

 <p>DALHOUSIE UNIVERSITY FACULTY OF MEDICINE</p> <p>Pre-Clerkship Time Spent in Educational Activities Policy</p>	<p>Policy sponsor: Associate Deans, UGME</p>	<p>UMECC Approval date: January 25, 2024 Faculty Council Approval date: April 2, 2024</p>
	<p>Responsible unit: Undergraduate Medical Education Office</p>	<p>Amendments:</p>

A. Background & Purpose

The Pre-Clerkship years (Med 1 and Med 2) provide foundational knowledge in anatomy, human body systems, and ethical facets of medicine. The curriculum includes structured lectures, labs, tutorials, Research in Medicine program sessions, electives, and self-directed learning time.

The amount of time per week that learners spend in educational activities is outlined in the [Typical Week schedule](#) and [Typical Week schedule when Monday is a holiday](#). The schedule allows students to achieve a balance between their academic studies and personal time.

This policy sets the boundaries on the time students dedicate to educational activities during pre-clerkship years, aligning with the Committee on Accreditation of Canadian Medical Schools ([CACMS](#)) accreditation standards.

B. Application

Compliance with this policy is required during all components of the Pre-Clerkship and applies to all Pre-Clerkship (Med 1 and Med 2) students at all campuses.

C. Definitions

Clerkship: refers to students in the last 2 years of the undergraduate medical education program.

OSCE: refers to Objective Structured Clinical Examinations

Pre-clerkship: refers to students in the first 2 years of the undergraduate medical education program.

UMECC: refers to the Undergraduate Medical Education Curriculum Committee

D. Policy

Students may be scheduled for curriculum any time Monday to Friday within the Typical Week schedule. Although every effort is made to reduce changes, schedule revisions may occur at any time within the Typical Week. Additionally, evening and weekend curricular activities will sometimes occur, including exams.

E. Administrative Structure

The Typical Week schedule is approved by the Undergraduate Medical Education Curriculum Committee (UMECC) and any changes must be reviewed by this Committee before it is finalized for use.

The Undergraduate Medical Education Office is the unit responsible for the administration of this Policy.

F. Procedures

The Typical Week Schedule is created using the following weekly time allocations:

- Two-to-three-hour tutorial group meetings occur three times per week (6-9 hours weekly total). In person attendance of tutorials is mandatory unless a leave or accommodation is granted.
- Three to five hours of lectures. Attendance at lectures is not mandatory but strongly encouraged. Lectures can be attended in person or virtually. Video recordings of lectures are also provided where possible.
- Three to four hours of clinical experience, emphasizing patient-doctor relationships. These sessions are mandatory.
- A half day (three to five hours) per week for six consecutive weeks for a family medicine experience in Med 1.
- A half day (three to five hours) per week for Research in Medicine
- A half day (three to five hours) of electives per week for Med 1 when not participating in the Family Medicine Experience
- A half day (three to five hours) per week of electives throughout Med 2
- A three-hour laboratory related to the cases under study. These sessions are mandatory.
- A half day (three to five hours) of self-directed learning time

Whenever possible, written and OSCE examinations will be scheduled within this time frame but may occur outside the typical week. Written and OSCE exams are between 2-5 hours in length.

The scheduled curricular week will not exceed 50 hours, unless an evening or weekend curricular activity or exam is scheduled, in which case the maximum length is 70 hours.

The scheduled curricular day typically will not exceed 10 hours of curricular activities.

There will not be more than 4 hours of consecutively scheduled lectures.

Students will receive at least a 4-week notice for evening/weekend curricular activities.

Exceptions

Changes will be carefully considered, and curriculum may be scheduled outside of the Typical Week schedule and weekly time allocations in extenuating circumstances. This can include but is not limited to emergency closures leading to forced rescheduling, cancellation of classes due to extreme weather, scheduling challenges due to pre-scheduled university closures, and instructors unable to teach due to unforeseen circumstances. In addition, some sessions require access to communities of standardized patients or interprofessional team members that require weekend and evening bookings. For example, skilled clinician sessions where access to communities of some standardized patients is limited to evenings. Any proposed changes must be preapproved by one of the Assistant Deans Pre-Clerkship

Reporting of Anomalies

Students, staff, or faculty detecting repeated deviations from the Typical Week schedule should report them to one of the Assistant Deans Pre-Clerkship.