

# Undergraduate Medical Education

## Policy on Disruption of Educational Activities

*Curricular Component: Policy #CC-17 v1*

*Supersedes: New*

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### 1.0 Background

1.1 Postponement or interruption of educational activities may occur for a variety of reasons including technical issues, inclement weather, safety or security issues related to facilities, emergencies, unexpected closures or unexpected absence of faculty or staff and labour disputes.

### 2.0 Jurisdiction

2.1 This policy pertains to all learning events (including examinations, clinical and preclinical learning activities) and settings (including classrooms, clinical settings including regional sites and laboratories) used within the Undergraduate Medical Education Program (UGME).

2.2 Policies or orders established by the Senate or other university authority, an affiliated teaching hospital or other governing body with respect to closure of a facility or suspension of activity will take precedence over this policy.

### 3.0 Closure and other Emergencies

3.1 The temporary suspension of activities due to closure or other emergency will occur at the sole discretion and direction of the university or UGME, including for the suspension of activities due to inclement weather.

3.1.1 Unless the university or UGME directs otherwise, students will be expected to make reasonable effort to attend all learning events, examination and other activities as scheduled.

3.2 In the event activities are suspended due to an alarm in the building, students are required to follow emergency procedures related to building evacuation.

- 3.2.1 Within a reasonable timeframe, a message will be posted on the MedTech dashboard and disseminated by Queen's University email, updating students of the situation and when classes are expected to resume.
- 3.2.2 In the event the emergency causes class(es) to be cancelled, the event(s) will be rescheduled and/or modified at the sole discretion of the UGME in consultation with relevant representatives of the Aesculapian Society.

#### **4.0 Examinations and Assessments**

- 4.1 Unless directed otherwise, students are expected to attend all examinations and assessments.
- 4.2 In the event that the start of an examination, Objective Structured Clinical Examination (OSCE) or other assessment is delayed for any reason, including closure of a facility, the assessment will be rescheduled or the marks reassigned at the sole discretion of UGME.
- 4.3 When an examination or assessment has started but is disrupted or terminated before the time allotted has passed, the assessment will be resumed, rescheduled, modified or the marks re-allocated at the sole discretion of UGME in accordance with the Senate Policy on Disrupted Examinations.
  - 4.3.1 In the event an OSCE is interrupted or terminated before completion, the Chief Examiner and Year Director, or delegate, will be consulted to determine if the exam will resume or be rescheduled.
  - 4.3.2 In the event that any other examination, including examinations of the National Board of Examiners, is interrupted or terminated before completion, the Year Director, or delegate, will be consulted on how to proceed.
  - 4.3.3 In the event that an examination or assessment is rescheduled on the same day as another major assessment, there will be at least 1 hour of time left between the assessments.
- 4.4 In the event of interruption, students are expected to follow all principles of exam confidentiality.

## **5.0 Clinical Clerkship**

- 5.1 Unless directed otherwise, students are expected to attend all scheduled educational events and clinical assignments.
  - 5.1.1 In the event of inclement weather, a Clerk may elect, in consultation with their immediate supervisor, not to attend their learning event or clinical duties if it would not be safe to travel.
  - 5.1.2 The Clerk must inform the appropriate person as soon as possible of absences due to inclement weather and make arrangements with them to make up for the missed learning events.
- 5.2 Learning events or clinical placements which are cancelled or interrupted due to emergencies affecting the operation of the facilities will be rescheduled or modified at the discretion of the Course Director in consultation with the Clerkship Director.

## **6.0 Clinical Skills**

- 6.1 Unless directed otherwise, students are expected to attend all scheduled Clinical Skills sessions.
- 6.2 A session may be rescheduled in the event inclement weather causes a shortage of patients or faculty available to adequately run the teaching session.
  - 6.2.1 All efforts will be made to inform students of the postponement and rescheduling before the start of the teaching session. A session may be terminated after the scheduled start time if the Director, Clinical Skills deems that resources are inadequate to proceed.
- 6.3 Clinical Skills sessions that are cancelled or interrupted due to emergencies affecting the operation of the facilities will be rescheduled or modified at the discretion of the Course Director in consultation with the Director, Clinical Skills and the relevant representatives of the Aesculapian Society.

## **7.0 Communication**

- 7.1 The UGME will attempt to communicate facts about the situation and minimize rumors based on the timing, location and severity of the situation or event.
- 7.2 The MedTech message dashboard and Queen's University email will be used to

communicate the cancellation of learning events and/or the closure of facilities as well as the resumption of normal operations.

7.3 In the event of a significant long term disruption, the Dean or Associate Dean will communicate with affected individuals.

7.3.1 The Dean or Associate Dean may appoint a spokesperson. The spokesperson will be the highest-ranking individual who has direct knowledge of the events. The individual selected will have the highest credibility and understanding of the events surrounding the crisis.

7.3.2 Detailed email messages will be sent to students, faculty and staff via assigned Queen's University email accounts.

### **References**

Senate Policy on Disruption of Examinations  
Queen's University Emergency Response Procedures