



Policy Title

M3 and M4 Student Attendance

Identifier

UofSCSOMG – ACAF – 1.01

Prepared by: Office for Academic Affairs	
Reviewed by: Curriculum Committee	Review Date: 10/14/2021
Approved by: UofSCSOMG Policy Committee	Approval Date: 10/29/2021
	Effective Date: 11/05/2021

LCME Standards

12.4- Student Access to Health Care Services

Scope

University of South Carolina (UofSC) School of Medicine Greenville students on clinical rotations, and faculty/staff

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 (IPM) 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

The following guidelines are used regarding attendance.

- 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. All requests for excused absences must be made through Formstack.

- 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 6-week clerkships, students may miss no more than 2 days on with appropriate 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 third year 2-week Emergency Medicine Clerkship, students may miss no more than 1 day, with appropriate approval.
 - For the fourth year, students may, with appropriate approval, miss no more than 2 days on an Acting Internship and 4-week electives.
 - For 2-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, and complete a Formstack absence form.
- 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 if they fall within the maximum number of excused absence days for the rotation:
 - Acute Illness
 - Scheduled healthcare appointments
 - 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
 - Make-up Exam date as scheduled through the Office for Academic Affairs
- All requests other than those listed above must be approved by the Director of Clerkship and Post-Clerkship Curriculum or the Associate Dean for Curriculum
- 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 Director of Clerkship and Post-Clerkship Curriculum or the Associate Dean for Curriculum.
- Repeated or habitual absences will be brought to the attention of the Associate Dean for Curriculum and may result in a referral to the Honor and Professionalism Council (HPC).

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 Director of Clerkship and Post-Clerkship Curriculum or the Associate Dean for Curriculum. Any additional interview dates must be approved by the Director of Clerkship and Post-Clerkship

Curriculum or the Associate Dean for Curriculum.

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

Students that do not follow this policy may be referred to the Honor and Professionalism Council (HPC) or Student Evaluation and Promotion Committee (SEPC)

Additional Contacts

Associate Dean for Curriculum
Clerkship Director(s) and Coordinator(s)

Related Information

UofSC School of Medicine Greenville Student Handbook
UofSCSOMG – ACAF – 1.03 – Integrated Practice of Medicine Policy
UofSCSOMG – STAF – 5.03 – Honor & Professionalism System
UofSCSOMG – STAF – 5.01 – Expectation of Personal & Professional Conduct

History

Date of Change	Change
October 2021	Added role of Director in the approval process, added Formstack request to the procedures, and added make-up exams to the list of excused absences.
April 2019	Editorial changes made due to branding updates and titles; formal approval not required.
July 2018	Policy formalized into standardized template, LCME CQI