



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 Education Subcommittee, Clinical Education Subcommittee, and Curriculum Policy Subcommittee.

IV. ACCREDITATION REFERENCES

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|--------------|-------------------------|
| 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 Education Subcommittee 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 HOUR REQUIREMENT | DETAILS |
|---------------------------------|--|
| Maximum Weekly Duty Hours | Maximum of 80 hours per week, averaged over 6 weeks |
| Mandatory Time Off | Must have 1 day (24 continuous hours) free of clinical and educational requirements every week, averaged over 6 weeks. |
| Maximum Shift Length | Should not exceed 24 hours, with up to 4 additional hours for transitions of care |
| Minimum Time Off Between Shifts | At least 8 hours off between duty periods |
| Night Float | Must not exceed 6 consecutive nights |
| Overnight Call | Must not be more than every third night |

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 Clinical Education Subcommittee (CES) reviews the number of duty hour violations reported in each clerkship to ensure adherence to the policy. CES 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 elective 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. Duty hour violations are reviewed annually as part of the Learning Environment Report.

Procedures for Students to Report Duty Hour Violations

Students who are subject to violations of duty hours restrictions should contact their clerkship or elective directors or the Assistant Vice Dean for Clinical Education. Students may also report violations through the 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.
- On December 11, 2024, the Medical Education Committee approved moving the duty hours rules language to a table for ease of understanding and updating language on how duty hour violations are reviewed for the Clerkship and Elective phases.
- On November 12, 2025, the Medical Education Committee approved an update to the responsible parties and the individual to whom students report duty hour violations to in the Clerkship and Elective phases.