



THE WARREN ALPERT
Medical School
BROWN UNIVERSITY

Curricular Management, Evaluation, and Enhancement

POLICY: 08-00, includes:

Policy No.: 08-08.01
Policy No.: 08-08.02
Policy No.: 08-08.03

Effective Date: September 25, 2019;
July 1, 2019; June 17, 2020 (see 9.1
below)

1.0 Policy Purpose

The purpose of this policy is to govern the curricular management, evaluation, and enhancement for students of The Warren Alpert Medical School of Brown University (Medical School). Curricular management, evaluation, and enhancement policies contain policies related to student workload.

Such policies are in place to provide guidelines for appropriate student workload hours, ensure compliance with Liaison Committee on Medical Education requirements for re-accreditation.

2.0 To Whom the Policy Applies

Students and faculty responsible for or involved in the management of pre-clerkship and clerkship phases of the curriculum, and is inclusive of the Medical School community members where appropriate.

3.0 Policy Statement

3.1 Pre-clerkship Workload Policy (Policy No. 08-08.01)

Required Activities

Pre-Clerkship required activities are limited to the hours between 9am and 5pm with rare exceptions that must be approved by the Medical Curriculum Committee (MCC). Required activities should be no more than 20 hours per week with the exception of Orientation week.

Scheduled Activities

There must be at least 20 hours of unscheduled time per week on average between 8am and 5pm across a course or block and at least 15 hours of unscheduled time per any one week for self-directed and independent learning activities. Weeks with weekday holidays (e.g. Labor Day) may be pro-rated if the holiday occurs between blocks. Holidays that occur during blocks are counted as unscheduled time, excepting Thanksgiving. There will be no scheduled activities before 9am or after 5pm on weekdays, no scheduled activities on weekends, and students will have a free summer between Years 1 and 2 to explore individual interests, conduct thesis research, and pursue independent study. Rare exceptions outside of this criterion must be approved by the MCC.

Process

The Office of Medical Education (OME) will monitor the pre-clerkship workload policy, and when concerns regarding contact hours and student workload arise MCC will be notified.

3.2 Student Duty Hour Policy (Policy No. 08-08.02)

The Warren Alpert Medical School of Brown University (AMS) adheres to the ACGME work hour regulations. In brief, students:

- Must not work more than 80 hours per week, averaged over a four-week time period
- Must have one day off per week, averaged over a four-week time period
- Cannot work more than 24 hours in any shift (students may spend up to another four hours in educational activities and/or activities related to patient safety)
- Must have 14 hours off between scheduled work and/or educational responsibilities after working a 24-hour shift
- Should have 8 hours off between scheduled work and/or educational responsibilities

The Medical School asks students to track work hours on their OASIS evaluation.

3.3 On-Call Policy (Policy No. 08-08.03)

If a student is required to be on-call overnight (with the exception of night float), an on-call room must be provided to the student. Students may report to the Associate Dean for Student Affairs or the Associate Dean for Medical Education if a rotation is not in compliance, at which time one of these individuals will discuss with the rotation leader. If a rotation cannot become compliant with this policy, night call will be suspended until such time when compliance is assured.

4.0 Definitions

For the purpose of this policy, the terms below have the following definitions:

- 4.1 **ACGME:** Accreditation Council for Graduate Medical Education
- 4.2 **COLE:** Committee on the Learning Environment affirms the medical school's commitment to shaping a culture of teaching and learning that is rooted in respect for all.
- 4.3 **MCC:** Medical Curriculum Committee oversees the review of curricular content and integration, and evaluation of the medical education program to ensure continuous oversight of such program.
- 4.4 **OASIS:** Registration and evaluation system designed specifically for medical student information into which student evaluations and grades are submitted electronically. It is also used for student and faculty attestations.
- 4.5 **OME:** Office of Medical Education

5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

Responsibilities include the department/office of the subcommittee responsible for the Standard; for Standard 8 this is primarily OME.

6.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

Brown's Ethics and Compliance Reporting System allows anonymous and confidential reporting on matters of concern, including privacy issues, through the EthicsPoint platform.

Failure to comply with this policy will be referred to either the COLE executive committee or MCC.

7.0 Related Information

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 **Related Forms:** N/A

7.2 **Other Related information:**

- Relates to accreditation Standard 8, Element 8 mandated by the Liaison Committee on Medical Education (LCME), accrediting body for U.S. medical education programs.

8.0 Policy Owner and Contact(s)

8.1 **Policy Owners:** Subcommittee Standard Office related to this policy: OME

8.2 **Policy Approved by:** MCC

8.3 **Subject Matter Contact:** Same as 8.1.

9.0 Policy History

9.1 **Policy Effective Date:** September 25, 2019 (Policy No. 08-08.01); July 1, 2019 (Policy No. 08-08.02); June 17, 2020 (Policy No. 08-08.03)

9.2 **Policy Last Reviewed:** July 2019 (Policy No. 08-08.02), June 2020 (Policy No. 08-08.03), and December 2021 (Policy Nos. 08-08.01) by MCC. In June 2021, all policies herein were reviewed and

revised against the Student Handbook and any inconsistencies were corrected. The policies in the Student Handbook were removed in full and instead will be linked to this policy as appropriate.

- 9.3 **Policy Update/Review Summary:** Formatted to comply with new University Policy template. Policy No. 08-08.01 was re-approved with changes by MCC on June 17, 2020. Policy No. 08-08.03 was approved by MCC on June 17, 2020. Added pro rata language to Policy No. 08-08.01 on December 15, 2021.

Key Words: workload, on-call, duty, required, activity