



Monitoring Student Time

Roles and Responsibilities

Policy Contact(s)	Associate Dean for Medical Education and Student Experience; Assistant Dean for Curriculum
Responsible	Curriculum Coordinating Committee (CCC)
Accountable	Office of Medical Education
Consulted	Pre-Clerkship Committee (PCC), Course Directors, Medical Student Leadership
Informed	SOM Faculty, SOM Staff, SOM Students

LCME Standard(s)

Standard 8: Curricular Management, Evaluation and Management

Element 8.8 Monitoring Student Time

The medical school faculty committee responsible for the medical curriculum and the program's administration and leadership ensure the development and implementation of 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 throughout the curriculum.

Scope and Purpose

The medical education curriculum is configured to provide students with educational opportunities to master content, acquire program competencies, and provide reasonable opportunities for self-directed learning, rest and personal well-being. This policy is designed to ensure medical students and faculty are mindful of the time expected for the successful completion of the MD program. These activities are regularly reassessed and adjusted based on evaluation data and student feedback. The policy applies to all courses in pre-clerkship, clerkship, and advanced clinical training phases of the Renaissance curriculum and is monitored for each course to ensure adherence by faculty and medical students.

Policy

Pre-clerkship Courses

Required pre-clerkship activities shall be limited to the hours between 8am and 5pm and will not exceed 30 hours per week with the exception of Introduction to Medical School. There will be no required scheduled activities before 8am or after 5pm on weekdays, and no required scheduled activities on weekends.

Medical students should have at least 15 hours of unscheduled time per week between 8am and 5pm (on average) during each pre-clerkship course for self-directed and independent learning activities.

Medical students will have no mandatory scheduled activities in the summer between Years 1 and 2 unless they are required to remediate a pre-clerkship course.

Clerkship and Advanced Clinical Phases

Medical students, including visiting students, adhere to the duty hour regulations as specified by the Accreditation Council for Graduate Medical Education (ACGME) for PGY2 residents and above.

Clinical work, inclusive of on-call requirements and in-house educational activities, is limited to 80 hours per week averaged over a four-week period.

Students must have a minimum of 8 hours off between scheduled duty periods and a minimum of 14 hours off following a 24-hour period of duty.

Students must be scheduled for a minimum of one day in seven free from duty when averaged over four weeks. The end of a rotation is defined as the conclusion of the final Friday. Student work cannot exceed 24 continuous duty hours, with up to 4 hours to complete effective transitions in patient care. Additional patient care responsibilities must not be assigned to a student during this transition time.

Observance of religious holidays must be considered when student schedules are created.

Monitoring Procedures

Adherence to the pre-clerkship policy requirements will be monitored by the Office of Medical Education (OME), including the review of each course syllabus, schedule and associated educational activities, prior to the start of each course in the pre-clerkship phase.

Clerkship Directors are required to monitor duty hours for students enrolled in each block by reviewing duty hours logged by students in MedHub. Any duty hours violations must be investigated and resolved. If resolution cannot be achieved at the clerkship level, the issue must be escalated to the Office of Medical Education immediately. There will be semi-annual reports to the CYC, annual reports to the CCC, and ad hoc reports when requested by the Committee Chair.

Medical student workload will also be discussed as part of the annual course evaluation process and through other established curriculum and course review processes and committees (e.g., PCC and CYC).

Student perceptions of pre-clerkship workload will be monitored in periodic feedback sessions with students and through the end-of-section and end-of-course evaluations. This feedback will be used to assess the efficacy and appropriateness of this policy.

Exceptions

Any exceptions to the requirements of this policy must be approved by the Curriculum Coordinating Committee.

Compliance monitoring and associated calculations of scheduled and unscheduled time shall not include additional activities created for students in pre-clerkship electives, tracks, co-curricular offerings, or enrollment in a dual degree program (e.g., MSTP, MBA).

Medical students must not be pressured to exceed duty hour limits by attending faculty or residents. However, if a medical student wishes to take advantage of a unique clinical learning opportunity, a medical student may voluntarily exceed the duty hours limit of a particular day, staying in the clinical setting up to two additional hours for educational purposes; this may result in suspending the 8-hour

interval between shifts guideline specified above. However, the total number of hours per week still may not exceed 80 hours, averaged over two weeks.

Sanctions

Course and clerkship directors, section leaders and other associated faculty can be counseled for failure to adhere to the requirements of this policy.

Definitions

N/A

Forms

Course/Section Evaluation Forms

Duty Hour Logs

Related Policies/Procedures

UMB Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance

History

Revised: N/A

Approved: CCC, 05/2022