

Pre-Clerkship Scheduled Time Policy

Office of Accountability:	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this policy extends to all members of the pre-clerkship community.

Overview

The *Post-Secondary Learning Act* of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)).

Purpose

To ensure the MD Program is definite in its institutional setting, educational program for the MD degree, medical student services, faculty and educational resources that meets or exceeds the **Committee on Accreditation of Canadian Medical Schools (CACMS)** accreditation standards.

Standard 8.8 MONITORING TIME SPENT IN EDUCATIONAL AND CLINICAL ACTIVITIES

The curriculum committee and the program’s administration and leadership implement 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 required clinical learning experiences.

POLICY

The primary goal of Years 1 and 2 is to prepare medical students for supervised learning in the clerkship environment. Pre-clerkship material is presented in a series of system-based courses and integrated longitudinal themes..

The standard scheduling format to guide these courses follows the MD Program’s ‘11-5-5-6’ rule. This rule limits the amount of scheduled time for pre-clerkship learners in a given week.

1. WEEKLY LIMIT

The '11-5-5-6' rule establishes a weekly limit of:

- a. 11 hours lecture/large group didactic learning
- b. 5 hours of Discovery Learning (DL)
- c. 5 hours of workshop/labs/interactive learning modalities
- d. 6 hours of longitudinal themes learning sessions

2. UNSCHEDULED TIME

- a. The weekly curricular schedule will include a minimum of 10 hours of unscheduled time (in a 40-hour week), to be used at the student's discretion for self-directed learning or other activities

3. RESPONSIBILITY

- a. The MD Curriculum and Program Committee is responsible for implementing the 11-5-5-6 rule when scheduling courses.
- b. The MD Curriculum and Program Committee may allow alteration in the 11-5-5-6 rule on request from the course coordinator.

4. OTHER

- a. The 11-5-5-6 rule should be ***averaged out over the full length of the course.*** This is to account for holidays and academic breaks in the academic calendar.
- b. Review sessions that are not covering new material are not included in the formal 11-5-5-6 calculations.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Committee on Accreditation of Canadian Medical Schools (CACMS)	The Committee on Accreditation of Canadian Medical Schools (CACMS) ensures that Canadian medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians.
Unscheduled time	Unscheduled time is not planned and is typically used by learners for self-study.

APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Program Committee	Approved	30 March 2007
MD Curriculum & Program Committee	Approved	18 January 2018
Dr. Tracey Hillier, Associate Dean	Minor edits to ensure formatting is consistent and to remove the LCME reference.	1 June 2020
MD Curriculum & Program Committee	Updated to include integrated longitudinal themes. Approved	16 December 2021
MD Curriculum & Program Committee	Approved Reviewed as part of ongoing quality improvement process.	16 November 2023