

Title:	Scheduling Medical Students in Required Clinical Learning Experiences Policy		Number:	010
Approved By:	Undergraduate Medical Education Committee (UGMEC)			
Approval Date:	14 April 2025	Next Review:	March 2028	
Effective Date:	14 April 2025			
Audience:	Students, Staff and Faculty			
Purpose:	This document defines scheduling parameters for medical students in required clinical learning experiences and UBC electives.			
Related Policies and Procedures:	<ol style="list-style-type: none"> 1. Delivery Disruption of Classes and Clinical Placements Policy (039) 2. Pregnancy & New Parenthood during Medical School Policy (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 4. Unstructured Time in the Curriculum in Years 1, 2 and 4 (TIPP Course) Policy (009) 			
Exclusions:	None			
Calendar Statement:	None			
Contact:	UGME 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 Activities¹.

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.

Definitions

Block	One of four 12-week curricular units, each consisting of different clinical experiences in MEDD 431 (Year 3).
Committee on the Accreditation of Canadian Medical Schools (CACMS)	The Committee on the Accreditation of Canadian Medical Schools (CACMS) was founded by the Association of Faculties of Medicine of Canada (AFMC) and the Canadian Medical Association (CMA) to act as the reliable authority for the accreditation of programs of medical education leading to the MD degree in Canada.

¹ The Undergraduate Medical Education 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.

Comprehensive Written Exam (CWE)	Summative written exams consisting of multiple-choice questions to assess application of knowledge, for Integrated Community Clerkship students only.
Electives	Learning experiences of the learner's choosing.
Objective Structured Clinical Examination (OSCE)	An assessment modality designed to objectively assess students' knowledge, skills and attitudes in a simulated clinical environment with multiple assessors and domains. These may be formative (FOSCE) or summative.
Rotation	Discipline-specific clinical experience that is assessed by an End of Rotation assessment.
Student	An individual enrolled in the UBC MD Undergraduate Program.

Policy

Work Hours

- 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.
- 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.
- Students on rotational clerkship may be scheduled until the last day of the rotation or elective (Sunday at 1700 hours). At the end of a block, students may only be scheduled until Saturday at 1700 hours, except under extenuating circumstances, when needing additional time to meet competencies, in which case they may be scheduled until Sunday at 1700 hours.
- Students writing Comprehensive Written Exams (CWEs) do not have to return to their clinical duties on the day of the exam.
- Students may be scheduled until Sunday 1700 hours preceding the Winter break. Allowances for special circumstances will be considered.
- 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.
- 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.

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 expected to leave by 1000 the next 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, CWEs, formative and summative OSCEs, and progress tests.
7. Students on rotational clerkship are expected to attend all scheduled on-call duties until the last day of the clinical rotation or elective (Sunday 1700 hours). After a block examination, students may only be assigned on-call duties until Saturday at 1700 hours, except under extenuating circumstances, when needing additional time to meet competencies, in which case they may be scheduled on-call duties until Sunday at 1700 hours.
8. Students writing CWEs will not be assigned on-call duties on the day and evening of the exam.
9. Students may be assigned on-call duties until Sunday 1700 hours preceding the Winter break. Allowances for special circumstances will be considered.
10. For students moving to a different site for their next clinical rotation or elective (defined as relocating their place of accommodation) 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.
11. Students are not expected to cover additional evening, overnight and weekend call for another student who is absent.
12. Students will be exempted from being on-call (call protection) as detailed in the MEDD 431 Schedules section on Entrada.
13. Students may be exempted from being on-call in extraordinary circumstances with the agreement of the Years 3 and 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, Discipline-Specific Site Leads (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 Years 3 and 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 Associate Director of Curriculum, Years 3 and 4. 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
Reviewed	Policy Advisory Subcommittee	17 March 2025	Endorsed
Reviewed	Legal Counsel	03 April 2025	Endorsed
Reviewed	Undergraduate Medical Education Committee	14 April 2025	Approved