



## **Policy Title**

M3 and M4 Student Attendance Policy

## **Identifier**

USCSOMG – ACAF – 1.01

**Prepared by:** Office of Academic Affairs

**Date:** xx/xx/2018

**Reviewed by:** Assistant Dean of Academic Affairs

**Date:** xx/xx/2018

**Approved by:** USCSOMG Policy Review Committee

**Date:** xx/xx/2018

**Communicated to:** USCSOMG Students

**Date:** xx/xx/2018

**Effective Date:** xx/xx/2018

## **LCME Standards**

### **Scope**

University of South Carolina School of Medicine Greenville students on clinical rotations

### **Policy Statement**

Student attendance and engagement is expected at all times as deemed appropriate by the Clerkship/Course Directors and the supervising faculty. The goal of clinical experiences is to prepare the student for advanced training and requires a commitment to professionalism and the patient that supersedes personal convenience. Educational experiences (e.g., rounds, conferences, clinics, presentations, etc.) are not considered “optional” unless clearly stated. Students should strive to minimize absences.

Integrated Practice of Medicine 3 and 4 may have specific attendance requirements. Refer the course syllabi for these specific requirements.

### **Reason for Policy**

The purpose of this policy is to establish the expectations for attendance, for notification of unavoidable absences, and the reasons for which an absence may be excused.

### **Procedures**

When a student must miss a required activity, the following guidelines are used.

- Attendance during clinical rotations is mandatory.
- Attendance will be tracked by the assigned Clerkship Coordinator/Director documenting both excused and unexcused absences. Students must include the appropriate Clerkship Coordinator in any communications to the Clerkship Director regarding absence requests. Requests for time away are not to be directed to an individual faculty member but only to the Clerkship Director and Coordinator.
- The following guidelines outline the maximum number of days of excused absences (including illness) from a clerkship without the need for make-up work/days:
  - For the third year, students may miss no more than 2 days on a 6-week clerkship with approval as noted above. Due to the frequency of illness in Pediatrics, students may miss no more than 3 days with appropriate approval.
  - For third year 8-week clerkships, students may miss no more than 3 days with appropriate

approval. However on the Psychiatry/Neurology clerkship, students may not miss more than 2 days of psychiatry or 2 days of neurology and students may not miss more than 1 day of inpatient neurology, outpatient psychiatry, or sub-specialty psychiatry.

- For the fourth year, students may, with appropriate approval, miss no more than 2 days on an Acting Internship and 4 week electives.
- For two week rotations, students may, with appropriate approval, miss 1 day.
- Students must seek permission for an excused absence 6 weeks in advance **of the start of the rotation** with the exception of acute illness for the student or family member or death in the family. In the event of an acute illness, contact the Clerkship Coordinator and clinical supervisor for the day.
- Scheduled healthcare appointments must be cleared with the Clerkship Director and Clerkship Coordinator at least one week in advance.
- The following absences can be excused by the Clerkship Director:
  - presentation of original work at national meetings
  - family wedding or participation in a wedding party
  - religious holidays
  - death in the family, personal or immediate family illness
  - graduation ceremony for immediate family member or significant other
- All requests other than those listed above must be approved by the Assistant Dean of Academic Affairs
- Students must obtain permission from the appropriate Clerkship Director **prior** to making travel plans.
- Students should minimize any absence request to as few days as possible; it is not acceptable to book travel one or two days in advance of an event, thus missing more time from clinical activities.
- The Clerkship Director may require the student to make up missed time during the rotation if they miss a required clinical experience. Any questions about making up missed time should be directed to the Assistant Dean of Academic Affairs.
- Repeated or habitual absences will be brought to the attention of the Assistant Dean of Academic Affairs and may result in a referral to the Honor and Professionalism Council.

M4 students will have a 4 week block for Step 2 study and another 4 weeks for interviews. M4 students will have an additional 5 flex days during other rotations for residency interviewing but must meet minimum attendance and clinical requirements for the rotation. Days missed above the maximum allowed for the rotation and any required clinical experiences must be made up. Any questions about making up missed time should be directed to the Assistant Dean of Academic Affairs. Any additional interview dates must be approved by the Assistant Dean of Academic Affairs.

### **Holiday Policy:**

- **Inpatient Responsibilities:** In general, students assigned to inpatient responsibilities will be expected to participate in patient care activities on all holidays.
- **Outpatient Responsibilities:** In general, students assigned to outpatient clinical and community medical practice location will follow the holiday schedules of those clinics and practices. Students will have holidays, when those clinics and practices are closed, on Memorial Day, Independence Day, Labor Day, Thanksgiving Day (see below), and Martin Luther King, Jr. Day.
- **For the Thanksgiving holiday** (inpatient and outpatient), students will have Thanksgiving and the day after off. Students on call for clerkships the Wednesday night before Thanksgiving will have to complete their shift duties before leaving for the holiday. This applies to all core clerkships.

## **Sanctions**

Student Evaluation and Promotions Committee  
Honor and Professionalism Council

### **Additional Contacts**

Assistant Dean of Academic Affairs  
Clerkship Director(s) and Coordinator(s)

### **Related Information**

USC School of Medicine Greenville Student Handbook  
USCSOMG – STAF – 5.3 - Honor & Professionalism System  
USCSOMG – STAF – 5.1 - Expectation of Personal & Professional Conduct

### **History**

- Date of Change: 06/18/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI