

JCESOM: Policy on Student Workload and Clinical Duty Hours for Courses and Clerkships

The JCESOM strives to create an optimum environment that facilitates medical student learning. The Curriculum Committee is responsible for the curriculum to obtain the medical degree; this policy was developed to balance student workload between scheduled responsibilities, classroom learning in a variety of formats, independent learning, and time for attention to personal health and well-being.

Objective: Faculty responsible for courses or clerkships must be committed to promoting student well-being and to provide a supportive educational environment.

LCME Standard – Element 8.8 Monitoring Student Time

The medical school faculty committee is 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 during clerkships.

SCOPE & APPLICABILITY

- This policy applies to medical degree (MD) students.
- Clerkship directors and block leaders are responsible for counting contact hours and ensuring there is a balance between scheduled classroom learning, time spent in required clinical activities, and that contact hours are counted and reported in a consistent manner across all required blocks and clerkships.

- Duty hour assignments must recognize that faculty and residents collectively have responsibility for the safety and welfare of patients.

Definitions

- **Clinical Duty Hour:** A unit of measure that represents 60 minutes, of scheduled clinical time such as patient care, administrative duties related to patient care, and time spent on-call. **Call:** The time that students are expected to be on site and may report for patient care responsibilities when needed. Requirements for call are established by each clerkship.
- **Workload Contact Hour:** A unit of measure that represents 60 minutes, of scheduled instruction or formal assessment given to students. This also includes any eLearning activity or reading assignment that is used in place of, or in addition to the scheduled in-class instruction. This does not include time taken for patient care and clinical responsibilities. Contact time **does not include self-directed learning activities.**

Policy Requirements

- The pre-clinical curriculum is designed such that student should expect an average of 20 to 22 hours of live didactic activities per week. Students should not be scheduled for more than 18 to 20 additional hours of organized learning outside the class room.
- Clinical duty hours and workload contact hour, combined, may not exceed 80 hrs./week, averaged over the length of the clerkship.
- Clinical Duty Hours must not exceed 70 hours per week, averaged over a four-week period, inclusive of all in-house call. Students must be provided with 1 day in 7, free from all required educational activities and clinical responsibility averaged over a 4-week period, inclusive of call. Adequate time for rest and personal activities must be promoted. Students should have 10 hours, and must have 8 hours, free of duty between scheduled duty periods and after in-house call. Continuous on-site call duty should not exceed 24 consecutive hours,

additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care. No new patients may be accepted after 24 hours of continuous duty.

- Students must immediately communicate any deviation to the above Policy to their Clerkship Director, Clerkship Coordinator, and/or to their Attending Physician. Students may also report any deviation from the policy to the Office of Student Affairs or to the Asst. Dean of Academic Affairs.
- Clerkships that require students to take in-house call for more than 16 hours of continuous duty, must provide a call room that allows for student privacy and the opportunity to study or sleep.
- Student Workload Contact hours should be limited to 10 hours per week, averaged over the entire clerkship and not to exceed 20 hours in a single week. If workload contact hours exceed 20 hours, clinical duty hours must be reduced accordingly.
- Examples of scheduled and unscheduled activities that lead to student workload can include, but may not be limited to:
 - Clinical experiences
 - Clerkship Orientation
 - Required E-learning modules or reading assignments
 - Large group learning, flipped classroom online assignments
 - Lectures
 - Morbidity and Mortality conference
 - Grand Rounds

- Case conferences
- Journal club
- Required clerkship assessments including the NBME, internally written examinations, quizzes, etc.
- CCEs
- Interprofessional Education sessions

Approved by the curriculum committee on 12/6/18