

CLERKSHIP WORK HOURS

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- Purpose** 1 Create an UME policy regarding the medical student work hours
- Scope** 2 This policy applies to Clerks as it pertains to their course rotations
- Definitions** 3 In this policy:
- a. UME means the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine
 - b. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures
 - c. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
 - d. Scheduled time means time students are expected to be at their clinical site (rounds, clinic, operating room, etc.) or in educational activities (bedside teaching, academic half-day, course 8, examinations etc.).
 - e. Clerks – 3rd year medical students
 - f. Professional Association of Resident Physicians of Alberta (PARA)
- Policy Statement** 4 Clerkship work hours
- Special Situations** 5 Students may be scheduled for an Emergency Medicine shift the day prior to a certifying examination provided that the shift ends a minimum of 14 hours before the scheduled examination.
- Responsibilities** 6 **UME will ensure adherence to this policy**

- 8 This policy should not necessitate changes to current rotation scheduling. UME will also track adherence to the policy.

Hours of daytime work on weekdays will vary by rotation. Unless scheduled for evening or overnight call, clerks should not be expected to work more than 11 hours per day on a regular basis, though this may occur on occasion.

Call may not exceed an average of 1:4 (7 calls maximum in 28 days) over the course of the rotation. No evening or night call is permitted the day prior to a certifying examination.

PARA (Professional Association of Resident Physicians of Alberta) sign over guidelines are to be followed. This means that students should be excused the morning after overnight call, once sign over is completed (24 hours +2).

On-call hours refer to those times the Clerks carries clinical responsibilities beyond the regular daytime hours. This typically includes evenings, overnight and weekends. When no call room is available, students should be dismissed no later than midnight and are expected to attend the following day. Dismissal prior to midnight is acceptable, at discretion of the rotation or preceptor.

Students should not be on call the last Sunday of any rotation past 2300 hours prior to starting a new block (Paediatrics, Family, etc.) or a new selective (Medical Teaching Unit, Clinical Teaching Unit, etc.).

If a student is assigned call on a statutory holiday, an in lieu day (or one less weekend call day) will also be assigned in order to assure fair scheduling for students. The in lieu day will be assigned taking into account needs for patient care and educational activities. It must be assigned during the rotation that includes the statutory holiday. If a student is "post-call" on a statutory holiday, NO in lieu day will be assigned."

Special Cases:

Students may be scheduled for an Emergency Medicine shift the day prior to a certifying examination provided that the shift ends a minimum of 14 hours before the scheduled examination.

In rotations that require shift-work schedules, the usual work week and work hour maximums may be difficult to apply. In that case, rotations are asked to ensure that:

- in a two week period, there are a minimum of two 24 hour periods with no scheduled shifts
- shifts should not exceed 12 hours duration
- when moving "forward" in shift times, these may be scheduled on consecutive days [for example from day shift (8am-5pm) on Monday to evening shift (5 pm to 11 pm) on Tuesday]
- when moving "backward" in shift times, there should be a minimum of

10 hours between shifts [for example from evening shift (5pm to 11pm) on Wednesday would not start shift on Thursday until after 9am]

- a student should not be scheduled for "split shifts" in a single day with the exception of time blocked for academic sessions.

The Pediatric rotation includes an inpatient rotation component that varies by sites. Students at ACH and PLC sites will be scheduled in shifts rather than 24 hour call. Students who complete this rotation component at ACH will do 2 weeks of daytime shifts and 1 week of night shifts (2100-0700). Students are not scheduled for night float shifts the night before examinations. Weekend coverage is scheduled in 12 hour shifts. Students who complete this rotation component at PLC will do 2 weeks of daytime shifts at PLC and 1 week of evening "admitting" shifts at ACH from 3-10pm Monday-Thursday and 8pm-8am on Friday/Saturday. Students who complete this component at a regional centre will do 1:4 call following the guidelines above.

Due to the nature of patient care in the ICU, students completing an ICU selective as a component of their Internal Medicine rotation may have long days (>11 hours) at times. In recognition of this, the number of required call in the 4 week selective has been reduced to 6 days instead of 7.

Similarly, due to the nature of patient care on the Hepatobiliary Service (HPB) during Surgery rotations, students completing a selective on this service may also have long days at times. As a result, one less call will be assigned during the Surgery rotation.

Pregnancy and Call: A Clerk will not be required to perform night call duties (after 2300 hours) once she has completed 27 weeks of gestation, or earlier if a valid medical reason, with medical documentation, is provided.

Instructions/Forms **9** UME will have conduct regular surveillance via the clerkship logbook.

The end of rotation surveys will include a question asking if there were breaches of the workload policy.

Standards **10**

History **15** *Approved:* UME Management, November 21, 2014

Approved: UMEC, February 1, 2019