

CLERKSHIP WORK HOURS

Departmental Policy

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- Purpose** 1 Create a 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 Cumming School of Medicine, University of Calgary.
 - b. “MD” means Doctor of Medicine.
 - c. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.
 - d. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
 - e. Confidential means that access to the records is limited to those with a demonstrated need to know. Information that is classified as Confidential must be stored within a controlled access system. It may be transmitted on internal networks with or without encryption. Information must be encrypted if transmitted on a public network.
 - f. Student Inactive Files refers to records about a former medical

student.

- g. Student File refers to records about a current or former medical student held by UME.
- h. Medical Student Performance Record (MSPR) letters refers to the specific document compiled by the UME Administration team in preparation for CaRMS match.
- i. Canadian Resident Matching Service (CaRMS).
- j. FOIP refers to Alberta's Freedom of Information and Protection of Privacy Act.
- k. Academic file refers to information pertaining to the MD curriculum, marks, rotation information etc.
- l. Non-academic file refers to information of a personal nature of the medical student.
- m. UME administration refers to: Associate Dean, Assistant Deans, Managers, Administrative Assistants and Coordinator and Program Supervisors.
- n. Student Academic Review Committee (SARC).
- o. Student Evaluation Committee (SEC).
- p. "Pre-Clerkship" means years one and two of the MD Program.
- q. "Clerkship" means the third and final academic year of medical school.
- r. "Learning Management System" means a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER.
- s. "OSLER" means Online Schemes, Learning and Education Resources.
- t. "IST" means Independent Study Time.
- u. "ITER" means In Training Evaluation Report, these are forms that are completed by preceptors after interacting with a student, either in a classroom (i.e small group) or clinical setting. They can assess a variety of domains of performance, and usually also include a global rating of the Students' performance.

Policy Statement	4	Clerkship work hours
Special Situations	5	
Responsibilities	6	UME will ensure adherence to this policy
Procedures	7	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 summative 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 2300h and are expected to attend the following day. Dismissal prior to 2300h 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."

Students should not be scheduled for in-house call duty on any portion of more than two weekends out of the four weekends in a four-week rotation.

Special Cases:

Students may be scheduled for an Emergency Medicine shift the day prior to a summative 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 (2000-0700). 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 2-9pm Monday-Thursday and 7pm-7am 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 they have completed 27 weeks of gestation, or earlier if a valid medical reason, with medical documentation, is provided. Students in this situation may be required to complete more time on a rotation in order to have a complete rotation experience.

Instructions/Forms	8	The end of rotation surveys will include a question asking if there were breaches of the work hours policy.
Standards	9	
History	10	Approved: UME Management, November 21, 2014 Approved: UMEC, February 1, 2019