



DONALD AND BARBARA
ZUCKER SCHOOL of MEDICINE
AT HOFSTRA/NORTHWELL.

Alternative Clinical Site Request Form

Donald and Barbara Zucker School of Medicine at Hofstra/Northwell
Office of Curriculum Support
500 Hofstra University
Hempstead, NY 11549-5000
SOMCurriculum@hofstra.edu
SOMClinical@hofstra.edu

Policy on Alternative Clinical Site Assignment

The School of Medicine assumes responsibility for managing students' selection of and assignment to clinical sites. The Office of Curriculum Support fulfills this responsibility.

Students may request an alternative clinical site assignment by submitting an *alternative clinical site request form* prior to the start of the clinical experience. Requests for alternative clinical site assignment are vetted by the clinical site review committee and will be considered if the request is based upon 1) mistreatment, 2) a conflict of interest, or 3) other exceptional circumstances.

If the committee determines that the criteria above are met and circumstances allow for re-assignment, the Office of Curriculum Support will change the student's assignment to an alternative clinical site. If the committee determines that the criteria above are not met, the Office of Curriculum Support will encourage the student to seek out another student with whom he/she can swap his/her clinical site assignment. This swap must be mutually agreeable and include the clinical site and any educational components tied to that site (e.g. schedule, preceptor assignment, etc.). If no peer is willing to swap assignments, the assignment will remain unchanged.

References to Regulations and/or Other Related Policies:

LCME Element 10.9: Student Assignment

Last Updated: March 2019

I have reviewed and understand the above policy and wish to proceed with my request.

Assigned Site:

Per the above policy, I am requesting this change as a result of:

- mistreatment
- a conflict of interest
- other exceptional circumstances

If other, please explain:

Last Updated: May 2019



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Please provide justification for the requested change:

Please submit your completed forms to the Office of Curriculum Support, as follows:

ICE/ACE Ambulatory Clerkships: SOMCurriculum@hofstra.edu

Third and Fourth Years: SOMClinical@hofstra.edu

The clinical site review committee will review all requests and students will receive notification of their determination by email. All decisions are final.