

Clinical Learning Attendance Policy

Owner Department: Office of Student Affairs, Office of Academic Affairs

Owner: Associate Dean of Student Affairs, Associate Dean of Academic Affairs

Affected Department(s) or Parties: All students enrolled in the Carle Illinois College of Medicine.

Effective Date: March 11, 2020

Posted Date: March 30, 2020

Next Review Date: March 11, 2022

Policy Number: APS-8

Purpose: To set expectations and define requirements for student participation and attendance in clinical curriculum activities (clinical integration, clerkships, and clinical electives).

Responsibilities:

- All medical students are expected to uphold professional standards and policies in the Student Handbook.
- When sick, the student is responsible for informing their preceptor and clerkship coordinator, and submitting an absence request form.
- Students will make all efforts to schedule necessary preventative and non-emergent health services around their required curricular events and clinical schedule.
- Course and Clerkship Directors will develop learning plans for missed content for approved absences.
- Academic Affairs reviews and approves absences (in consultation with student affairs), as well as ensures students meet curricular learning objectives and competencies related to approved absences. Academic Affairs will apply the attendance policy fairly to all students and account for individual circumstances.
- Student Affairs consults with Academic Affairs to determine ramifications of approved absences related to financial aid, enrollment status, and career advising, as well as provides general support, as appropriate, to the student during approved absence.

- Academic and Student Affairs will document and track requests and decisions related to student absences.

Principles:

- Students are held to the same professional standards as practicing physicians and they are expected to balance both professional and personal requirements.
- Planned absence requests should be submitted as early as possible even if the plans are tentative, such as waiting to hear back if a presentation is accepted, scholarship to attend conference, or unsure of travel funds in order to allow for discussion on implications of absence related to curricular competencies and requirements, career advising, enrollment status, and financial aid. For emergency absences (i.e., unexpected health situation, accident, and travel delay), the first principle is to make sure you are safe, submit your absence request form, and inform student affairs for support.
- To maintain confidentiality, only the approver of the absence (Director of Curriculum) and in some cases Student Affairs has access to the reason for the absence. Course/Clerkship Directors and other administrators/faculty only receive as notice if an absence was approved or not.
- The timeline for decisions is generally within 48 hours. In some cases, Student Affairs will meet with the student to better understand the request and gather additional details. In this case, the decision may take longer.
- Absences should not disrupt the student ability to meet curricular competencies and assessment of those competencies.
- Absences may not be approved when it affects a logistically difficult scheduled assessment or required curricular events.
- Students who may be struggling academically and/or request several absences within a specific term, academic year, or rotation will be asked to meet with the Associate Dean for Student Affairs to reflect on absence requests in supporting their success, career goals, and possible disruption of achieving educational competencies.

Policy:

1. General Attendance Policy

- 1.1. Attendance and punctuality during all aspects of clinical clerkships and electives are expected and considered an important part of a student's evaluation. Students, like house staff, are expected to fulfill their educational responsibilities and their patient care responsibilities; they are accorded real roles and form an integral part of the medical team.
- 1.2. Expectation of weekend duties or “university holidays” will be at the discretion of the Clerkship/Elective Director.

- Consistent with clinical holiday schedules, students are granted the following holidays during Phase 2: Memorial Day, 4th of July, Labor Day, Thanksgiving (Thursday-Sunday), Christmas, and New Year's Day.
- Phase 2 students will not be required to attend clinic the day before their shelf exam. Students are given this time for dedicated study. This leave policy does not extend to the Family Medicine evening clinic.

1.3. Students with a pattern of attendance that is inconsistent with this policy will be counseled by a faculty member or dean and may receive a negative Professionalism evaluation.

2. Career Interview Policy

- 2.1 For core clerkships or acting internships, the student may not miss the first day of the rotation because attendance at orientation is required.
- 2.2 Students are required to sit for examinations at regularly scheduled times.
- 2.3 Students should inform Student Affairs immediately (early as possible) about career interviews (i.e., residencies, industry, and research) so they can support the coordination of absences related to financial aid, enrollment status, curricular expectations/requirements, and make up learning plans.

3. Vacation Policy

- 3.1 Vacation requests will not be granted during core clerkship rotations throughout Phase 2.
 - Depending on Financial Aid and enrollment requirements, students may choose to use up to six weeks of vacation during their Phase 2 elective block.
- 3.2 Vacation may not be taken during the scheduled time for the Phase 3 Gateway OSCE.
- 3.3 It is expected that students be present for on-campus activities during Match Week in March through graduation of the fourth year.

4. Inclement Weather/Emergency Policy

- 4.1 University closures will not apply to students on clinical rotations at area hospitals or physician offices. If you are working at a private practice office you should call to confirm that the office is open. If you are unsure what to do, please contact Student Affairs immediately.
- 4.2 During an emergency, your safety is the College's highest concern. If you live within walking distance of your site or can safely travel via public transit, you are expected to report to your site. If you are unsure what to do, please contact Student Affairs immediately.

- 4.3 If travel to the site would be dangerous, submit an absence request in the Absence Reporting System. Additionally, let your clerkship director and team know that you cannot safely travel to the site (you will not be penalized for this decision as long as you cannot get to the site by public transportation). You will be expected to make-up the day/night if you are on call. If you are unsure what to do, please contact Student Affairs immediately.

If you are not able to make it to a clinical rotation, you must submit an [absence request form](#) in order for Carle Illinois to be aware of your situation and provide support as appropriate. If you are in a situation in which you are not able to submit the absence request form, you must inform Student Affairs as soon as possible by contacting Danny Teraguchi at teradani@illinois.edu or (217) 244-6498.

5. IDEA Course Attendance

- 5.1. It is expected that students attend the IDEA course orientation. Additionally, it is expected that students attend IDEA sessions while enrolled in coursework during their 10 week elective block (with the exception of vacation time during your elective block). While homework assignments may not be due when a student is on approved vacation, students are responsible for the course material at all times.

6. Number of Absences Within and Across Courses/Clerkships

- 6.1. Students may miss up to three days of instruction within a course/clerkship. The course/clerkship director retains the right to have the student make up missed time.
- 6.2. If a student has not completed the make-up during the scheduled block, the student will receive an incomplete. If a student has not satisfied the requirements to remediate an incomplete as agreed upon, the student will receive an unsatisfactory grade.
- Make-up plans will be drafted by the student and the course/clerkship director. The plan will be submitted to Academic Affairs for monitoring.
- 6.3. Students may miss up to nine days across multiple courses/clerkships in each phase of the curriculum.
- 6.4. For the purposes of this policy, one or more absences from required sessions in a day constitute a single day of missed instruction within a course/clerkship.
- 6.5. Students who do not meet one or both of these two standards (more than 9 days across multiple courses/clerkships and completion of agreed upon make up plan) will be expected to meet with the Office of Academic Affairs and Student Affairs so that these Offices can evaluate the need for and develop a modified curriculum and assessment plan. Students may be required to take a leave of absence to address the underlying cause of the absences. If the absences are unexcused, students may earn

an unsatisfactory grade for the course/clerkship(s).

Processes/Procedures/Guidelines:

1. Absence Requests

- 1.1 Planned absences from clinical experiences must be made in advance through the absence reporting system. Students who request an absence from a required session and are absent from the session without having received approval of their request will be considered to have an unexcused absence. In keeping with professionalism, if a student is sick they should email their preceptor and clerkship coordinator to notify them of their absence as well.
- 1.2 Documentation of circumstances necessitating the absence may be requested.
- 1.3 To the extent it is possible, students should be planful of life events when submitting their clerkship selection list. In general, students should not expect leave time during Phase 2 of the curriculum. Examples of circumstances for which absences might be approved during Phase 2 include:
 - Illness of a student, significant other, or immediate family member
 - Funeral of a family member
 - Student appointment with a health care professional if not able to do so outside of curricular requirements
 - Religious holiday
 - Student's wedding, or wedding of an immediate family member
 - Court date

Each request will take into account personal circumstances that prioritize student health/wellness, career advising, and successful academic performance.

- 1.4 If a student seeks an exception to the Absence Policy, the Director of Curriculum will share the deidentified request with the Associate Dean of Academic Affairs and the Associate Dean of Student Affairs (or their designee). The Deans (or their designee/s) will review the request, and whenever possible the student will be notified within seven business days.

Contact: Office of Student Affairs

Governing Body: Office of Student Affairs, Office of Academic Affairs

History:

Created: October 10, 2017

Revised: Academic Affairs, February 20, 2020

Approved By/Date:

Administrative- Office of Student Affairs- February 23, 2018

Reviewed and Approved by the Curriculum Oversight Committee, October 24, 2018; March 11, 2020