



Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Waiting for Instructors
Application/Scope:	Pre-Clerkship Students and Faculty
Approved (Date):	June 2018
Review Date:	June 2023
Revised (Date):	June 2018
Approved By:	UGME Management Committee [June 2018]

1. PURPOSE

Undergraduate Medical Education (UGME) organizes all teaching sessions and has an expectation that instructors and students arrive for each session at the designated time.

2. DEFINITION

2.1 **Pre-Clerkship** - Year I and Year II of the UGME program

2.2 **Instructor** – Lecturer (whole group session) or tutor (small group session)

3. POLICY STATEMENTS

3.1 The Max Rady College of Medicine expects all instructors to arrive promptly for their teaching sessions. However, situations may occur that prevent the timely delivery of such sessions.

3.2 It is the students' responsibility to inform the UGME Office of an instructor absence for a specific session.

3.3 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4. PROCEDURES

RESPONSIBILITIES OF STUDENTS

4.1 Students must wait 10 minutes for their instructors to arrive.

- 4.2 After 10 minutes a student representative must:
- Inform the Pre-Clerkship personnel in the UGME Office.
 - In the case that Pre-Clerkship personnel are unavailable, the student must inform the Course/Program Assistant listed in Curriculum Management System as responsible for the session.
- 4.3 If a tutor is absent for a small group session, in addition to notifying the UGME office, the group is asked to divide themselves evenly among the remaining groups.

RESPONSIBILITIES OF PRE-CLERKSHIP COURSE ADMINISTRATOR

- 4.4 Once informed of an instructor' absence by the student representative, the Pre-Clerkship Course Assistant will determine if an instructor is available.
- 4.5 The Pre-Clerkship Course Administrator must inform the student representative of this availability.
- 4.6 If an instructor is absent for a lecture, the Pre-Clerkship Course Administrator will coordinate with the instructor/Course Leader to find an alternative method of delivering the content, including, but not limited to, rescheduling the lecture or posting the session video from a previous year (with permission of instructor).
- 4.7 Notify the Pre-Clerkship Program Administrator of the missing instructor and outcome of above.

RESPONSIBILITY OF INSTRUCTOR

- 4.8 An instructor is responsible for finding a replacement instructor to take on the original teaching commitment. If a substitute cannot be found for this time period, then the instructor will notify the Course Leader about the changes required and together agree to an internal course change of topic times and dates within the subject. This information must be changed in Curriculum Management System, which may require contact in writing to by the Pre-Clerkship Course Administrator in UGME.

5. **POLICY CONTACT**

Please contact Associate Dean, UGME with questions respecting this policy.