

Policy Name:	Student Workload Policy
Original Approval Date:	09-18-2020
Approving Officer/Committee:	Medical Curriculum Committee
Revision Dates and Notes:	05-14-2021
Related LCME Element(s) (if any):	8.8

A. Policy –

Pre-Clinical Curriculum

The pre-clinical curriculum is designed to provide students with learning experiences that include active learning experiences and time for self-directed learning. Learners are encouraged to attend all activities and are required to attend specific activities such as small group sessions, simulation activities and patient presentations, as defined in the Pre-Clinical Attendance Policy.

On average pre-clinical students should expect approximately 20 hours of face-to-face didactics per week. Students should be scheduled for no more than 10 additional hours of organized learning activities, such as small group sessions, clinical skills training or other activities as defined in course syllabi.

Clinical Curriculum

All MS3 students should expect to be scheduled for on-call time, patient-care activities, and formal didactic sessions not to exceed 80 hours per week. These hours are to include: maximum of 45 minutes to pre-round daily, call, and daily travel to all sites further that 20 miles from the Kings Highway campus with the exception of Monroe.

- Students must be provided with 1 day in 7, free from all required educational activities and clinical responsibility averaged over a 4-week period, inclusive of call.
- Adequate time for rest and personal activities must be promoted. Students should have 10 hours free of duty between scheduled duty periods and after in-house call.
- Continuous on-site call duty should not exceed 24 consecutive hours; however, students may remain on duty for up to four additional hours to complete didactic activities and rounds with their assigned team to maintain continuity of medical and surgical care.
- Students cannot be scheduled for 24 hours continuous more than once in a 7-day period.

Students must immediately communicate any deviation of the duty hour policy to their Clerkship Director, Clerkship Coordinator, and/or to their Attending Physician. Students can report concerns anonymously by using the Grievance/Complaint Procedure.

It is anticipated that student attendance at clerkship seminars, conferences, and other didactic sessions will be facilitated by this policy and that provisions in this policy are not the basis for missing these sessions. Requests for excused absences from these sessions should be submitted as per the Student Attendance Policy

B. Purpose – The School of Medicine has the responsibility to develop and implement workload/duty hour policies for medical students in all phases of the curriculum, in accordance with LCME Element 8.8, Monitoring Student Workload. These policies should promote student health, maximize student learning time and opportunities for unstructured, independent and self-directed learning.

C. Scope – This policy applies to all School of Medicine students.

D. Procedure/Process –

Monitoring for Pre-Clinical Curriculum

Pre-Clinical Curriculum: The Medical Curriculum Council (MCC) will review course schedules prior to the beginning of each semester to ensure that the workload guidelines are being followed. Student perceptions of workload will be evaluated on course evaluations and reported to the Curriculum Evaluation Committee and the MCC after each block.

Monitoring Duty Hours in the Clinical Curriculum

- Clerkship Directors and Coordinators are responsible for ensuring that individual student schedules adhere to the duty hour policy.
- Students must immediately communicate any deviation of the duty hour policy to their Clerkship Director, Clerkship Coordinator, and/or to their Attending Physician. Students can report concerns anonymously by using the Grievance/Complaint Procedure.
- In addition, students are required to report on duty hours on Clerkship evaluations which are analyzed during regular clerkship reviews performed by the Curriculum Evaluation Committee. An annual report on levels of adherence to this policy will be presented to the Medical Curriculum Council.

It is anticipated that student attendance at clerkship seminars, conferences, and other didactic sessions will be facilitated by this policy and that provisions in this policy are not the basis for missing these sessions. Requests for excused absences from these sessions should be submitted as per the Student Attendance Policy

Variances from this policy must be approved by the Medical Curriculum Council.