



Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Clerkship Duty Hours
Application/Scope:	Clerkship Students
Revised (Date):	January 2026
Next Review Date:	January 2031
Approved (Date):	January 2026
Approved By:	Clerkship Curriculum Committee January 2026 Curriculum Executive Committee January 2026 College Executive Council January 2026

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);
- Truth and Reconciliation Day (September 30)
- 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) Exam** – A multiple-choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology and Reproductive Sciences, Pediatrics, Family Medicine, and Psychiatry clinical rotations at the Clerkship level of the UGME program.

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 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 period. In these instances, students are expected to use assigned call room(s) for rest periods. Specific limitations on In-Hospital Call include:
 - In-Hospital Call is not more frequent on average than one (1) day in four (4) and shall not exceed more than seven (7) times over a twenty-eight (28) day period.
 - Clerkship students must have two (2) weekends off out of every four (4) weekends.
 - Students shall not be on In-Hospital Call for more than twenty-six (26) hours **total** in hospital 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 should not stay for educational purposes. Clerks are still responsible for the material from academic educational sessions missed.
- 3.3 In circumstances, with respect to post-call transportation, where a Clerkship student believes that fatigue will hinder their ability to drive and call rooms are unavailable for rest prior to travelling home, they are advised to seek alternate transportation. Clerkship students are eligible to claim the following taxi or ride-share reimbursement costs through the Max Rady College of Medicine:
 - Taking a taxi/ride-share home (one way) after being On-Call and/or taking a taxi/ride-share back to retrieve their own vehicle the day after being on call.
 - Taking a taxi/ride-share home (one way) after completing a scheduled late-night shift that ends after 12 am.
- 3.4 A Clinical Clerk who is pregnant shall not be required to take Overnight Call after twenty-six (26) weeks of 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. If the student requires call accommodations, the student should contact Student Affairs as soon as possible, prior to 26 weeks of gestation.
- 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 works 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 days.
- 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**

- 4.1 This policy will be monitored for compliance by the Director of Clerkship, the Director of Electives, the Assistant Dean of Student Affairs and the Associate Dean of 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 of UGME will meet with the specific rotational Clerkship Director to assure compliance to the policy.
- 4.2 Students must complete and submit the claim form for post-call transportation reimbursement along with the receipt to the Clerkship Program Administrator in 260 Brodie within 7 days of the call shift.
- 4.3 If a student works at least 8 hours on a statutory holiday, (for example, the student is on-call from midnight until 8 am on the STAT day), they will be given a day off during that rotation. The administrative assistant of the clinical rotation should schedule the day off.

Students with specific requests for the day off should contact the administrative assistant. Requests do not need to be entered into the curriculum management system.

REPORTING VIOLATIONS

- 4.4 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 of the affected rotation with the intent of rectifying the inequity. If a student reports a violation directly to the rotational Clerkship Director, the rotational 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 rotational Clerkship Director, the Director of Clerkship 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 of Clerkship, the student shall contact the Assistant Dean of Student Affairs. When a violation of this policy is reported to the Assistant Dean of Student Affairs, the Clerkship Director of the rotation will be required to investigate the situation and provide a report to the Associate Dean of 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 the right of appeal to the Undergraduate Medical Education (UGME) Student Appeals Committee.

5. **REFERENCES**

- 5.1 Current PARIM 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**

Policy: Director, Clerkship, UGME.

Procedures: UGME Clerkship Program Administrators