

 <p>BROWN Alpert Medical School</p>	<p>Curricular Management, Evaluation, and Enhancement</p>	<p>POL: 08-00, includes: POL No.: 08-08.01 POL No.: 08-08.02</p> <hr/> <p>Effective Date: September 25, 2019, and July 1, 2019, respectively</p>
---	--	---

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 (AMS). Curricular management, evaluation, and enhancement policies contain policies related to the following:

- Pre-clerkship workload (Element 8)
- Student Duty Hour (Element 8)

Such policies are in place to provide guidelines for appropriate student workload hours, ensure compliance with Liaison Committee on Medical Education (LCME) requirements for re-accreditation and correspond to Element 8 of Standard 8 (Curricular Management, Evaluation, and Enhancement).

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 AMS community members where appropriate.

3.0 Policy Statement

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

Part I – Timing: Pre-clerkship required activities will be limited to 9am to 5pm Monday through Friday, with rare exceptions, including Interprofessional Education Days, Ultrasound, Doctoring OSCEs, and Doctoring GU/Gyn Exam Training.

Part II: Required activities will not exceed 20 hours per week in the pre-clerkship phase of the curriculum, with the exception of Orientation week. This policy includes all activities with required attendance, including small groups, required lectures, labs, workshops, Doctoring didactics and Community Mentor visits, OSCEs, exams and quizzes. Required preparation is calculated for each week in the pre-clerkship phase of the curriculum. Required preparation is generally calculated with the following formula, *unless additional information is available (i.e., the session requires more or less preparation)*:

1 hour for each: Doctoring small group session, Health Systems Science small group session, any team-based learning session. An additional hour is added the week a Self-Directed Learning Assignment is due and the week a Doctoring field note is due. Anatomy video prosections are calculated at approximately 30 minutes.

Part III: There must be an average of at least 20 hours of unscheduled time per week across each block or course in the pre-clerkship phase of the curriculum. Unscheduled time is calculated with the following formula:

$$45 \text{ hours per week} - (\text{hours of required attendance} + \text{hours of optional attendance} + \text{required preparation time}) = \text{Total Unscheduled Time Per week} \rightarrow \text{“Total Unscheduled per week”}$$

Total Unscheduled per week is averaged across the block. Each block must contain at least 20 hours of unscheduled time.

These policies are monitored throughout the academic year by the Committee of Curricular Refinement, Innovation, and Strategic Planning – Continuous Quality Improvement (CRISP-CQI). Annually, CRISP-CQI reports compliance with these policies to the Medical Curriculum Committee for evaluation and central oversight.

Below please find relevant portions from the LCME Standard that this policy addresses (directly from the LCME Data Collection Instrument):

8.8 Monitoring Student Time: The medical school faculty committee responsible for the medical curriculum and the program’s administration and leadership ensure 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.

Narrative Response

- Note if medical students in the pre-clerkship phase of the curriculum have required activities outside of regularly-scheduled class time, such as assigned reading or online modules that include information to prepare them for in-class activities. Do not include time for regular study or review. Estimate the average amount of time students spend in such required activities and describe how this “out-of-class” time is accounted for in calculating student academic workload.
- Summarize the content of any policies/guidelines covering the amount of time per week that students spend in required activities during the pre-clerkship phase of the curriculum. Note whether the policy addresses only in-class activities or also includes required activities assigned to be completed outside of scheduled class time.
- Describe the frequency with which the curriculum committee or its relevant subcommittee(s) monitor the scheduled time in the pre-clerkship phase of the curriculum and the clinical workload of medical students, in the context of formal policies and/or guidelines.

Supporting Documentation

- Formal policies or guidelines addressing the amount of scheduled time during a given week during the pre-clerkship phase of the curriculum.

3.2 **Student Duty Hour Policy (Pol 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

AMS asks students to track work hours on their Oasis evaluation.

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 **AMS:** The Warren Alpert Medical School of Brown University
- 4.3 **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.
- 4.4 **CRISP-CQI:** Curriculum Refinement, Innovation, Strategic Planning - Continuous Quality Improvement oversees the ongoing quality improvement for the medical education program. It provides a summary of recommendations to the MCC for final approval to ensure central oversight on an ongoing basis.
- 4.5 **GU/Gyn:** Genitourinary and Gynecology, respectively
- 4.6 **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. (Formerly “MDCC.”)
- 4.7 **OME-CQI:** Office of Medical Education and Continuous Quality Improvement (Formerly “OME.”)
- 4.8 **OSCEs:** Objective Structured Clinical Examinations

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-CQI.

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 the Medical Curriculum Committee.

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:**

- Data Collection Instrument for Standard 8: Curricular Management, Evaluation, and Enhancement, as submitted to the LCME in July 2020. (See also Data Collection Instrument for Standard 6, Elements 3 and 8.)

7.2 **Other Related information:**

- **LCME Standard 8: Curricular Management, Evaluation, and Enhancement.** The faculty of a medical school engage in curricular revision and program evaluation activities to ensure that medical education program quality is maintained and enhanced and that medical students achieve all medical education program objectives and participate in required clinical experiences.
 - Standard 8, Element 8: Monitoring Student Time. The medical school faculty committee responsible for the medical curriculum and the program's administration and leadership ensure 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.

8.0 **Policy Owner and Contact(s)**

8.1 **Policy Owners:** Subcommittee Standard Offices related to this policy: OME-CQI

8.2 **Policy Approved by:** Medical Curriculum Committee

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

9.0 **Policy History**

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

9.2 **Policy Last Reviewed:** March 2020

9.3 **Policy Update/Review Summary:** Formatted to comply with new University Policy template. *This policy was approved, with changes, on September 25, 2019, (for Pol No. 08-08.01) and March 18, 2020 (for Pol No. 08-08.02) by the MCC.*

Key Words: workload, scheduled, duty, required, activity