UNIVERSITY OF CALGARY

FLEX DAYS (PRE-CLERKSHIP) POLICY

Authorizing Unit Undergraduate Medical Education Committee (UMEC)	**Table of Contents**:
Classification Operations	
Approval Authority Associate Dean, UME	
Implementation Authority Manager, Undergraduate Medical Education	
Effective Date September 2, 2016	
Last Revision March 1, 2021	

Purpose   **1**   Create a UME policy detailing flex days in Pre-clerkship (Year 1 and 2).

Scope   **2**   This policy applies to all medical students in year 1 and year 2 of the MD Program.

Definitions   **3**   In this policy:

     a.   UME means the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine.

     b.   MD – Medical 3-year program.

     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.   Pre-Clerkship – in Year 1 and 2 of the MD Program.

     f.   Learning Management system a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER (Online Schemes, Learning and Educational Resources).

Policy Statement	**4**	UME Pre-Clerkship Flex Days
Responsibilities	**5**	UME will ensure adherence to this policy.
Procedures	**6**	

a. Permit a maximum of 3 flex days (personal days) per student per pre-clerkship year. Students may schedule these "flex days" to miss an otherwise mandatory teaching session(s).

b. Requests for excused absences due to illness or other reasons must follow the formal student attendance process to request time away (as per the Student Attendance Policy).

c. Flex days must be requested more than 7 full calendar days in advance of the date requested. For example, a flex day for a Thursday must be requested no later than the Wednesday of the previous week at midnight.

d. Flex days must be approved and tracked by UME through OSLER.

e. If a request for a flex day is approved, students are responsible for reviewing the content missed and following up with a preceptor if needed.

f. Flex days may not be used to miss an examination. Examination deferral processes must be followed for students to miss exams. Flex days may be used to miss other mandatory sessions on the day of an exam, but the student must still complete the exam as scheduled. For example, if there is an exam scheduled for an afternoon, the student may use a flex day to miss mandatory events that morning but must still write the exam in the afternoon.

g. Student presentations are a 'must complete' portion of several courses. Flex days may not be used by a student on a day where the student (either individually or as part of a group) is giving a presentation to preceptors and/or classmates.

h. Flex days may be refused if multiple students in the same small or medium group request the same day. A maximum of 20 students may be away on flex days on any given day.

i. Flex days can be used to miss days that include mandatory educational sessions such as: small group learning sessions, medical skills sessions, flipped classroom workshops, patient presentations.

j. Flex days <u>cannot</u> be used to miss educational sessions including: clinical correlations in Courses I-VII, Family Medicine Clinical Experience (Med 330/430), AEBM (med 440) elective sessions, Intro to Clinical Practice, Integrative and Community Engaged Learning (CEL) events.

k. Students may shadow during flex days, please refer to the shadowing policy.

l. All requests will be on a first come, first served basis.

Instructions/Forms   **7**   Medical Students will enter their request for a flex day through the absence request form in OSLER. The UME Program Supervisor will review the request and either approve or reject based on the above criteria.

The system will automatically remove the option of requesting a flex day when the student has utilized three days in a curriculum year or if the student is requesting a flex day beyond the deadline outlined in item 6c.

History   **8**   Approved: UMEC, April 5, 2019