

OCE – Hub Assignments		SOP #: CE.005.01
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19, 12/18/19	

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 Hubs.

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. Hub – Regional clinical training location

5. Procedural Steps

5.1. Hub 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 Hub 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, the OCE will notify the students on the committee's decision to grant/deny the request.

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5.1.2. Hub Assignment Procedure:

5.1.2.a. All students that do not qualify for the special circumstance will be assigned to the HUBs utilizing student preferences and regulatory requirements. The HUB Assignment Committee will meet and assign the students to the HUBs, and make a recommendation to the Dean. After his/her approval, the Final Hub 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

Signature on file

Irina Zhorzholiani, MBA
Director of Clinical Education

12/18/19

Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12/18/19	5.1	Added "regulatory requirement"		12/18/19