



### ***Duty Hour Policy for Third- and Fourth-year Students:***

Duty hours are defined as all clinical and academic activities related to the rotation, i.e., patient care (both inpatient and outpatient), out-of-hospital/clinic time spent on patient notes, administrative duties related to patient care, time spent in-house during shift activities, and scheduled activities, such as conferences. Students' reading and studying is not counted as part of their clerkship duty hours.

**Students who have encountered a violation of the duty hours policy as described in this newsletter are encouraged to use the “SAFE” (Supporting a Fair Environment) reporting mechanism** to confidentially report duty hours violations. [tiny.ucsf.edu/safe](http://tiny.ucsf.edu/safe)

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### **November LCME Bulletin, Issue 4**

#### **This Month's Topic: Monitoring Student's Pre-Clinical and Clinical Workloads**

This month we highlight our commitment to providing a balanced workload for our students through a new [Pre-Clerkship Workload](#) policy under review by the Committee on Curriculum and Educational Policy (CCEP) and a reminder of our [Medical Student Duty Hours on Clinical Rotations](#).

The CCEP is still finalizing the [Pre-Clerkship Workload policy](#). If you have feedback on this policy or other feedback for the CCEP, please email [bridges@ucsf.edu](mailto:bridges@ucsf.edu).

#### **LCME Standard 8.8 (Monitoring Clinical Workload) requires that:**

- The CCEP ensures the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities.

#### **LCME Standard 6.3 (Self-Directed and Lifelong Learning) requires that:**

- Opportunities are provided for medical student independent study in one or more components of the Foundations 1 phase of the curriculum (based on structured learning objectives). These independent studies should be achieved by students with minimal faculty supervision.
- The medical school has a formal policy or guidelines that addresses the amount of scheduled time during a given week during the pre-clerkship phase of the curriculum.

#### **Faculty Responsibility: Pre-Clerkship Workload Policy**

In October 2017, the CCEP reviewed a new policy outlining workload requirements for students in the pre-clerkship years. Highlights of this policy

<hr/>	<p>include:</p> <ol style="list-style-type: none"><li>1. Estimated total workload for each course block in the pre-clerkship curriculum per week should not exceed 60 hours per week.</li><li>2. Total workload hours include all scheduled in-class activities, required out-of-class activities, and an estimate of the study time needed to achieve learning goals each week and on exams.</li></ol> <p><b>Faculty and Resident Responsibility: UCSF Medical Student Duty Hours on Clinical Rotations</b></p> <p><u>The UCSF duty hours policy</u> was developed to ensure the student duty hour guidelines should be flexible to address site variation and the difference in roles between students and residents, and to achieve the best possible balance between learning opportunities and student wellbeing. Highlights include:</p> <ul style="list-style-type: none"><li>• Duty hours must not exceed 80 hours per week, inclusive of all direct patient care activities (whether completed in-house or at home). Such activities may include writing patient notes and research specifically aimed at writing those notes, as well as preparing to present during daily rounds. Duty hours also include didactic teaching sessions and longitudinal clinics. Duty hours do <i>not</i> include time spent studying for exams or preparation for formal presentations (such as journal clubs or handout development).</li><li>• Medical students must be provided with 24 hours off within seven days of duty, averaged over four weeks, free from all educational and clinical responsibilities.</li><li>• Continuous on-site duty, including in-house calls, must not exceed 24 consecutive hours per day for patient care, plus four additional hours for educational activities (e.g., transition of care, conferences).</li></ul>
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### For More Information

Find LCME-related information on the [Medical Education website](#) and on the LCME Wiki page, [here](#).  
Find answers to [frequently asked questions](#) about LCME.



**University of California, San Francisco**

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