

FLEX HALF DAY (PRE-CLERKSHIP) POLICY

Authorizing Unit Undergraduate Medical Education Committee (UMEC)	<u>Table of Contents:</u> Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Procedures 6 Instructions/Forms 7 History 8
Classification Operations	
Approval Authority Associate Dean, UME	
Implementation Authority Manager, Undergraduate Medical Education	
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- Purpose** **1** Create a UME policy detailing flex half-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 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 Report (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, Manager, Curriculum & Administration, 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 tutorial group) or clinical setting. They can assess a variety of domains of performance, and usually also include a global rating of the Students' performance.
- v. "Block" means the pre-defined six-month course intervals within the pre-clerkship.

Policy Statement	4	UME Pre-Clerkship Flex Days
Responsibilities	5	UME will ensure adherence to this policy.
Procedures	6	<ul style="list-style-type: none"> a. Permit a maximum of 6 flex half-days (personal half-days) per student per pre-clerkship Block. Students may schedule these "flex half-days" to miss an otherwise mandatory teaching session(s). The maximum

number of consecutive days in which a half-day can be approved is 2 business days (i.e. Thursday-Friday, Friday-Monday).

- 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 half-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 half-days must be approved and tracked by UME through OSLER.
- e. If a request for a flex half-day is approved, students are responsible for reviewing the content missed and following up with a preceptor if needed.
- f. Flex half-days may not be used to miss an examination. Examination deferral processes must be followed for students to miss exams. Flex half-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 half-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 half-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 half-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 half-day on any given half-day.
- i. Flex half-days can be used to miss days that include mandatory educational sessions such as: tutorial group learning sessions, clinical skills sessions, large group sessions.
- j. Flex half-days cannot be used to miss educational sessions for the following learning events: Family Medicine Clinical Experience, Community Engaged Learning (CEL), Journal Club events.
- k. Students may shadow during flex half-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 half-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 half-day when the student has utilized six half-days in a Block or if the student is requesting a flex day beyond the deadline outlined in item 6c.

