| Title: | **Scheduling Medical Students in Required Clinical Learning Experiences** | | Number: | **010** |
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| Approved By: | Undergraduate Medical Education Committee (UGMEC) | | | |
| Approval Date: | 17 July 2023 | Next Review: | 01 June 2026 | |
| Effective Date: | 17 July 2023 | | | |
| Audience: | Students, Staff and Faculty | | | |
| Purpose: | Defines scheduling parameters for medical students in required clinical learning experiences and UBC electives | | | |
| Related Policies and Procedures: | 1. Unstructured Time in the Curriculum in Years 1 and 2 (#009) 2. Pregnancy & New Parenthood during Medical School (#044) 3. UBC Policy J-136: Academic Accommodation for all students' Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students | | | |
| Exclusions: | None | | | |
| Calendar Statement: | None | | | |
| Contact: | Director, Curriculum | | | |

## Preamble

Physicians may be required to care for patients at any hour of the day or night. It is important that during their training medical students gain experience in caring for patients during daytime hours, at night and on weekends, by participating in call activities during clinical rotations and electives. To ensure an appropriate balance between educational experiences, continuity of care, patient safety and personal well-being, the amount of time students spend in clinical activities, including on-call, needs to be defined. It is also a Committee on Accreditation of Canadian Medical Schools (CACMS) Standard – 8.8: Monitoring Time Spent in Educational and Clinical Activities[1].

The definition and interpretation of "clinical rotation" may be different in the context of the Integrated Community Clerkship (ICC). We encourage ICC Site Directors to ensure that faculty and students are made aware of how this will impact the scheduling of students.

## Policy

**Work Hours**
1. Each clinical specialty and setting has varying hours of work and workloads, so the specific hours a student is expected to work cannot be defined precisely. Students should not be expected to regularly work more than 11 hours on days when they are not on call (e.g., 0700-1800 hours). The weekly maximum (not including evening, night or weekend call) is 55 hours per week. Calculations include clinical work and scheduled educational sessions.
2. Students are expected to make use of the clinical opportunities to learn as much as possible. This may, on occasion, mean staying beyond a scheduled OR time, ER shift or clinic time to complete the learning experience.
3. Students should assume that they are to return to their clinical duties after an examination unless otherwise instructed. Students may be scheduled until the last day of the rotation or elective (Sunday 1700 hours). Allowances for special circumstances will be made. Students may also be scheduled until Sunday 1700 hours preceding the Winter break.
4. For students moving to a different site for their next rotation/elective (defined as relocating their place

of accommodation) there will be no work scheduled after 1700 hours on the last Saturday of their rotation/elective.  Students should bring this to the attention of their rotation supervisor at the start of their rotation or elective.

5.　In the event a disruption occurs before or during a teaching and learning activity due to inclement weather, labour disputes or facility closures, students may be requested not to attend clinical duties, or concessions may be made about attendance.

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[1] The curriculum committee and the program's administration and leadership implement effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities during required clinical learning experiences.

**On-Call**
1.　On-call evening, overnight and weekend) will not exceed an average of one-in-four. This frequency should be distributed as evenly as possible across the clinical rotation or elective.
2.　For students on clinical rotations and electives where the service pre-assigns student on-call responsibilities, the students should be provided with their call schedule at least one week prior to the start of the clinical rotation or elective.
3.　If students are completing in-house call they are expected to leave by 1000 hours the next day. In rare instances, students, at their discretion, may stay on duty after 1000 hours for compelling academic or humanistic reasons, but must leave as soon as possible.
4.　If students are completing home-call (either not being in hospital for call or with call finishing at or before 2300 hours) they are expected to attend regular duties the next day.
5.　If students are working in the hospital, or are called into the hospital, between 2300 and 0700 they are excused by 1000 the following day.
6.　There will be no call for students after 1700 hours on the last Sunday of a clinical rotation or elective. There will be no call for students after 1700 hours the night prior to a scheduled examination, including end of block MCQs, formative and summative OSCEs, and progress tests.
7.　Students are expected to attend all scheduled on-call duties until the last day of the clinical rotation or elective (Sunday 1700 hours), including after an examination.  Allowances for special circumstances will be made.  Students may also be scheduled on call until Sunday at 1700 hours preceding the Winter break.
8.　For students moving to a different site for their next clinical rotation or elective (defined as relocating their place of accommodation) they will not be assigned call after 1700 hours on the last Saturday of their rotation/elective.  Students should bring this to the attention of their rotation supervisor at the start of their rotation/elective.
9.　Students are not expected to cover additional evening, overnight and weekend call for another student who is absent.
10.　Students will be exempted from being on-call (call protection) as detailed in the MEDD 431 Schedules section on Entrada.
11.　Students may be exempted from being on-call in extraordinary circumstances with the agreement of the Year 3/4 Curriculum Subcommittee (e.g. meeting called by Dean; extra session required for one of the activities above.

**Holidays**
1. Statutory holidays should not be assumed to be holidays for students. Students should check with Departmental Clerkship Directors, Regional/Site Clerkship Directors, DSSLs and/or supervisors about whether clinical placements or call (evening, overnight and weekend) are anticipated on a statutory holiday.

2. Students may be scheduled for clinical activities such as on-call and ER shifts on statutory holidays.
3. If a student is assigned call (daytime, evening, overnight) on a statutory holiday, a day in lieu will also be assigned. The day in lieu will be assigned, taking into account patient care needs and educational activities. It must be assigned during the rotation or elective that includes the statutory holiday. If a student is post-call on a statutory holiday, no lieu day will be assigned. For statutory holidays falling on a weekend (as is sometimes the case for Canada Day, National Day for Truth and Reconciliation, and Remembrance Day) students will receive an alternate day off during that clinical rotation or elective. Christmas Day, Boxing Day, and New Year's Day will be considered as part of the Winter break; as such they will not be treated as statutory holidays.
4. The UBC mid-term reading break does not apply to medical students.

**Monitoring**
1. The responsibility for monitoring compliance with this policy has been delegated by UGMEC to the Year 3/4 Subcommittee. Compliance is evaluated through regular review of student responses to the following question that appears on the end-of-rotation or elective student survey: "The stated policies & procedures regarding work hours and on-call duties were adhered to in this rotation or elective".
2. If students feel that the above policies are not being respected, they are requested to bring the issue to any of the following Faculty members: their supervisor, DSSL, Departmental Clerkship Director Site Director or Director, Curriculum. Students may also address this with Student Affairs if they are uncomfortable with or dissatisfied in addressing it directly with Faculty members.

## Review History

| Action | Committee | Date | Status |
|---|---|---|---|
| Minor Revision | Year 3/4 Subcommittee | 16 May 2017 | Submitted |
| Review | MDUEC Policy Advisory Subcommittee | 29 May 2017 | Endorsed |
| Review | MD Undergraduate Education Committee (MDUEC) | 15 June 2017 | Approved |
| Revised | Policy Advisory Subcommittee | Sept 2017 by email | Endorsed |
| Review | MD Undergraduate Education Committee (MDUEC) | 16 October 2017 | Approved with minor edits |
| Review | Policy Advisory Subcommittee | 21 September 2020 | Endorsed |
| Review | Years 3 & 4 Curriculum Subcommittee Chair | 6 October 2020 | Confirmed |
| Review | Legal Counsel | 23 October 2020 | Endorsed |
| Review | Undergraduate Medical Education Committee | 16 November 2020 | Approved |
| Review | Year 3/4 Subcommittee | 16 February 2021 | Endorsed |
| Review | Policy Advisory Subcommittee | 18 February 2021 | Endorsed |
| Review | Legal Counsel | 30 March 2021 | Endorsed |
| Review | Undergraduate Medical Education Committee | 13 April 2021 | Approved |
| Review | PAS – Minor edit to Holidays #2 | 19 August 2021 | Endorsed |
| Review | Undergraduate Medical Education Committee | 20 September 2021 | Approved |
| Reviewed | Policy Advisory Subcommittee | 20 January 2022 | Endorsed |
| Reviewed | Policy Advisory Subcommittee | 17 February 2022 | Endorsed |
| Reviewed | Year 3&4 Subcommittee | 8 March 2022 | Endorsed |
| Reviewed | Policy Advisory Subcommittee | 17 March 2022 | Endorsed |
| Reviewed | Legal Counsel | 28 March 2022 | Endorsed |
| Reviewed | Undergraduate Medical Education Committee | 11 April 2022 | Approved |
| Reviewed | Policy Advisory Subcommittee | 8 June 2023 | Minor Edit |
| Reviewed | Undergraduate Medical Education Committee | 19 June 2023 | Further Endorsement Requested |
| Reviewed | Office of REDI | 23 June 2023 | Endorsed Option 1 statement |
| Reviewed | Department Heads and School Directors | 05 July 2023 | No change to policy Endorsed |
| Reviewed | Associate Dean, Postgraduate Medical Education | 05 July 2023 | No Edits – comment provided |
| Reviewed | Undergraduate Medical Education Committee | 17 July 2023 | Approved – No changes |