



Policy Title

Academic Workload and Duty Hours

Identifier

UofSCSOMG – ACAF – 3.00

Prepared by: Office for Academic Affairs	
Reviewed by: Curriculum Committee	Review Date: 06/13/2019
Approved by: UofSCSOMG Policy Committee	Approval Date: 07/09/2019
	Effective Date: 07/15/2019

LCME Standards

8.8 – Monitoring Student Time

Scope

University of South Carolina (UofSC) School of Medicine Greenville students, faculty and staff

Policy Statement

UofSC School of Medicine Greenville recommends an average of 28 hours of required educational activity per week in the M1/M2 years.

Duty hours in the M3/M4 years must be limited to 80 hours per week, averaged over 4 weeks, inclusive of all in-house call activities.

Reason for Policy

The faculty of a medical school ensure that the medical curriculum includes unscheduled time to allow medical students to develop the skills of lifelong learning. In keeping with LCME expectations, the medical school faculty committee responsible for the medical curriculum and the program’s administration and leadership are committed to 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.

Procedures

Academic Workload in M1/M2

UofSC School of Medicine Greenville recommends an average of 28 hours of required educational activity per week in the first two years, including no new material the day before an exam, and no required weekend classes.

In addition to scheduled class time, M1 students enrolled in IPM1 must complete six EMT shifts (12-hr each)

and one observational experience at FAVOR (2-hr). M2 students enrolled in IPM2 must complete six EMT shifts (12-hr each). Substitutions for this requirement are available, please see the IPM1 and IPM2 module syllabi for details.

This permits at a minimum, 10 - 12 hours within the standard work week for self-directed learning, in addition to evenings and weekends for study.

Duty Hours in M3/M4

Duty hours are defined as all clinical and academic activities related to the education of the medical student; i.e., patient evaluation, time spent in-house during call activities, and scheduled activities such as conferences. Duty hours do not include reading time spent away from the clerkship or elective site.

Duty hours must be limited to 80 hours per week, averaged over 4 weeks, inclusive of all in-house call activities.

Medical students must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over 4 weeks, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical and educational duties.

Adequate time for rest and personal activities must be provided. This should optimally be a 10-hour time period provided between all daily duty periods and after in-house call.

On-call Activities

The objective of on-call activities is to provide medical students with a continuity of patient evaluation experiences throughout a 24-hour period. In-house call is defined as those duty hours beyond the normal work day, when medical students are required to be immediately available in the assigned institution.

In-house call must occur no more frequently than every third night.

Continuous on-site duty hours, including in-house call, must not exceed 24 consecutive hours. Medical students may remain on duty for up to 4 additional hours to participate in didactic activities and maintain the continuity of medical and surgical care (hospital rounds).

Exceptions

Limited and carefully justified exceptions to this policy may be permissible. It is recognized that students do not work the consistently demanding and lengthy hours of resident physicians. In addition, their educational experiences in many areas are of limited duration. Maximizing their opportunity to experience some clinical or educational opportunities may from time to time justify exceeding the normal duty hours policy.

Examples of justifiable exceptions might include, but are not limited to, the following:

- Prescheduled educational conferences or 'rounds' that must occur beyond the '24/4' limits.
- A student-initiated request to participate in or observe a medical activity or procedure (e.g. surgery, diagnostic study, specialty consult or treatment, etc.) that must occur beyond the "24/4" or 80-hour policies.
- A student-initiated request to waive or alter the 'days off' policy in order to accommodate a special event (e.g. attend a special conference, attend a wedding, birth, or funeral, etc.) or ensure continuity of care or experience with a particularly valuable or interesting clinical case. It is

anticipated that such exceptions will be infrequently invoked.

Report Infractions

Students are required to report infractions of the duty hour policy to their clerkship director and/or the Office for Academic Affairs. Students also have an opportunity to report infractions on the duty hour policy on the Clerkship Evaluation.

Monitoring

It is the responsibility of the Module Directors to ensure that academic workload is not exceeded in the M1/M2 academic years. Academic workload in the M1/M2 years, including hours spent in class and hours required outside of class will be reported to the M1/M2 sub-committee and Curriculum Committee for review, monitoring and potential recommendations for change.

It is the responsibility of the clerkship director, supervising faculty, and Academic Vice-Chair and/or Chair of each department to monitor and ensure that medical students do not exceed the limitations of their duty hours during the M3/M4 years. The Office for Academic Affairs monitors responses to the Clerkship Evaluation for violations in Duty Hours. Infractions will be investigated by the Office for Academic Affairs with a report to the M3/M4 Subcommittee and the Curriculum Committee and appropriate action will be taken to ensure infractions do not continue.

Sanctions

Deviations in Academic Workload and Duty Hour Policy by a module or clerkship will be monitored and addressed by the Curriculum Committee.

Additional Contacts

Associate Dean for Curriculum
Manager for Clinical Clerkship Education
Clerkship Director(s)
Clerkship Coordinator(s)
Module Director(s)

Related Information

UofSC School of Medicine Greenville Student Handbook

History

Date	Change
July 2019	Added EMT shifts in M1/M2 years. The average workload in M1/M2 remains at 28 hours per week but removed constraint of in class and out of class time. Clarified monitoring procedures and updated branding.
June 2018	Moved to standardized template for LCME CQI