CLINICAL SITE ASSIGNMENT POLICY STATEMENT

Clinical education is a key component to the education students at Upstate Medical University receive. Applicants to the MD, MD/MPH, & MD/PhD programs, Radiation Therapy, BPS-CT, and BPS-MRI are assigned to a clinical site at the point of acceptance or at the very least have an understanding of the region in which they will be assigned for planning purposes.

Other programs will assign clinical placement further into the program. This will be based on availability at program sites.

Individual department or college policies related to clinical site assignments must not contradict this policy.

REASONS FOR POLICY:
To provide students with an understanding of where they can expect to complete their clinical training and to best manage the number of clinical placement sites.

CAMPUS ASSIGNMENT PROCEDURE(S)

College of Medicine: Within the College of Medicine, applicants select their preference for a “clinical campus” (this is by LCME definition, not Middle States), for their clerkship rotations within two weeks after their Interview Day and are assigned to their clinical campus upon acceptance to the College of Medicine. Once an applicant has submitted their campus preference and been assigned to a campus, they are not permitted to request a change in their campus assignment until their second year (see below).

SUNY Upstate offers two Clinical Campus options. The Syracuse Clinical Campus, located in Syracuse, NY and a Binghamton Clinical Campus located in Binghamton, NY.

All College of Medicine students spend their first two years completing the Basic Science portion of the M.D. curriculum at the Upstate Medical University campus in Syracuse.

At the start of the third year, one-fourth of the class moves to the Binghamton Clinical Campus to begin their clinical education while the rest of the class remains in Syracuse to complete their clinical education.

The campus information is available on the applicant’s interview portal and can be reviewed prior to arriving on campus for their in-person interview. This information includes PDF brochures, a Binghamton campus video, and email addresses of current students and the campus they have been assigned to. Further, the campus selection and assignment process is explained each interview day and students are encouraged to utilize the above mentioned resources and are also encouraged to contact the Student Affairs Office at the Binghamton Campus for further exploration.

Applicants are allotted two weeks from the date of their interview to select which campus they prefer. Information on both campuses is made available to all applicants and prospective students are encouraged to ask questions before submitting their Campus Preference Form.

Students seeking a change in their clinical campus assignment, once enrolled, may petition the Dean of Student Affairs during the fall of their second year. If it is possible to accommodate a change, the request will be considered. Requests are considered on a case-by-case basis.

Radiation Therapy: Applicants will receive a clinical preference form on their interview day. This form is due back within one week after their Interview Day and students who are accepted are assigned to their clinical region based upon their ranked preferences and clinical openings in particular regions. The assignment of the clinical region is identified in the acceptance letter.

BPS-CT & BPS-MRI: Space availability in each program is determined each year as the number of clinical sites varies. This is usually determined in March. Applicants are notified which clinical sites have openings prior to their interviews and if accepted, will be assigned their clinical placement in their acceptance letter.
**Physician Assistant:** Clinical rotations are primarily scheduled in various rural or medically underserved communities throughout Upstate New York. During these four week clinical rotations, students are responsible for acquiring housing, as well as the expenses associated with housing and other living expenses.

Students are accepted to the PA program with the condition that they will agree to go to whatever clinical sites they are assigned. Clinical assignments are given at the end of the first year of study in late May or early June. Each year once the clinical sites have been secured, the students are given the list and asked to list their top three choices. In as much as possible, the students will be assigned to one of their top three choices. There are some sites that will only accept students for clinical rotations if the student is from their area. In that case a student may be assigned to the clinical site in their home town, even if it is not one of their top three choices.

**Nursing:** Clinical rotations will primarily be scheduled in various rural or medically underserved areas throughout Upstate New York. During clinical rotations, students are responsible for acquiring housing (where appropriate or necessary), as well as the expenses associated with housing and other living expenses.

Students are accepted into the nursing programs with the condition that they will agree to go to whatever clinical site they are assigned. In as much as possible, students will be assigned to a site of their choosing, however there are some sites that will only accept clinical rotations students if the student is from that area.

**EDUCATION/RELATED RESOURCES**
http://www.upstate.edu/com/about/campuses/index.php
http://www.upstate.edu/chp/programs/rt/rtclinsites.php
http://www.upstate.edu/chp/programs/mibps/clinedsites.php

**RESPONSIBILITIES**
Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.