



Policy Name: Clinical Facilities and Resources

Approved By: MDCM Program Committee

Approved On: September 22, 2021

Last Updated: April 4, 2022

Pertinent to: MDCM Students, faculty, and clinical partners

Purpose: General policy outlining expectations of the physical clinical learning environment for UGME, medical students completing clinical courses (including electives), and clinical partners (installations of CHU, CIUSSS, CISSS or installations of clinics affiliated with a CIUSSS/CISSS).

Preamble

Per the Committee on the Accreditation of Canadian Medical Schools (CACMS) and the U.S. Liaison Committee on Medical Education (LCME) [standard 5](#), a medical school is required to have, “sufficient personnel, financial resources, physical facilities, equipment, and clinical, instructional, informational, technological, and other resources readily available and accessible across all locations to meet its needs and to achieve its goals”.

Policy

McGill University’s Faculty of Medicine and Health Sciences and its Undergraduate Medical Education (UGME) Office have established expectations of the physical clinical learning environment for key stakeholders involved in undergraduate medical education. It is fundamental that each instructional site provides and properly maintains adequate facilities and resources to support student learning and wellness, and guarantees the personal safety of medical students.

The UGME Office considers the Director of Education at each Centre Intégré de Santé et de Services Sociaux (CISSS), Centre Intégré Universitaire de Santé et de Services Sociaux (CIUSSS), and Centre hospitalier universitaire (CHU), to be responsible for monitoring the adequacy of the clinical facilities and resources at instructional sites within that jurisdiction. Exceptionally, the UGME Office considers the Director, Distributed Medical Education of the Department of Family Medicine to be responsible for monitoring the adequacy of clinical teaching resources at rural instructional sites.

The Faculty of Medicine and Health Sciences, the UGME Office, and McGill University’s clinical affiliates, as represented by the Directors of Education are committed to providing medical students with access to the following facilities and resources during their clinical training:

- **Clinical teaching space.** Space for conferences and rounds must be adequate for the number of medical students on site.

- **Equipment needed in the clinical environment.** Medical students must be provided with scrubs (when required by the clinical site or clinical activity sector, e.g., obstetrics and OR), personal protective equipment, and safety devices.
- **Internet.** Medical students must have on-site access to information resources. Medical students must be provided access to the Wi-Fi network. If Wi-Fi is unavailable, a sufficient number of computers must be available to permit medical students to access the Internet and educational software.
- **Medical library.** Medical students must have access to library resources, both in-person and remote. It is a learner's responsibility to contact hospital security and/or obtain a special access card from the hospital librarian for after-hours access, when necessary. Policies regarding after-hours library access should be made clear to all learners at the start of a course or elective.
- **Study space.** Medical students must have access to study space. If a clinical instructional site does not have study space (e.g., a library), there must be space on-campus.
- **Secure storage.** Medical students must have lockers (or a secure storage facility) that is safely accessible to students both during regular working hours and after hours (i.e., during evenings and weekends). A maximum of two medical students may share a locker. If lockers are unavailable at a site, then a secure storage facility (i.e., one with restricted access) where medical students can safely store personal belongings must be available.
- **On-call rooms.** On-call rooms must be available if medical students participate in required late night or overnight clinical learning experiences. On-call rooms must have a lockable door, a bed, a pillow, fresh linens, lighting, and a desk with a telephone. The room must be located in a safe location and be well-maintained. On-call rooms are for one individual only.
- **Lounge (relaxation) space.** Students must have access to a lounge (relaxation) area that is maintained in a clean and orderly manner, and adequate in size for the number of individuals using the space.
- **Personal security.** Medical students required to exit from or return to the clinical setting outside of regular hours must have safe transit between their vehicles parked on-site and the facility. Parking lots should be well lit and security personnel should be available to escort medical students to their vehicles parked on-site at night.
- **Cafeteria or access to meals.** Medical students must have access to food of good nutritional quality. Policies regarding on-call compensation for food should be made clear to all medical students at the start of a course or elective.

Procedures

1. Procedures for on-site visits

On-site visits are scheduled to occur every 3 years and are jointly organized by the UGME office and the Direction of Education, CHU/CIUSSS/CISSS.

Documentation related to the site visits will be kept at the UGME Office and shared with the partners identified for the clinical site visits.

1.1. Pre-visit steps (at least 4 weeks prior to the visit)

- 1.1.1. The UGME Office and Direction of Education, CHU/CIUSSS/CISSS, schedule visits according to each other's availabilities
- 1.1.2. The UGME Office is responsible to reach to the MSS who will identify a student representative for each site visit.
- 1.1.3. The UGME Office and Direction of Education will pre-populate the clinical resources checklist based on the information available to them prior to the visit.
 - 1.1. E.g.: The UGME office will include a list of clinical courses offered at the site, identify resources that do not apply to certain sites/courses, while the Direction of Education will include current systems in place for scrubs or on-call food accessibility as well as room numbers for pre-identified spaces such as the lounge space and library)
- 1.1.4 Student representative is responsible for collecting students' feedback about the site. The student representative may submit students' feedback prior to the visit by e-mail to the UGME Office who will include it in the clinical resources checklist.

1.2. Visit steps (on the day of the visit)

- 1.2.1. Representatives from the UGME Office, the Direction of Education Office, the Accreditation Office, and the MSS will tour the clinical site, identifying resources and their adequacy (presence of or absence, adequacy, and sufficiency of each resource) for each clinical course. Notes will be taken during the visit on the clinical resource checklist.
- 1.2.2. At the end of the visit, debriefing will occur to identify follow-up items.
- 1.2.3. The clinical resource checklist will serve as the site visit report.

1.3. Post-visit steps (in the next month following the visit)

- 1.3.1. At the end of the visit, debriefing will occur to identify follow-up items.
- 1.3.2. The clinical site visit report will be submitted by the UGME Office to the UGME Operations Committee.
- 1.3.3. As the Chair of UOC, the ADUGME will submit a summary letter along with the site visit report to the Director of Education and to the President and Executive Director, CHU/CIUSSS/CISSS, with the Assistant Dean, Accreditation, UGME carbon copied to the correspondences.
- 1.3.4. Following the receipt of the summary letter and site visit report, the Director of Education and the President and Executive Director, CHU/CIUSSS/CISSS are expected to:
 - 1.3.4.1. Acknowledge receipt in a timely fashion
 - 1.3.4.2. Manage and carry through with follow-up items identified in the site visit report. They will submit their plan of action to address the follow-up items as well as an accompanying timeline to address them to the ADUGME with the Assistant Dean, Accreditation, UGME carbon copied.
- 1.3.5. The UGME Office will inform students of the follow-up items, plan of action, and timeline proposed by the Direction of Education.

2. Procedures for serious/recurring complaints raised outside site visits

UGME gathers information about the clinical facilities and clinical learning environment outside the site visits via the following mechanisms:

- Course evaluations
- Canadian Graduation Questionnaire (annual)
- Medical Education Evaluation (MEE) survey (annual)
- Ad hoc reports from students and student representatives

Serious and/or persistent student complaints about clinical facilities and resources will be communicated to the appropriate authority (e.g.: Director of Education, CHU, CIUSSS, or CISSS, or Director, Distributed Medical Education) by the Associate Dean UGME or her/his delegate, to be addressed in the same manner as stated above.

Document History

Approved by MDCM Program Committee: September 22, 2021
April 29, 2016

Updated: April 4, 2022
May 13, 2021
January 16, 2018