



Title:	Delivery Disruption of Classes & Clinical Placements	Number:	039
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	21 March 2022	Next Review:	01 February 2025
Effective Date:	21 March 2022		
Audience:	Students All Years, Program Faculty and Staff		
Purpose:	Describes when and how academic teaching sessions and clinical placements are cancelled if extreme weather or other disruptions occur at one or more of the Undergraduate Medical Education program sites, including Integrated Community Clerkship sites.		
Related Policies and Procedures:	1. Delivery Disruption of Examinations - Policy #038		
Exclusions:	None		
Calendar Statement:	None		
Contact:	Associate Directors, Years 1/2 and Years 3/4		

Preamble

The Undergraduate Medical Education (UGME) schedules are set far in advance of the current academic year. At times, extreme weather and other unforeseen events may cause academic teaching sessions and/or clinical placements to be cancelled.

Definitions

Academic Teaching Sessions	Lectures, Labs, small group learning (Clinical Skills, Case-Base Learning, Portfolio, FLEX), Academic half days.
Clinical Placements	Placements that take place in a hospital or community clinic locations. Placements include Year 3 rotations, Year 4 electives, and Family Medicine Office visits in years 1 and 2

Policy

- The decision to cancel classes on the academic campus is made by the local university. The distributed UGME programs will follow local university directives. Determination of cancellation will be based on:
 - IMP: University of Victoria cancellation policy
 - NMP: University of Northern BC cancellation policy
 - SMP: University of British Columbia – Okanagan cancellation policy
 - VFMP: University of British Columbia cancellation policy

**2. Years 1 and 2:**

- 2.1. If the local university campus is closed, in-person academic teaching sessions at that campus are cancelled, but these sessions will proceed as scheduled at the other university site(s) that is/are open.
- 2.2. If a provincially distributed academic teaching session cannot be delivered due to a closure at the host site and cannot be delivered remotely, the session is also cancelled across all sites. Program staff will provide an update as to the potential rescheduling of the missed session(s).
- 2.3. If academic teaching sessions are cancelled due to weather at one of the local university campuses, then academic teaching sessions are also cancelled at the corresponding locations, if travel to this location is also unsafe. For example, if there is a cancellation at UBC Vancouver Campus due to weather that makes travel unsafe, classes or local lectures at Diamond Health Care Centre (DHCC) are also cancelled.
- 2.4. If students are scheduled for Family Practice at an off-campus site (e.g. private preceptor office or a hospital location), students should attend if they can do so without risk.
- 2.5. If students are unable to attend Family Practice at an off-campus site, they are expected to arrange a make-up session directly with their preceptor(s). If students are not able to reschedule, they should contact their local program administrator.
- 2.6. For Family Practice experiences that cannot be rescheduled, students must follow the Attendance & Absence Procedure & Contact List (Policy 006B). Students are not required to complete an Absence form for clinical experiences that are cancelled at the direction of the Program.

3. Years 3 and 4:

- 3.1. If a local university campus is closed, scheduled academic teaching sessions at that campus are cancelled.
- 3.2. If a provincially distributed academic teaching session is cancelled at the host university campus site, the session is also cancelled across all sites. Program staff will provide an update as to the potential rescheduling of the missed session(s).
- 3.3. When local academic teaching sessions are cancelled at a closed university campus, they will proceed as scheduled at the open university campus(es) and hospital site(s). When a local university campus is closed, sessions requiring in-person support for delivery at a facility considered part of the campus will be cancelled.
- 3.4. Students should attend scheduled clinical placements if they can reasonably do so.
- 3.5. Students who are not able to attend scheduled clinical placements due to weather or other unforeseen events must follow the Attendance & Absence Procedure & Contact List (Policy 006B) and complete an absence form within a week of their return to clinical placement.
 - 3.5.1. Students who are not able to attend clinical placements must contact the relevant Clinical Supervisor/Preceptor to ascertain what learning activities were missed and to determine if this work needs to be made up.

Procedure

1. Communications:

- 1.1. In the event of program-wide cancellations, the communication to students, staff, and site-specific faculty and administrative leadership will be the responsibility of the UGME Pandemic



and Emergency Preparedness (PEP) Task Force through Key Messages updated on Entrada. Should the PEP Task Force not convene, proceed to 1.2.

- 1.2. In the event of academic teaching session cancellations, the Regional Associate Dean or delegate will communicate with the local Program Managers at the affected Sites in addition to Y1/2 or Y3/4 Course Directors and Site Directors.
- 1.3. In the event of a site-specific cancellation, the communication to students, and site and provincial Faculty will be the responsibility of:
 - IMP closure: Year 1&2 and/or Year 3&4 Program Manager
 - NMP closure: Year 1&2 and/or Year 3&4 Program Manager
 - SMP closure: Year 1&2 and/or Year 3&4 Program Manager
 - VFMP closure: Year 1&2 Program Manager and/or Year 3&4 Clinical Education Administration Team (CEAT)

Review History

Action	Committee	Date	Status
Drafted	Policy Advisory Subcommittee (PAS)	7 March 2019	Reviewed
Reviewed	Years 1/2 and 3/4 Curriculum Subcommittees	March – October 2019	Endorsed
Reviewed	Years 1/2 Program Managers & Admin Directors (procedures)	30 October 2019	Amended
Reviewed	Legal Counsel	November 2019	Endorsed
Reviewed	Policy Advisory Subcommittee (PAS)	7 November 2019	Endorsed
Reviewed	Undergraduate Medical Education Committee (UGMEC)	18 November 2019	Approved
Reviewed	Policy Advisory Subcommittee (PAS)	18 November 2021	Revised
Reviewed	Policy Advisory Subcommittee (PAS)	17 February 2022	Endorsed
Reviewed	Legal Counsel	11 March 2022	Revised
Reviewed	Undergraduate Medical Education Committee (UGMEC)	21 March 2022	Approved
Minor Edit to Name Change	Policy Advisory Subcommittee (PAS)	25 October 2023	Endorsed