



UNIVERSITY
OF MANITOBA

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Clerkship Duty Hours
Application/Scope:	Clerkship Students
Approved (Date):	August 2018
Review Date:	August 2023
Revised (Date):	August 2018
Approved By:	Clerkship Curriculum Committee [July 2018] Curriculum Executive Committee [August 2018] College Executive Council [August 2018]

1. PURPOSE

Clinical medicine is best learned by active experience in the care of patients at the hospital bedside or in the office. This experience should include On-Call periods including Overnight Duty where required. The inevitable service demands of patient care however, do not replace the requirement for educational sessions. In order to provide adequate service and care to patients, and enhance the medical education of students, duty hours must be structured to provide a balance of clinical experience, patient service, and academic achievement and consolidation. Duty Hours for Clerkship candidates shall consist of both Regular Duty Hours and On-Call Duty Hours.

2. DEFINITIONS

2.1 **Clerkship** – Year III and Year IV of the UGME Program.

2.2 **PARIM** – Professional Association of Residents and Interns of Manitoba.

2.3 **Statutory Holidays** – The following dates shall be considered statutory as outlined in the Manitoba Employment Standards Code and PARIM contract:

- New Year's Day (January 1st);
- Louis Riel Day (3rd Monday in February);
- Good Friday;
- Easter Monday;
- Victoria Day (in the month of May);
- Canada Day (July 1st);
- Terry Fox Day (in the month of August);
- Labour Day (in the month of September);
- Thanksgiving Day (in the month of October);
- Remembrance Day (November 11th) as a general holiday in accordance with the Remembrance Day Act;
- Christmas Day (December 25th);
- Boxing Day (December 26th).

2.4 **Duty hours** – Refers to time when a student is scheduled to participate in patient care or educational events, such as seminars, lectures, and rounds. It does not refer to study time.

- 2.5 **Regular Duty Hours** – Regular duty hours are, in general, between 0700 - 1700 hours Monday through Friday. In some clinical services these regular duty hours may vary due to circumstances and conditions inherent within the clinical environment. As professionals, Clerks should view these hours as guidelines and understand that patients, staff and colleagues should not be compromised by rigid adherence to work hours.
- 2.6 **Weekends** – Weekends are considered to be from 1700 Friday until 0700 Monday.
- 2.7 **On-Call Duty Hours** – Are considered time where the Clerkship student carries clinical responsibilities beyond regular duty hours. This will include evenings/overnight Monday to Friday, weekends and designated recognized holidays. For example:
- Weekday (Monday through Friday) On-Call Duty Hours commence at the end of Regular Duty Hours and are normally 14-17 hours in duration.
 - Weekend and designated recognized holiday On-Call Duty Hours are twenty-four (24) hour periods of time with a maximum of two (2) hours of additional time allotted for transfer of care purposes.
 - After completion of an In-Hospital Call Shift, the student will not be required to return to the rotation prior to 0600 of the following calendar day.
- 2.8 **National Board of Medical Examiners (NBME) Examination** – A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry rotations at the Clerkship level of the UGME program. Attaining a mark at the 11th percentile or higher is considered a pass.

3. **POLICY STATEMENTS**

- 3.1 Two types of On-Call Duty Hours are recognized for Clerkship students in support of their educational responsibilities:
- Home Call. Home Call refers to clinical service, or immediate availability for such service, where the student is not required to remain within the hospital environment. Home Call may result in the student returning to the hospital. Home Call is not to be more frequent on average than one (1) day in three (3) and shall not exceed more than ten (10) days within a twenty-eight (28) day period. Where a Clerkship student is required to work within a hospital during a Home Call period for more than four (4) hours, of which more than one (1) full hour is after midnight and prior to 0600, the entire Home Call Duty Hour time period shall be included in calculating consecutive hours worked. Where Home Call is included in calculating consecutive hours worked the student may, at their option, elect to work on the Post-Call day.
 - In-Hospital Call. In-Hospital Call refers to clinical service, or immediate availability for such service, where the student is required to remain in the hospital for the entire time period. In these instances, students are expected to use assigned call room(s) for rest periods. Specific limitations on In-Hospital Call include:
 - A Clerkship student shall not be scheduled for In-Hospital Call more than seven (7) times over a twenty-eight (28) day period. In-Hospital Call shall not average more than one (1) day in four (4) throughout a clinical rotation.
 - Clerkship students must have two (2) weekends out of every four (4) off.
 - Students shall not be on In-Hospital Call for more than twenty-six (26) hours continuously (Twenty-four (24) hours of call and two (2) hours of transfer care). Clerkship students who have spent an In-Hospital Call Overnight shall sign over their cases to the next On-Call Clerk during the morning work round.

- 3.2 Clinical Clerks who have been On-Call may wish to stay for educational purposes. In these instances, they must not be expected to respond to service duties or calls on their patients. Clerks who do not stay for academic educational sessions are responsible for obtaining the missed information from their fellow Clerks.
- 3.3 Post-Call Transportation. If a Clerkship student feels that their fatigue will hinder the safe operation of their own motor vehicle and call rooms are unavailable for rest prior to travelling home, they are advised to take a taxi cab home. Clerkship students are eligible to claim the reimbursement cost of taking a taxi home (one way) after being On-Call all through the Max Rady College of Medicine.
- 3.4 A Clinical Clerk who is pregnant shall not be required to take Overnight Call after thirty-one (31) weeks gestation. The student, in conjunction with the respective Clerkship Administrator, shall ensure that affected rotations are given as much notice as possible to prepare call schedules accordingly.
- 3.5 When a Clerkship student is On-Call on a Statutory Holiday for at least an eight (8) hour period, they must be given a day off during the rotation in which the statutory holiday has occurred. Statutory holiday substituted days off shall not be carried over to another rotation. This does not apply to a shift that a student does on a STAT during an Emergency Medicine rotation, as this is not considered On-Call.
- 3.6 Students shall not be placed On-Call the night prior to an NBME Examination.
- 3.7 Students scheduled to write NBME exams in the afternoon seating will not be required to perform clinical duties the morning of the NBME exam, but may be required to attend to other duties (for example exit interviews) prior to 10 am.
- 3.8 Students shall not be placed On-Call past 11:00 pm on Wednesday evenings prior to Thursday academic day.
- 3.9 Students shall not be placed On-Call on the last evening/night of their rotation.
- 3.10 Rotations do not end with the exam. Clerks are expected to return to their rotation upon completion of their exam unless specifically directed by their assigned preceptor.
- 3.11 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4. **PROCEDURES**

COMPLIANCE

- 4.1 This policy will be monitored for compliance by the Director Clerkship, Director Electives, Associate Dean, Students and Associate Dean, Professionalism. If it is found that students have worked beyond the allowable time frame as described above during the monitoring process via the course evaluations, the Associate Dean, UGME will meet with the specific Clerkship Director to assure compliance to the policy.
- 4.2 Post-Call Transportation Reimbursement. Students must complete and submit the form along with the receipt to the Clerkship Program Administrator in 260 Brodie within 7 days of the call shift.

REPORTING VIOLATIONS

- 4.3 Should a violation of the On-Call policy occur, Clerks may seek remediation via the following procedure(s):
 - The Clerk should first approach the Clerkship Director for the affected rotation with the intent of rectifying the inequity. If a student reports a violation directly to the

Clerkship Director, the Clerkship Director is required to investigate the situation and attempt to remedy it.

- If the student is unable to come to a resolution with the Clerkship Director, the Director, Clerkship Curriculum should be contacted by the student with the circumstances of the violation.
- Should the Clerk remain dissatisfied or uncomfortable approaching either the Clerkship Director of the affected rotation or the Director, Clerkship Curriculum, the student shall contact the Associate Dean, Students. When a violation of this policy is reported to Associate Dean, Students, the Clerkship Director will be required to investigate the situation and provide a report to the Associate Dean, UGME describing the violation and indicating how the situation has been remedied.
- In the instance where a Clerk does not accept the final decision, the student has a right of appeal to the Undergraduate Medical Education (UGME) Student Appeals Committee.

5. **REFERENCES**

- 5.1 PARIM Collective Agreement: [2014-2018 Collective Agreement](#)
- 5.2 [UGME Policy and Procedures - Undergraduate Medical Education Student Appeals](#)
- 5.3 [UGME Policy & Procedures – Examination Conduct](#)
- 5.4 [UGME Policy & Procedures – Deferred Examinations](#)
- 5.5 [UGME Policy & Procedures – Supplemental Examinations](#)
- 5.6 [UGME Policy & Procedures – Examination Results](#)
- 5.7 [UGME Policy & Procedures – Promotion & Failure](#)
- 5.8 [UGME Policy & Procedures - Accommodation for Undergraduate Medical Students with Disabilities](#)
- 5.9 [UGME Policy & Procedures - Invigilation of Examinations](#)

6. **POLICY CONTACT**

Please contact Director, Clerkship with questions respecting this policy.