



Policy Title

Integrated Practice of Medicine Attendance

Identifier

UofSCSOMG – ACAF – 1.03

Prepared by: IPM Faculty	
Reviewed by: Curriculum Committee	Review Date: 10/10/2019
Approved by: UofSCSOMG Policy Committee	Approval Date: 11/04/2019
	Effective Date: 06/01/2019

LCME Standards

12.4 – Student Access to Healthcare Services

Scope

University of South Carolina (UofSC) School of Medicine Greenville students, faculty, and staff

Policy Statement

Integrated Practice of Medicine (IPM) is an interactive, hands-on curriculum that achieves the best results with student preparation and engagement. Small group interaction is fundamental to this course, and untoward absence(s) unduly burden teammates and negatively impact the learning environment. As a result, attendance at IPM is required for all sessions at all levels (M1-M4), including the Behavioral, Social, and Population Health sessions.

Excused absences are generally related to a personal or family health care emergency. Other absences will be considered as excused on a case by case basis in light of their relation to educational and professional activities (e.g. approved presentations at conferences), the student’s well-being, and the student’s ongoing preparation, engagement, and performance.

Exceptions may be made for students away for a UofSC School of Medicine Greenville sponsored (paid for) event, or for a professional scientific poster or podium presentations. Refer to [Student Research Travel](#) policy.

One absence from a non-summative assessment day in IPM-1 and IPM-2 for reasons in addition to academic or health concerns as described above, may be excused per student per year (examples include weddings, graduations, religious events, etc). Advance notice must be provided at least seven days prior to the day of absence. An unexcused absence may result in an “Unsatisfactory” assessment by the small group faculty. More than one “Unsatisfactory” will be closely monitored and may result in course failure.

Students will not be considered for Honors nomination if they have an unexcused absence.

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. It is intended to provide consistency among students and faculty.

Procedures

Notification -To seek permission for an absence, students should complete the [IPM Absence Notification Form](#).

1. Anticipated absences must be submitted at least *1 week* ahead of time, with the exception of acute illness for the student or a family member or a death in the family.
2. In the event of an acute illness, students should submit the IPM Absence Notification Form and contact their faculty group leader and the module director as soon as possible to notify them of the absence.
3. For medical absences to be excused, a written note from the provider *may be* needed. This requirement may be waived, at the discretion of the module director, during times of widespread illness.
4. Please follow [M1 and M2 Student Attendance](#) Policy and [Exam Tardiness and Unscheduled Absence](#) Policy for all summative exam absences.

Failure of Notification - Any student who does not provide appropriate notification as above, and/or who does not provide written verification of the reason for the absence when requested to do so, may forfeit the opportunity to make up missed examinations and/or other academic experiences.

Absences and Academic Evaluation - If a student elects to be absent on a scheduled IPM day, they are responsible for the content missed and, if unexcused, should note that faculty will assess them on their group participation and professionalism accordingly.

1. After review of missed material, the use of the optional Friday afternoon sessions is encouraged, noting that they are not staffed for initial delivery of content.

Unexcused Absences

1. One unexcused absence removes a student from Honors consideration.
2. Two or more unexcused absences may be reflected in the Medical Student Performance Evaluation (MSPE) and/or referred to the Honor and Professionalism Council.
 - a. If remediation is satisfactorily completed for two or more absences, at the discretion of the module director, a student may receive a final grade of Pass with Remediation instead of Pass on their official transcript.
3. Three or more unexcused absences may result in automatic failure.
4. Unexcused absences may forfeit the opportunity to make up missed examinations and/or other academic experiences.

Sanctions

Failure to adhere to this policy may result in referral to the Honor and Professionalism Council (HPC) and disciplinary action up to, and including, dismissal.

Additional Contacts

Office for Academic Affairs
IPM Coordinator
IPM Module Director(s)
IPM Team Leader(s)

Office for Student Affairs
Greenville HealthCare Simulation Center

Related Information

UofSC School of Medicine Greenville Student Handbook
UofSCSOMG – STAF – 5.05 Exam Tardiness and Unscheduled Absence
UofSCSOMG – ACAF – 1.00 M1 and M2 Student Attendance
UofSCSOMG – ACAF – 1.01 M3 and M4 Student Attendance
UofSCSOMG – ACAF – 1.02 Inclement Weather

IPM Absence Notification Form:

https://greenvillehealthsystem.formstack.com/forms/ipm_absence_notification_form

History

Date of Change	Change
Nov 2019	Policy amended to allow one excused absence per year for approved reasons as noted above
June 2019	Editorial changes made due to branding updates and titles; formal approval not required.
Dec 2018	Policy formalized into standardized template, LCME CQI