

### M3 Clerkship Assignment System

The University of Tennessee College of Medicine offers clinical clerkship experiences on four clinical campuses – Memphis (main campus), Knoxville, Chattanooga, and Nashville. Students have the opportunity of completing most of the clinical curriculum on either of these campuses. Beginning with the 2009-10 academic year, the College of Medicine increased class size from 150 students per year to 165. This increase means that to provide quality experiences for all students, some students will be required to complete clerkships at sites other than their first choice. Each student should have the opportunity to complete most of their required clerkships at their desired campus, but all students may be required to complete at least one of the M3 core clerkships at the Knoxville, Chattanooga, or Nashville campuses. To provide a fair and equitable selection process, a two-phase lottery system has been devised. During initial scheduling, all students will schedule one clerkship in either Knoxville, Chattanooga, or Nashville.

- 1) All students who wish to complete the majority of their clerkships in either Knoxville, Chattanooga, or Nashville will verify this with the Office of Medical Education. They will be exempt from the lottery and scheduled first. Those students who have special circumstances that necessitate taking an option block in May-August (weddings, medical reasons, etc.) also will be scheduled first.
- 2) Hardship exceptions – Requests for exemption will be reviewed by an Exemption Committee consisting of the Vice Presidents for Student Affairs from the current M4 class, and representatives from the Offices of Admissions, Student Affairs, and Medical Education. Committee decisions will be final. Students who meet the following criteria and, are approved by the Exemption Committee will be exempt from the lottery:
  - a. Student is the parent of a child under 18 years of age at the time of the lottery (copy of child's birth certificate required).
  - b. Student has a chronic illness that requires treatment from a local physician (letter from personal physician required).
  - c. Student is a direct caregiver for family member with chronic illness (letter from physician required).
- 3) Lottery Part 1: All students not exempt will be randomly assigned a lottery time to schedule clerkships using the web-based clerkship scheduling system. All students are **REQUIRED** to select at least one clerkship rotation in either Knoxville, Chattanooga, or Nashville.
- 4) Lottery Part 2: Once all students are scheduled, the lottery assignment numbers will be reversed and, beginning with students who originally received the high lottery numbers, all students will be allowed to reenter the scheduler in reverse order and change clerkship locations if slots are available.
- 5) Once the initial scheduling process is completed, students will have access to the scheduling system and the right to make any schedule changes at least 30 days prior to the beginning date of the clerkship, and if spots are available. With an increased class size, and limited clerkship opportunities, we are experiencing less flexibility than we have had in the past. We find that we can accommodate all students' needs, but not necessarily with their first choice of time and location.