



Northern Ontario  
School of Medicine  
École de médecine  
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## Procedure

<b>UME Program Site/Stream Selection Student Information and Procedure</b>				<b>Class: B</b>	
<b>Approved By:</b>	UME Committee				
<b>Approval Date:</b>	2018 02 01	<b>Effective Date:</b>	2018 02 01	<b>Review by Date:</b>	2022 12 31
<b>Responsible Portfolio/Unit/ Committee:</b>	UME Committee				
<b>Responsible Officer(s):</b>	Associate Dean, UME				

The Undergraduate Medical Education program (UME) at the Northern Ontario School of Medicine (NOSM) involves core placements for medical students to further their medical education in different community settings throughout the four years including:

- Phase 1: Year 1 Integrated Community Experiences (ICE) which occur in CBM 106 and Year 2 CBM 108 and CBM 110
- Phase 2: Year 3 (Comprehensive Community Clerkship)
- Phase 3: Year 4 (Secondary and tertiary care of patients in the larger communities of Sudbury and Thunder Bay)

Placement of medical students into the different community settings takes place using a lottery matching system. Medical students are advised of the following:

- a) The site/stream selection process tries to match student's top selections with available sites (Phases 1 and 2) or streams (Phase 3); however, some students will not receive one of their top selections. While disappointment or frustration is a natural feeling, please consider your professional reaction and response, if you did not receive your selection, and remember that this is a lottery system;
- b) All communities offer an enriching professional and personal experience;
- c) Under the Site/Stream Placement Accommodation Process, a student may be assigned to a site or stream without being placed in the lottery based on his or her need for adjustment to these components of the MD Program. The Site/Stream Placement Accommodation Process is described below.

## Site/Stream Placement Accommodation Process

Site/Stream Placement Accommodation will be considered prior to the lottery and all documentation must be submitted before the deadline date. Students usually submit for Site/Stream Placement Accommodation when one or more of the situations below apply to them.

- Health Reason – the student has health issues that require access to medical services found in certain communities, only.
- Compassionate Grounds – the student is the prime caregiver for dependent(s) who would be negatively affected by a long absence.
- Significant Personal Issues – the student is experiencing family dissolution issues, personal acute care issues.
- **For Year 3 CCC Only:** Francophone Experience– the student would like to request placement to a Franco/Francophone community (some communities will expect full fluency and other communities will accept immersion).

On or before the deadline date, student wishing to request a Site/Stream Placement Accommodation must send an email to [learneraffairs@nosm.ca](mailto:learneraffairs@nosm.ca) and follow the steps below:

- Use the subject line - Site/Stream Placement Accommodation Request;
- Clearly state why he or she is requesting special accommodation and demonstrate, along with relevant documentation, a logical connection to his or her situation and the need to be located in a particular site or stream;
- Attach PDF documents to the email, if appropriate;
- Submit his or her rank order of sites/streams from first choice to last choice as part of their email for a Site/Stream Placement Accommodation request.

Students are responsible for providing sufficient information to allow an effective review of their Site/Stream Placement Accommodation request as decisions are based on what they submit. A reply confirmation of receipt of the email submission will be sent to the student. Requests for further documentation may occur before a decision is made.

Decisions to approve student requests are made by the Accommodations Committee comprised of the Learner Affairs, Assistant Dean and the Human Sciences Division Head, along with others as they require. Students will be informed whether their requests were approved or not approved. The Phase 1 Assistant Dean, or the Phase 2 or 3 Director, as appropriate, and some administrative management and staff will be informed of the names of the students with approved requests. The Accommodations Committee may require that accommodated students successfully complete an alternative learning experience which will allow the student to meet the goals of the placement, and the promotion and graduation requirements. For example, students who complete both Year 2 ICE placements in an urban rather than rural community may have to successfully complete an activity which would allow them to learn about rural medical practice.

## Ad Hoc – Site/Stream Appeal Committee

If highly extenuating circumstances should arise after the site/stream placement list is posted, students can make an appeal by directly contacting the Associate Dean, UME and the Executive Assistant to the Associate Dean, UME. The Associate Dean, UME will form the Ad Hoc – Site/Stream Appeal Committee. This committee will decide if there is significant new information

that may require reconsideration and possible changes to the site/stream placements. Students will be notified of the committee's decision from the appropriate Phase leader.

**\*Addendum for CBM 106**

Students attending placements in urban/near urban communities shall do so in communities that are not located in, or adjacent to, where they or close family members normally reside (this requirement may be waived for Indigenous students).

**Getting Help:**

Queries regarding interpretations of this document should be directed to:

UME Administrative Manager, Curriculum and Planning at [ume@nosm.ca](mailto:ume@nosm.ca)

**Appendix A: Site/Stream Selection Information and Deadline dates template**

The following chart outlines the sites/streams available and key dates in the process

Academic Year:	Phase:
Site/Stream Match for:	Entry Class:
List of Communities /Streams:	Capacity:
<b>Deadline Dates</b>	
Initial information sent to medical students:	Date:
Submission of Site/Stream Placement Accommodation:	Date:
Submission of rank choices:	Date:
Initial online posting for medical students:	Date:
Switching Timeframe:  Medical students can independently come to a consensual agreement to switch sites/streams amongst each other. Medical students are required to inform the UME Coordinator via e-mail at <a href="mailto:umecoordinator@nosm.ca">umecoordinator@nosm.ca</a> of their intent to switch (all parties involved in the switch must send in separate e-mails).	Date:
Submission to UME Coordinator for placement switches:	Date:
Final Public Announcement:	Date:

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Version	Date yyyy mm dd	Authors/Comments
V2.0	05 Nov 2015	Based on previous UMEC document "Undergraduate process for site/stream selections" V1.3 (UMEC approved document), version 2.0 separates student information from internal UME administrative processes
V2.1	12 Feb 2016	Revision to <i>Ad Hoc – Site/Stream Appeal Committee</i> section by P2 Coordinator, Learner Affairs Officer, and UME Manager of Curriculum and Planning. UME’s internal process has been removed.
	31 Mar 2016	Approved by UMEC after two readings
	20 Sept 2017	Approved by UMEC Chair’s action
	Jan 2018	CBM 106 addendum added
	2018 02 01	Approved by UME Committee