



Charles R. Drew University of Medicine and Science

"A Private University with a Public Mission"

CLINICAL DUTY HOURS POLICY

POLICY: # 318.8b

Supersedes: Policy #318.8b version 6/22/21 & 9/24/24

Issuing Officer: Dean, College of Medicine

Responsible Office: Office of Medical Education

Effective EPCC Date: 4/15/25

Effective University Date: 4/29/25

Next Review Date: 4/15/28

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical school faculty committee responsible for the medical curriculum and the program's administration and leadership to ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities throughout the curriculum. (LCME Element 8.8)

II. POLICY STATEMENT:

Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Doctor of Medicine (MD) Program strives to create an optimum learning environment that provides a supportive educational environment with a commitment to patient safety and student well-being. Students' work hours during clinical rotations should enable them to participate and learn while also providing time for rest, study, and personal time.

III. POLICY:

- *Clinical and scheduled educational work hours must be limited to no more than 80 hours on average per week over the course of the clerkship. This does not include individual study time.*
- *Schedules must account for and anticipate unexpected circumstances which could lead to violations. This means that clerkships should design weekly schedules so that trainees are not scheduled for more than 72 hours/week.*

- *Medical students must be provided with a continuous 24 hours off on average during every seven days of duty, free from all educational and clinical responsibilities over the course of a clerkship.*
- *Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours per day for patient care, plus four (4) additional hours for educational activities (e.g. transition of care, conferences).*
- *Time between clinical duty hours are to be a minimum of eight (8) hours.*
- *It is the responsibility of the Clerkship/Site Director, faculty, residents, and the individual student to ensure full compliance with the duty hour requirements.*

Procedures for Monitoring Duty Hours

- *Student work hour guidelines will be communicated during orientation to the clerkship phase and reinforced at individual clerkship orientations. Supervising physicians – including residents, fellows, and faculty – will receive the policy bi-annually in writing and the annual Clerkship Leadership Meeting.*
- *Students who have concerns about potential violations of the Clinical Duty Hours Policy may report them through:*
 - *Directly to the Clerkship/Site Director*
 - *The end-of-clerkship evaluation form on One45*
 - *Anonymously via the online reporting tool, Convercent*
- *Reports submitted through Convercent will be routed to the Chief Compliance Officer, while violations reported through One45 will be directed to the clerkship coordinator for appropriate escalation.*
- *All reported work hour violations, including concerns related to on-call schedules, will be promptly communicated to the relevant Site Director, Clerkship Director, the Assistant Dean of Undergraduate Medical Education, and the Chair of the Student Workload Subcommittee. This team will collaborate to address the issue.*
- *For non-anonymous reports, the Clerkship/Site Director will adjust the student's schedule to ensure compliance with duty hour regulations whenever possible.*
- *For issues identified after the clerkship has concluded, the Clerkship Director will gather relevant information and present a proposed response plan for approval by the Student Workload Subcommittee.*
- *As part of the continuous quality improvement (CQI) process, the Clerkship Phase Subcommittee and the Educational Policy and Curriculum Committee (EPCC) will review quarterly summary reports on work hour violations, prepared by the Student Workload Subcommittee.*
- *If duty hours exceed the policy's maximum limits, the affected clerkship will be placed under ongoing, proactive monitoring to ensure compliance.*

IV. APPLICABILITY:

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

V. DEFINITIONS:

- *Work hours are defined as all clinical and academic activities related to the rotation. This is defined as patient care (including patient-related administrative duties such as patient notes) and scheduled activities (such as conferences). It does not include time spent studying for exams, reading, preparing for oral presentations, or commute time.*
- *Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the*

overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

VI. RELATED POLICIES:

CDU COM Policy # 313.5b Student Mistreatment and Learning Environment Policy

VII. RELATED LINKS:

LCME Standards, Publications, & Notification [Forms](#)

VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/22/21	New Policy approved by the EPCC on 6/22/21. Reviewed by the Student Workload Subcommittee (8/16/2022) and Clerkship Phase Subcommittee (12/7/21).
9/24/24	Reviewed by the Student Workload Subcommittee (8/26/24) and Clerkship Phase Subcommittee (9/18/24). Approved by the EPCC on 9/24/24.
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.
4/15/25	Policy updated to include educational work hours must be limited to no more than 80 hours “on average per week over the course of the clerkship.” Also added the Convercent as the anonymous way for students to report duty violations. Reviewed by the Clerkship Subcommittee on 4/2/25 and approved by the EPCC on 4/15/25.