



I. POLICY

Monitoring Student Time

II. PURPOSE

This policy establishes the hourly limit of scheduled and required educational activities each week in the Pre-clerkship Phase and the hourly limit of scheduled and required clinical responsibilities each week in the Clerkship and Elective Phases of the Doctor of Medicine (MD) program at the Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School at Old Dominion University (“EVMS”). It also outlines the procedures for students to report violations of duty hours.

III. RESPONSIBLE PARTY AND REVIEW CYCLE

The Medical Education Phase leaders will review this document annually. The Medical Education Committee shall review this document as needed with input from Student Affairs, the Pre-clerkship Curriculum Committee, Clerkship Education Committee, and Curriculum Policy Subcommittee.

IV. ACCREDITATION REFERENCES

LCME 8.8	Monitoring Student Time
SACSCOC 12.3	Student Rights
SACSCOC 12.4	Student Complaints

V. DESCRIPTION

Student Hours in Pre-clerkship Phase

Scheduled learning activities are defined as all clinical and academic activities related to the program, including but not limited to the following: in-person lectures, online lectures, assigned readings/preparation, patient panels, small group and team-based learning, standardized patient simulations, labs, dissections, assigned individual and group self-directed learning activities, Community-Engaged Learning activities, Sterile Technique and Suturing sessions, quizzes, and exams. Activities that do *not* fall under this policy include recommended readings, review of live lecture recordings, and exam preparation.

In the Pre-clerkship Phase, all scheduled academic activities are not to exceed an average of 22 hours per week for the academic year. The Pre-clerkship Curriculum Committee reviews and ensures adherence to these limits.



Student Duty Hours in Care of Patients During the Clerkship and Elective Phases

Duty hours are defined as all clinical and academic activities related to the program, including but not limited to the following: patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as conferences and exams. Duty hours do *not* include reading, preparation time spent away from the duty site, and time completing other assignments (e.g., written history and physicals, clinical reasoning cases, etc.).

It is the policy of EVMS that duty hours of medical students should reflect the general guidelines set forth for residents by the Accreditation Council for Graduate Medical Education.

- Duty hours must be limited to 80 hours per week, averaged over a 4-week period inclusive of all in-house clinical and educational activities.
- Students must be provided at least 1 day in 7 free from all clinical and educational responsibilities, averaged over a 4-week period. One day is defined as one continuous, 24-hour period free from all scheduled clinical, educational and administrative activities.
- Students must be provided adequate time for rest between duty assignments. The rest time should be 10 hours but must be at least 8 hours.
- Students must have at least 14 hours free of duty after 24 hours of in-house call.
- Clinical and educational work periods for students must not exceed 24 hours of continuous scheduled clinical assignments at the end of which no new patients may be seen. Students may stay on site for up to 4 hours to complete activities related to hand over of the care of patients.

In the Clerkship Phase, students are required to log their duty hours in a centrally monitored system. Duty hour violations that are flagged by the system are reviewed by the Assistant Vice Dean for Clinical Education. The Clerkship Education Committee reviews the number of duty hour violations reported in each clerkship to ensure adherence to the policy. The Clerkship Education Committee reviews the average number of hours per week logged for each clerkship to ensure that there are reasonable opportunities for reading, completion of assignments, and personal well-being. Students in any course designated as an Acting Internship and/or Critical Care rotation at EVMS or affiliated institutions will report any duty hour violations via the end-of-course evaluation or directly to the Assistant Vice Dean for Clinical Education.

Procedures for Students to Report Duty Hour Violations

Students who are subject to violations of the duty hours restrictions should contact their clerkship directors. If the violations are not resolved or if the student does not feel comfortable reporting to the clerkship directors, the student should contact the Assistant Vice Dean for Clinical Education. Students may also report violations through the EVMS Ethics and



Compliance Hotline. The hotline is a confidential and anonymous reporting system which may be accessed on the [web](#) or 800.461.9330. Complaints made through the hotline will be investigated by the institutional compliance officer or their designee.

VI. RELATED DOCUMENTS

Anti-Retaliation Policy
Appeal and Complaint Procedures Policy
Clerkship Phase Assessment and Grading Policy
Elective Phase Assessment and Grading Policy
Non-Discrimination and Anti-Harassment Policy
Pre-clerkship Phase Assessment and Grading Policy
Student Non-Academic Complaint and Formal Grievance Policy

VII. HISTORY OF APPROVALS AND UPDATES

The following list documents policy approvals and updates by oversight authority, date, and summary of changes. This policy is housed on the MD Student Handbook webpage.

- On June 29, 2020, the Medical Education Committee approved the update to separate the policy from the MD Student Handbook.
- On September 9, 2020, the Medical Education Committee approved an update to clarify academic activities that fall under this policy.
- On March 9, 2022, the Medical Education Committee approved an update to the responsible parties (updated titles), removal of Longitudinal Generalist Mentorship assignments, and addition of Sterile Technique and Suturing.
- On December 14, 2022, the Medical Education Committee approved an update to the responsible parties and the inclusion of exams in clerkship hours.
- On January 10, 2024, the Medical Education Committee approved an update to how Acting Internships and Critical Care elective rotations report duty hour violations.