

TITLE: Time Spent in Educational Activities and Clinical Activities in Preclerkship—Policy

SENATE REFERENCE: 17.M05.04

EFFECTIVE: May 19, 2017

APPROVED BY: Undergraduate Curriculum Committee

DATE: October 20, 2016

APPROVED BY: Faculty Council

DATE: December 6, 2016

APPROVED BY: Council of Undergraduate Studies

DATE: April 6, 2017

APPROVED BY: Executive Committee of Senate

DATE: May 18, 2017

Table of contents

ACCREDITATION STANDARD 8.8..... 2

PURPOSE..... 2

STATEMENT 2

OVERSIGHT AND MONITORING..... 2



ACCREDITATION STANDARD 8.8

The undergraduate 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 experience.

PURPOSE

The Undergraduate Medical Education Program (UGME) at the Faculty of Medicine at the University of Ottawa provides balance among academic learning events, self-study time, electives time and personal life of a student. This standard is intended to provide guidance in terms of the length of the school day and total weekly hours dedicated to educational and clinical activities.

STATEMENT

In preclerkship, Year 1 and Year 2 of the curriculum, with the exception of the first 2 weeks of study (MED 1200: Introduction to the Profession) dedicated teaching activities are largely scheduled between 8:00 a.m. and 12:30 p.m., Monday to Friday. Clinical skills activities are scheduled between 1:30 p.m. and 5:00 p.m., one to two afternoons per week. Scheduling exceptions can occur in certain weeks because of mid-term evaluations, statutory holidays and other special circumstances. Regardless of the exceptions, the maximum number of hours students will be expected to be in dedicated/clinical teaching activities during preclerkship years 1 and 2 is 29.5 hours per week. There are normally no scheduled learning activities on Saturday and Sunday, although rare exceptions may occur.

An average of 10.5 hours of self-study/electives time is available on a weekly basis.

Self study/electives time will be protected to ensure that curricular activities do not impinge on the designated blocks of time. Exceptional use of any protected time (for example, rescheduling to accommodate a faculty member that was unable to teach due to extenuating circumstances) must be approved by the relevant preclerkship Director.

Non-curricular events cannot be scheduled during regularly scheduled curricular activities.

OVERSIGHT AND MONITORING

CCRC is responsible for implementing and addressing challenges to the policy.

Concerns from students, teachers or administrative staff members regarding breaches of this policy should be brought to the attention of the Unit Leader, initially, and if not resolved satisfactorily, then to the Preclerkship Director for review. Finally, appeals may be heard by the Curriculum Content and Review Committee (CCRC) if there is disagreement with the decision of the Unit Leader and Preclerkship Director.