



Medical Education Program Policy

Policy Name:	Pre-Clerkship Phase Instructional Week Templates and <u>"The Three Half-Day Rule"</u>			
Policy Domain:	Pre-Clerkship Instructional Week Template	Refers to LCME Element(s):	6.3; 8.8	
Approval Authority:	CEPC	Adopted:	7/11/2016	Date Last Reviewed: June 2023
Responsible Executive:	Assoc. Dean for Med Ed	Date Last Revised:	June 2023	
Responsible Office:	Office of Med Ed	Contact:	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu	

1. **Policy Statement:** During the pre-clerkship phase (years 1 and 2), students shall have a minimum 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 1:00pm - 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 or more of unscheduled time for students to engage in self-directed learning and independent study.
 Exceptions:
 - The Immersion experience: during the first 3 weeks of the pre-clerkship phase, and prior to the introduction of the organ system-based curriculum, first-year medical students participate with first-year dental students in a weekly full-day schedule of interprofessional learning activities and projects themed around Spanish language instruction, cultural competency, professionalism, wellness, and social determinants of health.
 - Pre-clerkship clinical experiences: Each pre-clerkship phase student may have one half-day per month of the above-described unscheduled time preempted for an SCI Course clinical experience (e.g., community preceptor visit or physician/patient panel discussion). Rarely, due to scheduling constraints, a student may have up to two half-

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

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:

PLFSOM Year 1 (Pre-clerkship Phase) Instructional Week Template								
	Monday	Tuesday	Wednesday	Thursday		Friday		
8:00am	SPM Instruction	SPM Instruction	SPM Instruction	Med Skills (1/4)	Spanish (1/8)	WCE (1/2)	Colloquium (1/2)	
9:00am					Spanish (1/8)			
10:00am				Med Skills (1/4)	Spanish (1/8)		WCE (1/2)	Colloquium (1/2)
11:00am					SCI (1/2)			
12:00pm	Lunch Break							
1:00pm	SPM Instruction	Unscheduled Time	Unscheduled Time	Med Skills (1/4)	SCI (1/2)		Unscheduled Time	
2:00pm					Spanish (1/8)			
3:00pm				Med Skills (1/4)	Spanish (1/8)			
4:00pm					Spanish (1/8)			
5:00pm								

PLFSOM Year 2 (Pre-clerkship Phase) Instructional Week Template							
	Monday		Tuesday	Wednesday	Thursday	Friday	
8:00am	Med Skills (1/4)	Spanish (1/8)	WCE (1/2)	Colloquium (1/2)	Unscheduled Time	Unscheduled Time	SPM Instruction
9:00am		Spanish (1/8)					
10:00am	Med Skills (1/4)	Spanish (1/8)	WCE (1/2)	Colloquium (1/2)	Unscheduled Time	Unscheduled Time	SPM Instruction
11:00am		SCI (1/2)					
12:00pm	Lunch Break						
1:00pm	Med Skills (1/4)	SCI (1/2)	Unscheduled Time	SPM Instruction	SPM Instruction	Unscheduled Time	
2:00pm		Spanish (1/8)					
3:00pm	Med Skills (1/4)	Spanish (1/8)	Unscheduled Time	SPM Instruction	SPM Instruction	Unscheduled Time	
4:00pm		Spanish (1/8)					
5:00pm							

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