



## Medical Education Program Policy

<b>Policy Name:</b>	Pre-Clerkship Phase Instructional Week Templates and <b><u>“The Three Half-Day Rule”</u></b>				
<b>Policy Domain:</b>	Pre-Clerkship Instructional Week Template	<b>Refers to LCME Element(s):</b>	6.3		
<b>Approval Authority:</b>	CEPC	<b>Adopted:</b>	7/11/2016	<b>Date Last Reviewed:</b>	7/11/2016
<b>Responsible Executive:</b>	Assoc. Dean for Med Ed	<b>Date Last Revised:</b>			
<b>Responsible Office:</b>	Office of Med Ed	<b>Contact:</b>	<a href="mailto:robin.dankovich@ttuhsc.edu">robin.dankovich@ttuhsc.edu</a>		

1. Policy Statement: During the pre-clerkship phase (years 1 and 2), students shall have three half-days of unscheduled time.
2. Reason for Policy: This policy is intended to ensure adequate protected time for medical students to engage in self-directed learning and independent study during the pre-clerkship phase (years 1 and 2).
3. Who Should Read this Policy: Pre-Clerkship Phase (Year 1 and Year 2) Course Directors and Faculty
4. Resources: Not applicable
5. Definitions:
  - a. “Unscheduled time”: Unscheduled time refers to time during the instructional week (ordinarily Monday through Friday, 8:00am-5:30pm) in which no formal curricular elements occur (i.e. there is no requirement or expectation of attendance). More specifically, this is deliberately planned time for medical students to engage in self-directed learning and independent study.
  - b. “Full half-day”: A “full half day” refers to a 4-hour block of time from 8:00am-12:00pm or from 1:00-5:00pm
6. The Policy: Per PLFSOM founding educational program practices, the instructional week templates for the first and second years of the curriculum shall provide for three full half-days of unscheduled time for students to engage in self-directed learning and independent study.

Exceptions:

- Each pre-clerkship phase student may have one half-day a month of the above described unscheduled time preempted for an SCI Course clinical experience. Rarely, due to scheduling constraints, a student may have up to two half-days

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preempted for SCI Course clinical experiences in the same month (in this case another month will have no unscheduled half-days preempted by SCI).

- In addition, a few of these half-day blocks may be partially consumed (using 2 of the 4 hours of the half-day) by anatomy peer-instruction prep sessions. The peer teaching responsibilities shall be equally divided within the anatomy teams, so that no student engages in scheduled anatomy peer instruction prep sessions for more than 2 hours every other week. This maximum use of the otherwise unscheduled time for anatomy instruction shall occur only during the Integumentary, Musculoskeletal and Introduction to the Nervous System/“IMN” Unit in year 1 – proposed exceptions to this shall require CEPC review.

7. The following tables illustrate the basic expectations regarding half-day blocks of unscheduled time according to the program’s established pre-clerkship instructional week templates:

<b>PLFSOM Year 1 (Preclerkship Phase) Instructional Week Template</b>						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00am	Clinical Scheme Presentation(s)	SPM Instruction	SPM Instruction	SCI Medical Spanish	Worked Cases (1/2 class)	
9:00am	SPM Instruction			SCI		Formative – 1 hr (1/3 class)
10:00am					Colloquium (1/2 class)	
11:00am						
12:00pm	Lunch Break					
1:00pm	SPM Instruction	Unscheduled Time	Unscheduled Time	Formative – 1 hr (1/3 class)	Unscheduled Time	
2:00pm				(1/3 class) Med Skills		
3:00pm				Formative – 1 hr (1/3 class)		
4:00pm						(1/3 class) Med Skills
5:00pm						

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PLFSOM Year 2 (Preclerkship Phase) Instructional Week Template					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am	SCI Medical Spanish	Worked Cases (1/2 class)	Unscheduled Time	Unscheduled Time	SPM Instruction
9:00am	SCI	(1/2 class) Colloquium			
10:00am	Formative – 1 hr (1/3 class)	Colloquium (1/2 class)			
11:00am	(1/3 class) Med Skills	(1/2 class) Worked Cases			
12:00pm	Lunch Break				
1:00pm	Formative – 1 hr (1/3 class)	Unscheduled Time	Clinical Scheme Presentation(s)	SPM Instruction	SPM Instruction
2:00pm	(1/3 class) Med Skills		SPM Instruction		
3:00pm	Formative – 1 hr (1/3 class)				
4:00pm	(1/3 class) Med Skills				
5:00pm					

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