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| OCE – Hub Assignments | | SOP #: CE.005.02 |
| Effective Date | 07/01/18 | |
| Last Revision/Review | 11/29/18, 8/28/19, 12/18/19, 10/21/2022 | |

1. Purpose

The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for assigning the upcoming student cohort to the RACs.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Clinical Education

Student Affairs

IT

Registrar

Financial Aid

Associate Dean of Clinical Education

Special Circumstance Committee

4. Definitions/Abbreviations

- A. OCE - The Office of Clinical Education
- B. RAC – Regional Academic Centers (clinical training locations)

5. Procedural Steps

5.1. RAC Assignment Procedure:

5.1.1. Special Circumstance Procedure:

5.1.1.a. Students must submit their special circumstance requests for the 3rd year rotations before the RAC Assignment occurs. The submission form will be available online for a specified time period.

5.1.1.b. The Special Circumstance Committee will meet and review all the requests. After the meeting, leadership and the Associate Dean of Clinical Education will review the results. Next, the OCE will notify the students on the committee's decision to grant/deny the request via email.

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5.1.2. RAC Assignment Procedure:

5.1.2.a. All students that do not qualify for the special circumstance will be assigned to the RACs utilizing student preferences and regulatory requirements. The RAC Assignment Committee will meet and assign the students to the RACs and make a recommendation to the Dean. After their approval, the Final RAC Assignments will be released to the students through an email.

6. Reports/Charts/Forms/Attachments/Cross References

[SCR Submission](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by

Director of Clinical Education

10.21.2022

Date

9. Distribution List

Internal

10. Revision History

| Revision Date | Subsection # | Summary of Changes | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|-----------------|--------------------------------|---|---------------|
| 12.18.2019 | 5.1 | Added "regulatory requirement" | | 12.18.2019 |
| 10.21.2022 | Entire document | "HUB" switched to "RAC" | | 10.21.2022 |