

Max Rady College of Medicine Policy

Policy Name:	Curricular Time in Pre-Clerkship Courses (Year 1/Year 2) and Clerkship Academic Teaching (Year 3/Year4)
Application/Scope:	Year I to Year IV Undergraduate Medical Education Students
Approved (Date):	February 2018
Review Date:	February 2023
Revised (Date):	January 2018
Approved By:	College Executive Council

1. **PURPOSE**

To establish the limits on the time that medical students are expected or required to spend in educational and clinical activities. Additionally, this policy serves as a guide for curricular planners to ensure sufficient time in the curriculum allows for balance among academic learning events, independent study time, and personal time.

2. **DEFINITIONS**

- 2.1 Pre-Clerkship Curricular Time – time in Year 1 and 2 between 8:00 a.m. to 5:00 p.m., Monday to Friday inclusive that is required for teaching activities. The exceptions to this definition are statutory holidays as outlined by the University of Manitoba Academic Calendar. There are no scheduled academic learning events on Saturday or Sunday.
- 2.2 Clerkship Academic Teaching – non-patient related time in Year 3 and 4, Monday to Friday inclusive, which is required for teaching activities. The exceptions to this definition are statutory holidays as outlined by the University of Manitoba Academic Calendar. There are no scheduled academic learning events on Saturday or Sunday.
- 2.3 Independent Learning Time - time in the academic schedule deliberately set aside for students to use for their own specific needs, which may include activities such as volunteer work, service learning, projects, or any other independent study.
- 2.4 Curricular Learning Events – events that are required learning activities that are part of a course, recognized by the Curriculum Executive Committee and reflected in OPAL. See Appendix 1 for a list of types of Curricular Learning Events.
- 2.5 OPAL – Online Portal for Advanced Learning.
- 2.6 UGME – Undergraduate Medical Education.

3. **POLICY STATEMENTS – GENERAL**

- 3.1 Independent Learning Time will be protected; i.e. nothing will be scheduled in this time except in extenuating circumstances.
- 3.2 Extenuating circumstances may include:
- at the discretion of the Associate Dean, UGME, in consultation with the Associate Dean, Student Affairs, during circumstances such as:
 - the cancellation of classes due to storms or other emergency closures.
 - at the discretion of the Director Pre-Clerkship, Director Clerkship Academic, departmental Clerkship Directors during circumstances such as:
 - when an instructor is unable to teach (e.g. death in the family, unexpected urgent clinical commitment, etc.)
 - at the discretion of the Curriculum Executive Committee during circumstances such as:
 - curricular learning events involving more than one (1) cohort of students or students from other colleges that may need to be scheduled outside of curricular time.
 - with respect to Clinical Skills teaching, where students will receive an equivalent or greater amount of protected time.
- 3.3 Students will be granted a 10-minute break after every Curricular Learning Event.
- 3.4 Weekends are normally free of Curricular Time and Clerkship Academic Teaching, but may be used for special exams (e.g., OSCEs) or in the event that scheduled exam time was lost due to storm or other emergency closure
- 3.5 Holidays, as specified in the University Academic Calendar are free of any scheduled teaching or exams.
- 3.6 This policy is to be reviewed five years following its initial approval and every five years thereafter.

4. **POLICY STATEMENTS – PRE-CLERKSHIP**

- 4.1 In a given week, a student will have an average of six (6) hours of Independent Learning Time.
- 4.2 Independent Learning Time will be scheduled in blocks. Blocks will typically be scheduled in three (3) hour increments where possible.
- 4.3 Time allocated for meals within the working day is considered in addition to Independent Learning Time. Curricular events will not normally be scheduled during the student lunch hour, which normally falls between 1100 and 1400.
- 4.4 Not all students will necessarily have the same six (6) hours of Independent Learning Time; it will vary according to small group schedules and individual schedules based on group work, labs, etc.
- 4.5 In weeks which include a statutory holiday, the normal allotment of Independent Learning Time will not be provided.

5. **POLICY STATEMENTS – CLERKSHIP**

- 5.1 All rotations, electives and selectives start on a Monday and end on a Friday.
- 5.2 The hours of required responsibilities (clinical or academic) should not exceed ten (10) hours per day when averaged over an entire rotation (excluding call days).
- 5.3 On-call hours are addressed in the UGME *Clerkship Duty Hours* policy.

6. **PROCEDURES**

RESPONSIBILITIES OF PROGRAM ADMINISTRATORS, PRE-CLERKSHIP AND CLERKSHIP

- 6.1 Ensure Independent Learning time is integrated into each week of curricular time.
- 6.2 Review and address concerns from students, teachers or administrative staff regarding breaches of this policy with the respective Director, Pre-Clerkship or Clerkship.
- 6.3 Annually report on the Independent Learning Time in Pre-Clerkship Curricular Courses and Clerkship Academic Teaching to the respective committees.

RESPONSIBILITIES OF ASSOCIATE DEAN, UGME AND/OR STUDENT AFFAIRS

- 6.4 Determine exceptions to the protected Independent Learning Time to allow for rescheduling cancelled classes due to storms or other emergency closures.

RESPONSIBILITIES OF THE STUDENT

- 6.5 Bring concerns regarding breaches of this policy to the attention of the respective Director, Pre-Clerkship or Director, Clerkship.
- 6.6 If concerns are not resolved satisfactorily, request secondary review by the Director, UGME Curriculum.
- 6.7 If concerns are not resolved at the secondary review stage, requests to appeal the decision may be sent to the Curriculum Executive Committee.

RESPONSIBILITIES OF DIRECTOR PRE-CLERKSHIP, DIRECTOR CLERKSHIP AND/OR DEPARTMENTAL CLERKSHIP DIRECTORS

- 6.8 Determine exceptions to the protected Independent Learning Time to allow for rescheduling cancelled classes when an instructor is unable to teach.
- 6.9 Provide direction and guidance to Course Leaders, Clerkship Directors and Program Administrators regarding the application of this policy to curricular scheduling.
- 6.10 Review and address concerns from students, teachers or administrative staff regarding breaches of this policy with the respective Program Administrator, Pre-Clerkship or Clerkship.
- 6.11 Review annual curricular time report with their respective committees.

RESPONSIBILITIES OF DIRECTOR, UGME CURRICULUM

- 6.12 Review appeals to the decision made by the Director Pre-Clerkship or Director, Clerkship with respect to breaches of this policy.

RESPONSIBILITIES OF THE CURRICULUM EXECUTIVE COMMITTEE

- 6.13 Determine exceptions to the protected Independent Learning Time involving multi-program learning events held outside of normal curricular time.
- 6.14 Annually review reports of Independent Learning Time in Pre-Clerkship Curricular Courses and Clerkship Academic Teaching to determine if changes are necessary and the course of action.
- 6.15 Review appeals to the decision made by the Director Pre-Clerkship, Director, Clerkship or the Director, UGME Curriculum with respect to breaches of this policy.

7. REFERENCES

- 7.1 UGME Policy and Procedures – Promotion and Failure
- 7.2 UGME Policy and Procedures – Undergraduate Medical Course/Clerkship, and Session Objective Changes, Changes to Curriculum and Changes to Evaluation
- 7.3 UGME Policy and Procedures – Clerkship Duty Hours

8. POLICY CONTACT

Director, Curriculum