

## **Policy on Scheduling Pre-clerkship/Phase I Curriculum Activities For Medical Students**

Section: 4

Policy number: 4.19

Responsible Office: Vice President for Health Affairs/Dean

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### **POLICY STATEMENT**

The number of hours of scheduled curriculum and the estimated time needed for learning and preparing for scheduled curriculum in the pre-clerkship phase of the medical curriculum shall not exceed 70 hours in a 7-day period as averaged over the course of 8 weeks.

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### **REASON FOR POLICY**

The goal of undergraduate medical education at the University of North Dakota is to prepare medical graduates to be competent, caring, and healthy physicians who have the personal and professional skills necessary to incorporate new knowledge and methods into their practice and adapt to a continually changing professional environment. In order to achieve all of these goals, students need to develop a healthy work-life balance and wellness mindset to ensure a long and successful life as a physician.

The workload associated with the medical curriculum must therefore not prevent students from having enough time for sleep, meals, exercise, and discretionary activity. It is important, therefore, to establish a guideline for estimating the workload associated with scheduled curriculum and to use that estimate in the scheduling of the undergraduate medical curriculum to ensure that students have enough time outside of the curriculum to ensure their overall wellbeing. The widely accepted practice for estimating workload associated with scheduled curriculum in higher education settings includes estimated study time associated with scheduled curriculum. Therefore, any such estimated workload for scheduled curriculum must take into account the hours of scheduled curricular events and the estimated learning and preparation time.

This policy applies only to the scheduling parameters regarding estimated workload for the pre-clerkship phase of the medical curriculum, and is not intended to suggest, track, monitor, or enforce actual student time spent on study during the pre-clerkship phase nor does this policy apply to the clerkship phase of the curriculum.

## SCOPE OF POLICY

This policy applies to:

√Deans, Directors, and Department Heads

√Managers and supervisors

√Students

√Faculty

Staff

Others: \_\_\_\_\_

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## WEBSITE REFERENCES

Policy Office: <http://www.med.und.edu/policies/index.cfm>

Responsible Office: <http://med.und.edu/education-resources/index.cfm>

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## DEFINITIONS

Curricular Events	Learning events that are linked to summative assessments and considered required for promotion in the medical curriculum. These may be faculty-led activities (e.g., lectures, interactive sessions, labs), required curricular electives (e.g. summer Elective Foci) or student-directed activities (e.g., evidence of required interprofessional or service-learning activities that are self-selected and documented in student portfolios). It does <b>not</b> include optional learning events (e.g., electives such as Mind Body Medicine).
Estimated Learning and Preparation Time	The estimated amount of time needed for all Curricular Events based on the widely adopted Carnegie Unit, Student Hour, and ratio of required study time to scheduled curriculum time of 2:1. Estimated Learning and Preparation Time includes self-directed learning.
Curriculum Time	The duration time of Curricular Events plus the Estimated Learning and Preparation Time for Curricular Events.
Pre-Clerkship Phase	Curriculum that precedes clerkships.
SMHS	School of Medicine and Health Sciences.
ACGME	Accreditation Council for Graduate Medical Education.

## RELATED INFORMATION

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## CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Office/Dept
Policy clarification	Education Resources	777.2514/777.3527	judy.solberg@med.und.edu
Policy format	Dean's Office	777.2514/777.3527	judy.solberg@med.und.edu

## PRINCIPLES

1. ACGME has established that 80 work hours per week is the maximum workload for residents. The SMHS applies this benchmark to its clerkships and electives.
2. The SMHS equates curriculum time and work hours.
3. The SMHS factors in 10 hours of discretionary time during Pre-clerkship/Phase I for flexibility and variation as students become acclimated to the medical education environment. Therefore, the SMHS caps Curriculum Time to an average of 70 hours per week over an 8-week period.
4. These 70 hours must incorporate Curricular Events and Estimated Learning and Preparation Time for Curricular Events.
5. Estimated Learning and Preparation Time for Curricular Events is used **ONLY** for the purposes of ensuring that workload from the curriculum does not exceed 70 hours per week on average

over an 8-week period. **Actual student Learning and Preparation Time and study time is NOT tracked, measured, or enforced by this policy.**

6. The SMHS relies on the Carnegie Unit and Student Hour designations for establishing a ratio of Estimated Learning and Preparation Time to Curricular Event time. The Student Hour is roughly equivalent to one hour of any Curricular Event.
7. The SMHS also adopts the widely-accepted guideline that approximately two hours of learning and preparation time are necessary for every hour of curricular events. However:
  - o The SMHS recognizes the study time for learning and preparation for a given Curricular Event varies with, for example:
    - The complexity of the topic (some material has higher cognitive load than others)
    - The complexity of the learning outcome (e.g., problem-solving is more complex than memorizing facts and terminology)
    - The length of time it takes to complete a process (some things just take longer to do, without being more difficult).
  - o Accordingly, Estimated Learning and Preparation Time for any Curricular Event will vary from 0:1 to 3:1, as mutually determined by the responsible faculty, Curriculum Directors, and Education Resources personnel.

## PROCEDURES

- I) Curricular Events shall have a corresponding Estimated Learning and Preparation Time associated with them in accordance with the principles outlined above.
- II) Faculty and Course Directors, in consultation with instructional designers in Education Resources personnel, will establish an Estimated Learning and Preparation Time between 0 and 3 hours for each hour of Curricular Events.

## RESPONSIBILITIES

Course Directors	Primarily responsible for monitoring and enforcing the policy in its entirety and providing reports to Biomedical Sciences Curriculum Subcommittee for action and review.
Biomedical Sciences Curriculum Subcommittee, acting under the oversight of the Undergraduate Medical Education Committee (UMEC)	Responsible for reviewing details regarding any perceived or actual problems with the implementation of the policy as reported by the Curriculum Directors.
Education Resources	Creates guidelines and consults with faculty to help determine appropriate workload of assigned work as mapped to allowable time for learning and preparation for Curricular Events.

## FORMS

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## REVISION RECORD

11.30.17 MCC approved

02.06.18 FAC approved

02.06.18 Dean approved