

 DALHOUSIE UNIVERSITY FACULTY OF MEDICINE Release of Clerks from Service Prior to Examination Days Policy	Policy sponsor: Associate Dean, UGME	Approval date: Jan 28 2010,
	Responsible unit: Undergraduate Medical Education Office	Amendments: 2012, 2013, 2015, 2024 & Feb 2026

A. Background & Purpose

Students may be required to complete examinations (including written examinations and OSCEs) at sites distant from the location at which they are performing clinical duties. To ensure that they are provided with sufficient time to allow them to perform in their examinations, specific parameters have been created to allow for both travel and rest.

B. Application

Compliance with this policy is required during all components of Clerkship and applies to all Clerkship (Med 3 and Med 4) students at all campuses.

C. Definitions

Multiple Choice Exam: Formative Virtual Progress exams (unless accommodations require writing in person) and Summative Comprehensive Multiple-Choice Exam

OSCE: Objective Structured Clinical Examinations

D. Policy

Students completing rotations outside of their home campus (outside being considered greater than 100 km from the exam site) will be released from service at 1800 two days prior to the in-person summative Comprehensive Clerkship Exam or OSCE, whichever comes first. There will be no on-call or additional service responsibilities. Students will not be expected to return to that service following the exams. Students completing rotations within 100 km of exam site will be released from service at 1800 the night prior to the summative Comprehensive Clerkship Exam or OSCE, whichever comes first. There will be no on-call or additional service responsibilities. Students will not be expected to return to that service following the exams.

All students will be released from service at 1800 the night before a virtual formative Progress Exam. Students will not be expected to return to that service for the remainder of the day; however, they may be scheduled for on-call or additional service responsibilities in the evening after the formative Progress Exam as needed to complete rotation objectives and target number of call shifts for the rotation.

Students who have an approved accommodation for formative exams may be required to write these exams in person to properly operationalize the accommodations. In such situations, students will

require similar release of service as the in-person summative Comprehensive Clerkship Exam and OSCEs. In such circumstances, individualized plans are required by UGME from the Student Accessibility Center (SAC) to ensure appropriate operationalization.

E. Administrative Structure

1. Authority: This Policy is sponsored by and falls under the authority of the Associate Deans UGME.
2. Undergraduate Medical Education: Undergraduate Medical Education is the unit responsible for the administration of this Policy.
3. Student Affairs: Assists in promotion of the Policy
4. Policy Review: This Policy will be reviewed in accordance with Dalhousie's Policy on Policies or earlier if deemed necessary by the Dean of the Faculty of Medicine

F. Procedures

Clerkship Directors have opportunity to review, provide feedback and accept policy changes at the Clerkship Committee led by the Assistant Deans Clerkship. It is the responsibility of Clerkship Directors to communicate the policy widely to rotation supervisors to ensure compliance.

Students are oriented to the location of all policies during orientation week and clerkship policies are linked in the student learning management system, BrightSpace.

In the event a supervisor is non-compliant with the Clerkship on Call Policy, students contact their site-specific Assistant Dean Clerkship to discuss and mediate any required changes.

Request for Accommodation: A request for accommodation shall be made by the student to the Student Accessibility Centre (the Centre) prior to the University activity in question in accordance with Guidelines and Protocols established by the Centre. The [Student Accommodation Policy](#) can be accessed on the website.