

# National Chung Hsing University Guidelines for Calculating Teaching Hours of the Post-Baccalaureate Medical Program

Enacted in the 460<sup>th</sup> Administrative Meeting on Jan. 10<sup>th</sup>, 2024

- I. To ensure standardized calculation of the special teaching hours for courses in the Post-Baccalaureate Medical Program of National Chung Hsing University (hereinafter referred to as “the Program”), these guidelines are established with reference to Article 15 of the NCHU Regulations for Governing Verification of Teaching Hours and Overtime Hourly Pay.
- II. The course attributes listed in the Program’s curriculum include lectures, general internships (practicums), and clinical internships. Course selection is limited to students within the Program. Teaching hours for each course shall not be double-counted and may be included in the weekly basic teaching hours. However, these hours shall not be counted as overtime hours nor be eligible for overtime compensation. Detailed explanations are as follows:
  - (I) For lectures and general internships (practicums), as specified in the curriculum, teaching hours shall be calculated as follows:
    1. For lecture courses, the credit hours of the course shall serve as the maximum teaching hours counted; for general internships (practicums), three times the credit hours shall serve as the maximum teaching hours counted.
    2. When up to four instructors co-teach a class simultaneously, such as in gross anatomy labs, Problem-Based Learning (PBL), Team-Based Learning (TBL), or grouped clinical skills instruction, each instructor can count the actual hours spent teaching toward their basic teaching hours, provided that each group has at least five students.
  - (II) Clinical internship courses must be conducted at partner teaching hospitals according to the curriculum, with teaching targets limited to Program students. Such hours may be included in the weekly basic teaching hours:
    1. Due to the clinical internship requirements of students in this department, teaching shall comply with the Ministry of Education’s “Common Guidelines for Clinical Internship Teaching in Medical Schools and Institutions Nationwide.”
    2. Instructors participating in clinical internship teaching shall fill in the “Clinical Teaching Activity and Conversion Table” based on the Ministry of Education’s standards (please refer to Appendix 1) and submit verified documentation for review by the hospital’s teaching

department. Verified teaching hours shall be submitted to the Program within one month after the semester ends for recalculation of weekly basic teaching hours.

3. According to the Ministry of Education's clinical teaching activity conversion rates, the total converted teaching hours shall average no more than eight hours per week, with details as follows:

- (1) Outpatient Teaching (Teaching Clinic): Clinics specifically arranged for medical students, with patients carefully selected and the number of participants limited. The teaching content includes patient care activities such as medical history taking, physical examination, prescribing, and explaining medical conditions. One hour of outpatient teaching is counted as 0.5 hours of teaching time.
- (2) Ward Round Teaching: Students are assigned two or more patients for clinical instruction. One hour of ward round teaching is counted as 0.5 hours of teaching hour.
- (3) Clinicopathological Conference: One hour of clinicopathological conference is counted as one hour of teaching hour.
- (4) Clinical Teaching Conferences and Diagnostic Instruction: This includes special teaching lectures, morning meetings, mortality and morbidity conferences, and diagnostic instruction in radiology, endoscopy, and ultrasound. One hour of such activities is equivalent to 0.5 teaching hours.
- (5) Surgical and Anesthesia Instruction: During surgical or anesthesia procedures, teaching includes explaining the patient's condition, surgical or anesthesia methods, and important precautions to students. One hour of such instruction is equivalent to 0.25 hour of teaching hours.

- III. Instructors who prepare teaching plans based on the academic and professional needs of medical education, specifically for courses listed in the Program's curriculum and for which the course selection is limited to students of the Program, may count 0.5 hour per week of basic teaching hours for each approved teaching plan. The teaching plan must be reviewed and approved by the offering unit's committee members and its supervisor. These hours shall be counted during the semester in which the course is offered and are not eligible for overtime compensation.
- IV. For any matters not mentioned herein, handling shall follow the regulations of the Ministry of Education and the National Chung Hsing University Regulations for Governing Verification of Teaching Hours and Overtime

Hourly Pay. Full-time clinical medical project instructors' weekly basic teaching hours shall be governed by the same regulations applicable to full-time teachers.

- V. These guidelines and any amendments hereto shall be approved in the administrative meeting before taking effect.

Category	Conversion Rate	Description
A. Outpatient Clinical Teaching (Teaching Clinic)	1:2	Teaching Clinic: A clinic specifically organized for students, with patients specially selected and limited in number. The teaching content includes patient management such as medical history taking, physical examination, prescription, and explanation of the medical condition.
B. Ward Rounds Teaching	1:2	The ward director or attending physician selects two or more patients specifically for clinical teaching to students.
C. Clinical Pathology Conference	1:1	
D. Clinical Teaching Discussions and Diagnostic Instruction	1:2	Including special instructional lectures, morning meetings, mortality review conferences, and diagnostic teaching such as radiology, endoscopy, and ultrasound.
E. Teaching in Surgery and Anesthesiology	1:4	During surgery or anesthesia, explain the patient's condition, surgical or anesthesia methods, precautions, and other relevant details to students.