

CLERKSHIP ATTENDANCE

You are now a member of an inpatient or outpatient team and have direct patient care responsibilities. As a result, you also have increased accountability for attendance. Schedules are Monday through Sunday; weekend schedules are clerkship dependent.

1. Attendance is required from orientation through the last scheduled day of the clinical assignment. Orientation attendance is especially important as goals, student expectations, and grading policies are discussed. ***Please ensure that any travel plans you make, particularly around the holidays, allow a margin of error for potential travel delays (i.e. don't plan to drive back to town or take a red eye flight that will get you back just in time to make it to orientation). Before making any travel plans at the end of a rotation, you must make sure you know when the rotation is completely finished.*** Accommodations at the beginning or end of the clerkship should not be made because of travel plans.

2. We appreciate that certain circumstances might necessitate an absence: for example, your own illness or the illness of a loved one. In these "emergency" situations, you should contact the Clerkship Director or Student Coordinator, your site director and/or Drs. Harvey or Ryan immediately (or within 24 hours) so that we know the reason for your absence. Time may be required to be made up for more than a two day absence. On occasion, there may be non-emergency reasons for absences: weddings (your own or one in which you are a participant), meetings at which you are presenting, meetings you attend as a national officer. Generally, these can be anticipated and should be taken into consideration when you plan your clerkship, elective and vacation schedule; however, we recognize that all times, these events may occur during a clerkship.

A. If an absence is anticipated from a clerkship, you must make a request in writing to the clerkship director at least four weeks in advance (E-mail is acceptable). You will be required to provide the date(s) of your requested absence as well as the reason for the time off. For personal issues, the expectation will be that you request the time off from 5 PM Friday through beginning of the workday Monday (and miss as few days as possible).

B. The clerkship director must approve the request in writing, with a copy forwarded to the Office of Student Affairs. NOTE: approval is not automatic; the course director may decline the requested absence. Therefore, it is required that you notify the clerkship director AND get written approval prior to making any definitive arrangements (e.g., airline reservations).

C. It is your responsibility to notify your attending and ward team, or your outpatient faculty.

D. With few exceptions, you are required to make up any time lost on the clerkship. The clerkship director will assist you with scheduling the make-up. However, please be aware that, in some cases, these hours may not be able to be accommodated rapidly. Student grades will remain incomplete until the required responsibilities have been fulfilled. Thereafter, a final grade will be submitted.

E. Any non-emergency absences taken without permission are considered unprofessional behavior and may affect your clerkship grade and/ or written evaluation, which are part of your academic file and may be included in the Medical Student Performance Evaluation (MSPE) a.k.a. the dean's letter.

Late Policy

Preceptors and residents are all instructed to report any unexplained student absence or tardiness. This report is made through the clerkship director and is passed on to the Office of Student Affairs. Recurrent tardiness or unexplained absences are considered unprofessional behavior and will affect your clerkship grade and written evaluation.

Policy approved and distributed in May 2007