

UC Davis, School of Medicine  
Clinical Training Site & Travel Policy

Rationale:

UC Davis School of Medicine utilizes a number of training sites around Northern California, as part our affiliated network. All training sites, including Rural-PRIME (RP) sites, need to be utilized consistently. The following policy applies to all students during required clinical experiences.

Process:

- I. Site Assignments – Non Rural-PRIME.
  - a. Clerkship staff will collect site preference forms, if applicable, in advance of a clerkship rotation.
    - i. Special site preference requests must be submitted on the form or to clerkship staff at the time the form is submitted.
    - ii. In order for a student’s site preferences to be considered, the site preference form must be turned in ahead of the given deadline.
  - b. Clerkship staff will assign students to sites using all applicable site and student information and provide the assignments to the students prior to the beginning of the rotation.
    - i. Individual clerkships have their own process for assigning sites, for which student site preferences are one of many considerations. Other considerations that must first be taken into account include, but are not limited to, student Doctoring day, balanced block schedules, site preceptor requests and input from the Instructors of Record.
  - c. Travel arrangements are the responsibility of the students
    - i. Failure to provide reliable travel to a training site will result in a deferral.
  
- II. Site Assignments – Rural Sites
  - a. Rural-PRIME Students will complete preference forms following the RP Lottery.
  - b. Site assignments will be completed by the RP Program and disseminated to students by February 1.
  - c. Additional RP Site openings will be forwarded to clerkship coordinators for use, as needed.
  - d. All students will be notified of the rural site availability and provided an opportunity to request a rural site.
  - e. If necessary, students not in Rural-PRIME, will be assigned to a rural site, utilizing a lottery system:
    - i. Notification of the need for a lottery will occur at least 4 weeks before the clinical experience is set to begin.
    - ii. Volunteers will be solicited from the class prior to holding the lottery
    - iii. If insufficient numbers of students volunteer, the lottery and site assignment process will occur at least 2 weeks before the clinical experience is set to begin.

- iv. Students will be exempt from the rural site lottery if they have a dependent (children, impaired adults or pets for whom there is not another caregiver) that requires them to remain in Sacramento. Students must inform the Course IOR(s) and Coordinator of their dependent prior to the lottery.
- v. Exemptions must be approved by the Associate Dean for Student Affairs
- f. Rural site assignments are permanent once the site has been notified
- g. Travel arrangements are the responsibility of the students
  - i. Failure to provide reliable transportation to a training site will result in a deferral.

### III. Reimbursement

All students rotating at a RP Site will be reimbursed for mileage costs at a predetermined amount, based on one round trip from Sacramento.

Updated: 4/22/16