrals refer to time off to study for USMLE Step 1
- **Leave:** Students may plan to be away from school for a period of time for reasons other than Step 1. There are three options for Leave (PELP, Non-PELP, and time off) which is detailed under the Student Leave Policy linked above.

Procedure:

A. Annual Clerkship Schedule Selection

- The CHS leadership team will create a series of templated clerkship schedules (e.g. Rural PRIME schedule 1-8) with the available clerkships for the academic year.
- CHS students will receive a copy of the templated schedules. Students will rank their preferred schedule in order and also indicate three top priorities for their clerkship year. Potential priorities might include:
 - Request for a particular clerkship in a rotation #
 - Request for a particular clerkship site location
- The CHS leadership team will review indicated preferences and assign clerkships schedules accordingly.
- Students will have one week to review their assigned schedules and arrange any schedule swaps between themselves. Acceptable schedule swaps include:
 - The entire year-long schedule (e.g. Rural PRIME schedule 2 for 4)
 - A clerkship site location if the clerkships are scheduled during the same rotation (e.g. OB in Salinas for OB in Bishop, both during rotation 2)
- Students will email the requested schedule change to Cassidy Kays cakays@ucdavis.edu for review and final approval.
- Final clerkship schedules are shared with the SOM curriculum clerkship team.

B. Deferrals or Student Leave

- All deferral and leave requests must follow existing SOM policies and Committee of Student Promotions (CSP) directives.
- CHS students who defer a clerkship will remain in their respective CHS program. However, it is not guaranteed that CHS students will be able to later complete their deferred clerkship at the preferred site for their CHS program depending on site availability. This will not impact the student's CHS designation.
- The rotation schedule that students initially selected may be fully withdrawn depending on the student's exam date to meet onboarding deadlines. In those instances, a schedule will be rebuilt based on site availability.

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- When possible, attempts will be made to substitute the deferred clerkship during the selective clerkship block, pending site availability.
- Students who take PELP leave for USMLE Step 1 and plan to return at the beginning of the clerkship year will be included in the Annual CHS Clerkship Schedule Selection process if they have already attempted their USMLE Step 1 exam by Sept 30 each year.
 - Students who attempt their exam after Sept 30 will still be able to indicate their preferences for clerkship schedule, and a schedule will be constructed based on site and clerkship availability when the student is ready to return from leave.