

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Waiting for Instructors
Application/Scope:	Undergraduate Medical Education Students and Faculty
Next Review Date:	June 2031
Revised Date:	June 2026
Approved Date:	August 2010
Approved By:	UGME Operations Committee [June 2026]

1.0 PURPOSE

Undergraduate Medical Education (UGME) organizes all teaching sessions and expects instructors and students to arrive at the designated time for each session.

2.0 DEFINITION

- 2.1 **Pre-Clerkship** - Year 1 and Year 2 of the UGME program.
- 2.2 **Clerkship** - Year 3 and Year 4 of the UGME program.
- 2.3 **Instructor** – Lecturer or tutor.
- 2.4 **Session** – A whole or small group session held on campus or online.

3.0 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 Students must wait 20 minutes for their instructors to arrive in person or join an online session.
- 3.3 It is the students' responsibility to inform UGME personnel of an instructor's absence for a specific session.
- 3.4 This policy will be reviewed every five years after the approval date.

4.0 PROCEDURES

RESPONSIBILITIES OF STUDENTS

- 4.1 If an instructor does not arrive after 10 minutes, a designated student representative (e.g. the class or cohort rep) must:
 - For Pre-Clerkship:
 - Inform the Pre-Clerkship personnel in the UGME office, either in person or via email/phone.
 - For Clerkship:
 - Inform the Clerkship personnel of the situation in the UGME office, the Brandon LinC office, or the Departmental Clerkship office location, either in person or via email/phone.

- 4.2 If an instructor is absent for a small group session, in addition to notifying the UGME and/or Departmental office, the affected group(s) should divide themselves evenly among the remaining groups.

RESPONSIBILITIES OF THE PRE-CLERKSHIP AND CLERKSHIP ADMINISTRATORS

- 4.3 Once informed of an instructor's absence by the student representative, the Administrator will:
- a. Determine if the instructor is available.
 - b. Inform the student representative of the instructor's availability.
- 4.4 If an instructor is absent for a lecture, the Pre-Clerkship and Clerkship 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 the previous year, with the permission of the instructor.
- 4.5 Notify the Pre-Clerkship or Clerkship Program Lead of the missing instructor and the outcome of the resolution from 4.4 above.

RESPONSIBILITY OF THE INSTRUCTOR

- 4.6 An instructor who is unable to attend their scheduled teaching session must promptly inform the Course Leader and Pre-Clerkship or Clerkship Administrator and is responsible for finding a replacement instructor to take on the original teaching commitment.
- 4.7 If a substitute cannot be found, the instructor and Course Leader, in consultation with the Pre-Clerkship or Clerkship Administrator, will arrange to reschedule the session or change it to another session during the course time frame.
- 4.8 The instructor (or Course Leader) must notify the Pre-Clerkship or Clerkship Administrator of any sessional changes in writing to ensure the change is updated in the curriculum management system.

5.0 **POLICY CONTACT**

Policy: The Associate Dean of UGME

Procedures: Pre-Clerkship or Clerkship Administrator