

# Pre-Clerkship Curriculum Scheduling

Category:

Number:

Responsibility: Curriculum Committee

Approval: Curriculum Committee

Date initially approved: April 21, 2016

Date: Date(s) reformatted or revised: April 19, 2018, September 17, 2020, December 15, 2022, February 15, 2024

## Purpose:

To clarify expectations regarding anticipated scheduled curriculum hours within the pre-clerkship core curriculum

## Scope of this Policy:

This policy applies to the Year 1 and Year 2 pre-clerkship program.

## Policy:

1. The Curriculum Committee will be responsible for regularly reviewing and designating the relative time allocations for each of the individual courses within each term.

2. The curriculum is based on a 40-hour work-week within the start and end dates for each term as endorsed by the University of Saskatchewan. Curriculum time is to be scheduled between Monday and Friday, inclusive, and will typically be organized between the hours of 0830–1630 hours. There will be not routinely be curriculum scheduled on Saturday or Sunday.

2.i. There may be exceptions to this (for example: the Basic Life Support Training Course in Year One). Such exceptions must be sanctioned by the College of Medicine Curriculum Committee.

3. Students will have a 1-hour lunch break scheduled within each day of the work-week. Therefore, there is a maximum of 35 hours per week available for curriculum scheduling. This will generally result in 4 hours available in the morning half-day and 3 hours available in the afternoon half-day for scheduled activities.

3.i. *Given the nature of some Clinical Skills teaching sessions exceptions may occur. Such exceptions must be sanctioned by the College of Medicine Curriculum Committee.*

4. The maximum number of scheduled teaching hours in a day shall not routinely exceed 7 hours.

4.i. Exceptions may occur, such as experiential or service-learning sessions that may be scheduled outside of typical curricular hours due to the unique needs of those components of the program. Such exceptions must be sanctioned by the College of Medicine Curriculum Committee.

5. The amount of time allocated to scheduled teaching hours (small group learning, large group sessions, seminars, labs) in the pre-clerkship curriculum should not exceed 28 hours on average for each work-week.

5.i. Exceptions may occur, such as experiential or service-learning sessions that may be scheduled outside of typical curricular hours due to the unique needs of those components of the program, and may exceed 28 h per week. Such exceptions must be sanctioned by the College of Medicine Curriculum Committee.

6. On average, there will be a minimum of 7 hours per week of unscheduled time for independent study (2 half-days per week), exclusive of the 1 hour lunch break each day or scheduled breaks during half-day sessions.

7. Students will be allocated a 10 minute break between scheduled large group sessions. Typically, scheduled large group sessions will be no longer than two hours.

8. Scheduling of in-term and final exams may occur outside of these parameters in order to meet unique needs of students and/or program needs.

## **Procedures:**

1. The Curriculum Committee will regularly review and designate the relative time allocations for each of the individual courses within each term.
2. Concerns around this policy may be reported by the students using the 'Program Feedback Tool' and/or through Class Representatives. Student-generated tickets relating to concerns around this policy will be reviewed and addressed by the Year Chairs supported by the UGME Manager and Assistant Dean, Academic. In the event of lack of resolution around concerns, the matter will be referred to the Curriculum Committee.
3. The Year Committees will monitor the implementation and effectiveness of this policy and provide an annual update to the Curriculum Committee.

**Distribution:**

This policy will be distributed to students via the UGME website, to Pre-clerkship Course and Module Directors, and to UGME Administrative Coordinators.

**Review:**

This policy will be reviewed at a minimum every 2 years by the Curriculum Committee.

**Contact:**

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