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## POLICY ON MEDICAL STUDENTS' WORKLOAD

The San Juan Bautista School of Medicine has developed and implemented this policy taking into account the negative effects of fatigue and sleep deprivation on students learning, performance in clinical activities, well-being, as well as their own and patients' health and safety. Duty Hours during the clinical years are defined in accordance to the Accreditation Council on Graduate Medical Education's (ACGME's) definition.

### A. Biomedical Sciences (1st/2nd year)

In the first two years, medical students shall have 34 weeks of instruction per year. Lectures, conferences and other direct instructional didactic activities shall be conducted preferably during the morning hours, allowing for time to be dedicated to self-directed study and workshops.

- Although the number of total direct instructional hours per week will vary from week to week, in general, the pre-clinical curriculum is designed such that students should expect an average of 20 to 28 hours of Total Direct Instructional hours per week.
- The number of hours of required instructional time/week will vary from week to week, but in most weeks, students are expected to have a minimum of 8 to 10 hours of Independent Study time. In addition, the pre-clerkship phase of the curriculum includes a number of required out-of-class activities designed to complement in-class instruction and ensure students are prepared for subsequent coursework. The number of hours separated to this out-of-class activities are expected to varied from 2 to 12 hours a week.

### Monitoring

The Course Director(s), will be responsible of tracking the courses workload hours within their course and ensuring metrics compliance. This information will be reported annually to the Curriculum Committee

Class representatives have the opportunity to discuss concerns brought from their peers, regarding real or perceived excessive academic workload. The course coordinator shall promptly present the issue to the Year Coordinator for further action who will then notify the Associate Dean for Biomedical Sciences.

### B. Clinical Years (3rd/4th year)

Each clinical rotation and clerkship shall establish the duty and call hours using as

baseline the ACGME regulations:

- An 80-hour weekly limit, averaged over four weeks
- Should have eight hours off between scheduled clinical work and education period
- Must have at least 14 hours free of clinical work and education after 24 hours of in-house call.
- Must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks)
- Must not exceed 24 hours of continuous scheduled clinical assignments for fourth year medical students and 16 hours for third year students. Third year students on-call requirements shall not extend beyond midnight.
- Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or education.
- Must be scheduled for in-house call no more frequently than every third night (when averaged over a four-week period).

Clerkship directors must monitor compliance with these regulations. Violations shall be reported by the student to the clerkship director, who will then notify the Associate Dean for Clinical Sciences.

#### C. Compliance:

Once a violation is identified, the clinical sciences curriculum committee reviews the circumstances and determines the appropriate course of action, depending on the nature of the violation:

##### 1. Unintentional or Student-Chosen Violation of Duty Hours:

- The student will receive one-on-one re-education on SJBSM Medical Students Workload policy with the program director.
- The student will also be re-educated on the Medical Students Workload policy and the importance of adhering to duty hour limits for patient safety.
- The student's duty hours will be closely monitored for the next three months to ensure no further violations occur.
- The academic dean will be informed of the incident.

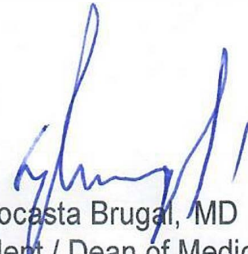
##### 2. Violation of Duty Hours Imposed by the Site:

- In cases where extra hours are imposed by the rotation site (either perceived or actual), the clerkship director will immediately contact the site coordinator to address the violation.

- The clerkship director and site coordinator will meet to review SJBSM's Duty Hours policy, the Student Workload policy, and the importance of duty hour limits for patient safety.
- The site will be monitored for the next three months to ensure compliance with duty hour policies.
- The academic dean will be informed of the violation.
- If corrective action is not taken to the satisfaction of the clinical sciences curriculum committee, the matter will be escalated to the academic dean for resolution.
- In the event of repeated non-compliance, the school will terminate its affiliation with any site that fails to adhere to duty hour policies.

Effectively:

The dispositions contain in this Executive Order will be effective immediately.



Yocasta Brugal, MD  
President / Dean of Medicine

Approved: August 3, 2011

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