

**YEAR 3 STUDENT PLACEMENT ALLOCATION POLICY AND PROCEDURE (2020/21)  
SCOTTISH GRADUATE ENTRY MEDICINE (SCOTGEM) PROGRAMME (MB CHB)**

**1. BACKGROUND**

Year 3 of the ScotGEM programme is a Longitudinal Integrated Clerkship (LIC) in which all students have the opportunity to live and study in the areas of our partner health boards: NHS Dumfries & Galloway, NHS Fife, NHS Highland and NHS Tayside.

This policy describes how allocations to Year 3 placements are made, including guidance on exceptional circumstances.

**2. YEAR 3 STRUCTURE**

The (LIC) consists of a 40-week placement in general practice and associated self-directed learning in secondary care settings. Year 3 students will learn in widely distributed sites within the partner Health Boards.

There will be a two-week transition block at the beginning of year 3. The first week will be delivered in Dundee with the second week in the relevant NHS Health Board region.

Support will be provided by a GP tutor who provides clinical supervision in the practice and a Generalist Clinical Mentor who provides educational supervision and arranges tutorials for local groups of students.

Secondary care learning will be related to students' self-identified learning needs. Short periods of time in secondary care will be organised throughout the year so that students can experience continuity of care in acute illness ("acute care bursts").

End of year exams will be held in Dundee.

Of the places available for students in Year 3, approximately 50% are within NHS Highland, 20% within NHS Dumfries and Galloway, 20% within NHS Tayside and 10% within NHS Fife. The total number of student places available within the partner boards is fixed year on year and the allocation process will operate within these confines.

**3. REMOTE AND RURAL COMMITMENT**

The ScotGEM Programme has a commitment to developing doctors with an interest in practising remote and rural medicine.

We want to support students to develop the skills and knowledge required to practise in such settings across Scotland. We will therefore give priority to placements in rural areas.

**4. ALLOCATION PROCESS**

All students are required to

- a) Preference the four NHS Health Boards.
- b) State a preference for a practice location from a choice of:
  - urban (e.g. Dundee, Perth, Inverness, Dumfries, Glenrothes)

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- semi-rural (e.g. Forfar, Fort William, Annan, St. Andrews)
- rural (e.g. Crieff, Aviemore, Thornhill)
- remote (e.g. Isle of Skye, Campbeltown)

Students will be asked about lack of access to a car during the LIC. This information will be used in the allocation process to avoid sending students to unsuitable practices. Students will also be asked about exceptional circumstances (if relevant), and other factors that they wish to be considered in the practice allocation process (in the comments section of the form) e.g. personal reasons for particular geographical placements, requests for particular practice allocations, current relationship arrangements. Please note that while all requests will be considered in making allocations, it may not be possible to fulfil these as part of the allocation process.

All students must submit their preferences through SOLAS and forward exceptional circumstances evidence to the placements team (email: [ScotGEM-Placements@dundee.ac.uk](mailto:ScotGEM-Placements@dundee.ac.uk)) by 5pm on Friday 28th February.

Once all requests are submitted, the allocation process will take place. If a student does not express a preference, they will be allocated randomly. **We will do our best to match allocations with students' preferences but cannot guarantee that all will be allocated to their first choice of region or type of practice.**

The allocation process will take place in March of Year 2.

Allocation of students will involve a three-stage process:

- 1) Exceptional circumstances will be considered as per the exceptional circumstances policy (see below) and students allocated to an appropriate NHS region based on this.
- 2) Regional allocation will be based on student preference of Health Board, taking into account requests for rural placements. Information will be passed to the regional leads to arrange practice allocation.
- 3) Practice allocation will take place at regional level and will be based on student preference of type of practice, taking into consideration exceptional circumstances, access to a car, and information supplied in the "additional comments" box.

## 5. CONFIRMATION OF ALLOCATION

All students will be notified of regional allocation by email by the end of March.

All students will be notified of practice allocation by email by the end of the second week of April.

Following the final practice allocation, there will be a two-week opportunity for a student to arrange a mutually agreeable swap with another student. Information on any swap must be communicated by all students involved in the swap to the placement team within two weeks of the final allocation notification date.

Changes to allocations will not be considered after the process is complete unless new circumstances arise and are submitted and accepted. Students who feel their circumstances

have changed after allocation should contact student support in the first instance (email: [medsupport@scotgem.ac.uk](mailto:medsupport@scotgem.ac.uk)). Any new exceptional circumstances will be considered on a case by case basis.

Students who are allocated to Year 3 placements but whose progression is delayed (e.g. through deferral, need to re-sit a year etc.) will keep their allocation when they re-commence their studies, unless there has been a change in circumstances.

## **6. EXCEPTIONAL CIRCUMSTANCES (allocations)**

We recognise that some students will need to spend Year 3 within NHS Fife or NHS Tayside due to personal exceptional circumstances. There is a process for considering such circumstances which aligns with that for year 2 allocations. The following circumstances will be considered:

*A. Student is a parent or legal guardian of a child or children under the age of 18 who resides primarily with them at an address local to NHS Fife or NHS Tayside and for whom they have significant caring responsibilities. Evidence required:*

- 1. A copy/copies of full birth certificate(s)*
- 2. Evidence of residence, in addition to*
- 3. A statement confirming that the student has significant caring responsibilities for the child/children.*

*B. Student is an official, recognised primary carer for someone who is disabled or seriously ill. Evidence required:*

- 1. A copy of an official Care Assessment Plan with the local authority.*

*C. Student has a disability; or a chronic illness, for which local follow up is an absolute requirement. Evidence required:*

*1. In the case of disabilities: The accepted definition of disability is as described in the Disability Act 2010. Evidence of the disability must be submitted with an explanation of the required adjustment, including justification for delivery in a specific location.*

*2. In the case of chronic illness: Evidence from a medical specialist. This would need to explain why the follow up must be delivered in a specific location rather than by other treatment centres.*

*D. Individual exceptional circumstances not covered by sections A – C above. Please note that financial circumstances will not usually be considered.*

Submissions are anonymised prior to consideration by the exceptional circumstances (allocations) group. The group consists of the Year 3 lead for ScotGEM (or their deputy), the University of Dundee LIC lead (or their deputy) and a Support Team lead who has not been involved with the student. The exceptional circumstances (allocations) group will make the final decision as to whether the circumstances are accepted. The intention is to allocate any students whose circumstances require it to placements in NHS Fife or NHS Tayside.

**Students should discuss their circumstances with Student Support (email: [medsupport@scotgem.ac.uk](mailto:medsupport@scotgem.ac.uk)) before submission of an exceptional circumstances request.**

**7. Accommodation and Travel Expenses.** Accommodation and travel expenses to support students in year 3 are described in a separate policy.

**Please direct all queries relating to this policy to:** [ScotGEM-Placements@dundee.ac.uk](mailto:ScotGEM-Placements@dundee.ac.uk)

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### Longitudinal Integrated Clerkship Allocations Submissions Form

**Name of student:**

**Heath Board. Preference from 1 – 4 where 1 is 1<sup>st</sup> choice**

NHS Dumfries and Galloway	
NHS Fife	
NHS Highland	
NHS Tayside	
No preference	

**Practice Location. Preference from 1 – 4 where 1 is 1<sup>st</sup> choice**

Urban	
Semi-rural	
Rural	
Remote	
No preference	

**I DO NOT have access to a car for the duration of the LIC. Please tick appropriate box.**

I won't have access to a car for the duration of the LIC	
I will have access to a car for the duration of the LIC	

**Exceptional circumstances (if relevant).** Please describe in as much detail as is necessary and attach supporting documentation:

**Other comments (including individual requests e.g. geographical area, specific practice, current relationship):**

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