



# Max Rady College of Medicine Undergraduate Medicine Education Policy

<b>Policy Name:</b>	Curricular Time in Pre-Clerkship Courses (Year 1/Year 2) and Clerkship Academic Teaching (Year 3/Year4)
<b>Application/Scope:</b>	Year 1 to Year 4 Undergraduate Medical Education Students
<b>Approved (Date):</b>	February 2018
<b>Review Date:</b>	February 2023
<b>Revised (Date):</b>	January 2018
<b>Approved By:</b>	College Executive Council

## 1.0 **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.

## 2.0 **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.

## 3.0 **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 of UGME, in consultation with the Associate Dean of Student Affairs, during circumstances such as:
    - the cancellation of classes due to storms or other emergency closures.
  - at the discretion of the Director of Pre-Clerkship, Director of Clerkship Academic, and departmental Clerkship Director 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 a 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.

#### **4.0 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 that include a statutory holiday, the normal allotment of Independent Learning Time will not be provided as the statutory holiday will account for free time in the schedule.

#### **5.0 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.

#### **6.0 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 of, 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 OF UGME AND/OR STUDENT AFFAIRS

- 6.4 Determine exceptions to the protected Independent Learning Time to allow for rescheduling canceled 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 of, Pre-Clerkship or Director of, Clerkship.
- 6.6 If concerns are not resolved satisfactorily, request a secondary review by the Director of, 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 OF PRE-CLERKSHIP, DIRECTOR OF CLERKSHIP, AND/OR DEPARTMENTAL CLERKSHIP DIRECTORS

- 6.8 Determine exceptions to the protected Independent Learning Time to allow for rescheduling canceled 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 OF UGME CURRICULUM

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

## **7.0 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

## **8.0 POLICY CONTACT**

Director of Curriculum

## Curricular Learning Event Types

### Appendix 1

#### Pre-Clerkship

Session Type	Description
Whole Group Session (WGS)	Whole class, lecture
Whole Group Session - Interactive (WGS/A)	Whole class, lecture with interactive component (audience response, team based learning, flipped classroom)
Small Group Session - Tutorial (SGS/T)	Small groups, tutorials
Small Group Session - Lab Practical (SGS/LP)	Small groups, lab work (anatomy, histology)
Assigned Study (AS)	Self-directed learning; assigned material reviewed by students independently to meet stated objectives.