



Max Rady College of Medicine

Undergraduate Medical Education

Policy

Policy Name:	Clerkship Student Attendance
Application/Scope:	Clerkship Students
Approved (Date):	September 2020
Review Date:	August 2025
Revised (Date):	February 2020
Approved By:	Curriculum Executive Committee [February 2020] College Executive Council [September 2020]

1. **PURPOSE**

In the Undergraduate Medical Education (UGME) program students are encouraged to attend all learning events. Attendance at certain designated learning events is required in order to show adherence to professionalism and respect for both patient (actual, standardized and those who have donated their bodies to science) and instructor/preceptor time.

This policy provides guidance and clarifies expectations for attendance at required learning events, describes procedures for tracking, recording and reporting student absences and outlines consequences of nonadherence. For prolonged leave, please refer to the Leave of Absence Policy

2. **DEFINITIONS**

2.1 **Clerkship** – Year III and Year IV of the UGME program.

2.2 **Anticipated Absence** – An absence whereby the student has prior knowledge of an event or appointment that is happening in the future that the student wishes to attend.

Examples include:

- Personal: Examples include a student's own marriage, medical appointments, academic advising or counseling, representation at an elite level (provincial, national or international) of sports, arts or other activity.
- Family (relates to immediate family member): Examples include birth of a child, marriage, or illness.
- Professional: Examples include conference attendance, presentation of a paper, receipt of an award, or a national/international organization meeting for which the student is a voting/invited member.
- CaRMS Interviews: The National Interview Period is in January/February, but in some instances, there may be exceptions when attendance for an interview(s) is required during November/December.
- Observance of Religious Holy Days

2.3 **Unanticipated Absence** – An absence that occurs whereby there is no prior knowledge of an event or appointment.

2.4 **Approved Absence** – An absence that has been approved by the Administrator, Clerkship, Director, Clerkship and/or, the Program Director, Clerkship of the affected rotation.

- 2.5 **Unauthorized Absence** – An absence that is not reported by the student to the UGME Office or is categorized as denied in the Curriculum Management System. Unauthorized absences are considered a failure of professional responsibility. These absences may be dealt with by Professionalism and the University Discipline Policy.
- 2.6 **Maximum Allowable Absence /Leave from a Rotation/Module** – Time allowed being absent from an individual module or rotation, regardless of the reason, without penalty of repeating the module/rotation in whole.
- 2.7 **Half Day Unit** – A measure of time used for tracking attendance.
- 2.8 **Leave of Absence (LOA)** – A leave which extends beyond the maximum allowable absence/leave from an individual year/rotation that will require the student to defer the full affected module/rotation to a later period in their medical education and may involve a delay in graduation.
- 2.9 **Rotation** – For the purposes of this policy, rotations encompass clinical and classroom based learning during a specific scheduled period of time. Rotations include the following:
- **Clinical Rotation:** a hospital and/or medical clinic that involves patient care
 - **UGME Professional Development Curriculum (PDC)** – Academic teaching sessions scheduled by UGME
 - **Academic Half Day (AHD)** – Academic teaching sessions scheduled by departments
- 2.10 **Elective** – An elective is an opportunity for self-education in an area of the student's own interest. The aim of an elective is to improve a student's ability to function as a physician, thus the experience can be of a clinical, research or self-directed nature. There are five types of electives: internal, external, research, early and self-directed
- 2.11 **Transition to Clerkship (TTC)** – A formative module at the beginning of Clerkship where students are prepared for rotations and the remainder of Clerkship.
- 2.12 **Transition to Residency (TTR)** – A module at the end of Clerkship where students are prepared for residency. TTR includes a February 3 week selective, Match Week, a March 3 week selective, Comprehensive Clinical Review (CCR) sessions, Advance Cardiac Life Support (ACLS) course, Evidence Based Medicine (EBM), and other didactic/simulation sessions.
- 2.13 **Longitudinal Integrated Clerkship (LinC)** – UGME Clerkship that is administered in rural sites in Manitoba.
- 2.14 **Immediate Family** – For the purpose of this policy "immediate family" means a spouse (including common law or same sex), child, brother, sister; parent, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, or niece.
- 2.15 **Working Day** – Any day, other than a Saturday, Sunday, or legal holiday on which academic business may be conducted. Max Rady College of Medicine usual workday hours are Monday through Friday 8:00 a.m. to 4:00 p.m.
- Clerkship rotation hours may vary from this and will be communicated to the student at the start of each rotation.
- 2.16 **Medical Student Performance Report (MSPR)** – An institutional assessment considered a component of a student's academic record and thus, will be made available for student review. Students will be permitted to correct factual errors on the MSPR. Students are encouraged, when required to engage Student Affairs in supporting advocacy efforts in addressing perceived MSPR discrepancies.

3. **POLICY STATEMENTS**

GENERAL

- 3.1 All sessions in Clerkship are mandatory and students are required to be punctual.
- For TTC, Core Rotations, Electives and Selectives:
 - Students must, at minimum, attend 75%. It is important to note that absences are discouraged.
 - Cumulative absences of greater than 25% will result in an incomplete
- 3.2 Students are expected to report any delays or absences. Approval for absences will be granted only for those students who are performing well academically and who have an exemplary attendance record and will be reviewed on a case-by-case basis.
- 3.3 Absence requests may necessitate further review to ensure student wellness.
- 3.4 Students must obtain approval for an absence request prior to making travel arrangements.
- In the case of travel related to student government. MMSA leadership will inform the UGME Office via the absence form. Ordinarily, only elected officers, students seeking or holding leadership positions in the organization hosting the conference or presenters may receive an approved absence in order to attend a conference.
 - The norm for leave is one working day plus travel time where required when a student is presenting at a conference. It is expected that students will try to arrange leave requests adjacent to weekends.
 - Students attending a conference for interest will generally only be granted leave for a weekend.
- 3.5 Students with accommodation requirements will be considered at the discretion of the Associate Dean, UGME.
- 3.6 A student is not permitted to make-up missed time during another subsequent Clerkship rotation and not usually during scheduled vacation time.
- 3.7 No tolerance exists for unauthorized absences. Failure to obtain an approved absence from any required Clerkship session, didactic or clinical, will be considered as an unauthorized absence and thereby constitute a failure of professional responsibility which will be subject to review.
- 3.8 A student failing to maintain the requisite level of attendance in their respective curricular program and/or with unauthorized absences will be reported to the Associate Dean, UGME.
- If the reasons for the absences are not approved or the number of absences are significant, the student's attendance record will be considered by the appropriate Student Evaluation Committee, and Progress Committee if required. The student may be deemed to have failed the rotation or module as appropriate.
 - All unauthorized absences shall be recorded within the student's academic file.
 - Dependent on the circumstances, attendance issues will be noted in the student's Medical Student Performance Report (MSPR).
- 3.9 A student disagreeing with a decision related to the interpretation or execution of the Student Attendance Policy has the right to appeal, in writing, to the Director, Clerkship and Associate Dean, UGME.
- 3.10 Should the student not accept the final decision of an appeal, students have the right of appeal to the UGME Student Appeals Committee.
- 3.11 A student participating in Longitudinal Integrated Clerkship is expected to adhere to this policy.

- For the purposes of absence calculation the absence percentage is shown in Appendix 2.
 - Schedule adjustments will occur in order to ensure that sufficient time is spent in each discipline area in order to complete the academic requirements for the year.
 - Disciplines that are not completed will be repeated in a block rotation format.
- 3.12 If a student is placed in a rural or international location during a rotation, elective or selective they are expected to adhere to this policy.
- 3.13 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

TRANSITION TO CLERKSHIP (MODULE 4)

- 3.14 Lower attendance may require meeting with the Director Clerkship and Associate Dean, UGME and could result in delayed start of clerkship rotations.
- 3.15 All unanticipated absences must be reported to the UGME Office.
- 3.16 Requests for anticipated absences are not accepted during TTC.

CORE ROTATIONS (MODULE 5)

- 3.17 Half day units, for a rotation, will be counted as follows:
- During Clinical time, a half day unit is counted when a student is absent for 2 to 4 hours.
 - Academic Half Days (AHD) – These sessions are mandatory and are included in the 75% requirement for completion of a rotation. Students are not to schedule appointments during this time. A half day unit will be counted when a student misses two or more hours of academic half day sessions.
 - Physician Development Curriculum (PDC) – These sessions are mandatory and are included in the 75% requirement for completion of a rotation. Students are not to schedule appointments during this time. A half day unit will be counted when a student misses one session. Students are allowed to have a maximum of three absences during PDC within a 12 week block.
- 3.18 For the purposes of absence calculation per rotation the absence percentage will be calculated as follows (please refer to Appendix 1):
- Numerator: number of absence days (calculated by summing half day units).
 - Denominator: Total number of rotation days (number of weekdays scheduled plus Friday call shifts plus Saturday call shifts minus statutory holidays not worked).
- 3.19 Students must report unanticipated absences to the UGME Office and to the Department Program Administrator.
- 3.20 Students must request anticipated absences at least six weeks in advance of their intended absence and, where possible, six weeks prior to the start of their rotation.
- 3.21 Students who miss time will be required to make up the learning experiences. Students who have been approved for a Leave of Absence must make alternative arrangements to complete any necessary requirements that were missed as determined by the Director, Clerkship Rotation and/or the Director, Clerkship.

- 3.22 Students who have been granted an approved absence are responsible for making alternate arrangements for examinations and/or on-call shifts that may be affected within the rotation.
- 3.23 In the event that the educational content in a rotation cannot be made up prior to the rotation end-date, the student will receive a grade of incomplete until the outstanding work is completed.
- 3.24 If a student misses an NBME Exam it will be counted as a half day unit for the rotation in which it occurred.
- 3.25 Clinical rotation personnel are responsible for following up immediately with students who have not reported for clinical duties within one (1) hour. If Clinical rotation personnel are not successful, they shall contact the Administrator, Clerkship or Student Affairs as soon as reasonable.

ELECTIVES (MODULE 6)

- 3.26 A half day unit is counted when a student is absent for 2 to 4 hours of clinical time.
- 3.27 For the purposes of absence calculation per rotation the absence percentage will be calculated as follows (please refer to Appendix 1):
- Numerator: number of absence days (calculated by summing half day units).
 - Denominator: Total number of rotation days (number of weekdays scheduled plus Friday call shifts plus Saturday call shifts minus statutory holidays not worked).

TRANSITION TO RESIDENCY (MODULE 7)

SELECTIVES

- 3.28 A half day unit is counted when a student is absent for 2 to 4 hours of clinical time.
- 3.29 For the purposes of absence calculation per rotation the absence percentage will be calculated as follows (please refer to Appendix 1):
- Numerator: number of absence days (calculated by summing half day units).
 - Denominator: Total number of rotation days (number of weekdays scheduled plus Friday call shifts plus Saturday call shifts minus statutory holidays not worked).

MATCH WEEK

- 3.30 Any sessions scheduled during match week are mandatory.
- 3.31 Students must report unanticipated absences to the UGME Office.

EVIDENCE BASED MEDICINE

- 3.32 All Evidence Based Medicine sessions are mandatory.
- 3.33 Students who miss one or more of the three sessions will be at risk of having to repeat this course at the discretion of the course leader.
- 3.34 Students must report unanticipated absences to the UGME Office.

ADVANCED CARDIAC LIFE SUPPORT

- 3.35 All Advanced Cardiac Life Support sessions are mandatory.
- 3.36 Students are assigned one of the three date offerings and are not allowed to change dates once they are set.
- 3.37 Students must report unanticipated absences to the UGME Office.
- 3.38 Should a student miss this course due to an unanticipated absence, UGME will make efforts to assign the student to a different date.

COMPREHENSIVE CLINICAL REVIEW

- 3.39 Comprehensive Clinical Review sessions are mandatory for students who have signed up for them. A minimum of 30 students must be signed up for each session to take place.
- 3.40 Students must report unanticipated absences to the UGME Office.

4. **PROCEDURES**

RESPONSIBILITIES OF STUDENTS

- 4.1 Request all absences through Entrada in accordance with the following:

TTC:

- Unanticipated: Submit absence in Entrada and email UGME Clerkship Administrator
- Anticipated: Not allowed during TTC

Core Rotations, Electives and TTR:

- Unanticipated: Submit absence in Entrada and email UGME Clerkship Administrator, Department Program Administrator, Preceptor/Resident
- Anticipated:
 - Appointments: Submit absence in Entrada and discuss absence with preceptor/supervisor and follow up in writing to Department Program Administrator.
 - Recurring Appointments: submit request through Entrada.
 - Other: Submit absence request through Entrada. If request is approved, remind preceptor/supervisor in writing one week prior to absence
- 4.2 Arrange to cover any missed work due to absence.
- 4.3 Should a student develop an illness they should contact the department as early as possible and submit the absence notification in Entrada.
- 4.4 In the case of a student needing to rewrite an NBME, the student should contact their respective rotation Program Administrator to make arrangements.

- 4.5 Ensure all absence requests include all of the relevant information required to make an informed decision. Failure to provide a clear and cogent reasoning will result in delays in having requests approved.
- 4.6 Appeal in writing within two (2) working days of receiving an unfavorable decision to the Director, Clerkship.

RESPONSIBILITIES OF THE DEPARTMENT PROGRAM ADMINISTRATOR

- 4.7 Update shared database with denominator for each student, where absence is a concern.
- 4.8 Track attendance with half day units in Entrada for the following Clerkship components:
 - Core Rotations including Academic Half days
 - Electives
 - Selectives
- 4.9 Ensure that adjustments are made to student's schedules when absences occur.
- 4.10 If a student has reached the 25% maximum allowed absences, discuss with Clerkship Director and contact Clerkship Administrator if make up time is required. Schedule make up time when needed as directed by Clerkship Administrator.

RESPONSIBILITIES OF THE CLERKSHIP ADMINISTRATOR

- 4.11 Oversee attendance records and tracking for Clerkship students.
- 4.12 Review each request for leave for completeness and inform the student if additional information or clarity is required. Advise the Director, Clerkship as appropriate of the student's request, including the total number of days absent for which the student has already received approval, if applicable.
- 4.13 Inform the affected department/rotation if the Director, Clerkship approves the student's request for absence to determine if the department can accommodate the approved request.
- 4.14 Notify the student and affected Department/Rotation Administrator by email of the decision(s).
- 4.15 File all written requests for leave whether approved or denied, in the student's academic file.
- 4.16 Record all absences in tracking database.
- 4.17 Schedule a remediation when needed in accordance with decision made by the Associate Dean, UGME.
- 4.18 Submit appeal documentation as required to the Director, Clerkship for review.
- 4.19 Notify Rotation Director, Clerkship and UGME Directors, Clerkship when a student has exceeded allowable absences and discuss arrangements for a plan to make up time.
- 4.20 Report atypical absences to Director, Clerkship, Associate Dean, UGME and/or Associate Dean, Student Affairs, as appropriate, to ensure student wellness.

RESPONSIBILITIES OF THE PROGRAM DIRECTORS, CLERKSHIP

- 4.21 Review and approve or deny student requests for absence based on submitted information within one week of receiving the request.

- 4.22 Evaluate each student's absences and total days to determine whether rotation is complete.
- 4.23 Review student absences and bring excessive absences to the attention of Director, Clerkship UGME and discuss arrangements for remediation plan.
- 4.24 Review each appeal and issue a final decision within two (2) working days of receiving the student's request appealing the initial decision.

RESPONSIBILITIES OF DIRECTOR, CLERKSHIP UGME

- 4.25 Review and approve or deny student requests for absence based on submitted information within one week of receiving the request.
- 4.26 Inform the UGME Office in concert with the Clerkship Program Director when a student has exceeded allowable absences and discuss arrangements for a plan to make up time.

RESPONSIBILITIES OF ASSOCIATE DEAN, UGME

- 4.27 Review atypical absence requests.
- 4.28 Decide on plans when a student has exceeded allowable absences.
- 4.29 Review accommodation requirements.

5. **STUDENT WELLNESS CHECK**

- 5.1 A UGME Administrator may, at their discretion, refer any student wellness concerns to the Student Support Coordinator, at Bannatyne Campus (with notification provided to the Associate Dean, UGME, and Associate Dean, Student Affairs (UGME)).
- 5.2 Student Support Coordinator may reach out to any student for whom wellness concerns are present, and ask for a response by a certain time. If a response is not received, the Student Support Coordinator shall contact the UGME Associate Dean and Associate Dean, Student Affairs (UGME) immediately for further direction.

6. **REFERENCES**

- 5.3 Professionalism:
- 5.4 Discipline Policy:

7. **POLICY CONTACT**

Please contact Director, Clerkship UGME with questions respecting this policy.

Appendix 1: Table of Approximate Values

The table below outlines requirements for Clerkship. Please note that individuals student calculations may vary (refer to definition of working days).

Type of Learning Event		Duration	Total Days	Requirement of Days for 75% Completion
Module 4: TTC				
		3 Weeks	15	11
Module 5: Core Rotations (includes PDC and AHD)				
	Public Health	1 Week	4-5	3-3.5
	Medicine Selective	2 Weeks	10-12	7.5-9
	MSK	2 Weeks	10-12	7.5-9
	Radiology	2 Weeks	10-12	7.5-9
	Surgery Selective	2 Weeks	10-12	11-13
	General Surgery	3 Weeks	15-17	11-13
	Anesthesia/PeriOp	3 Weeks	15-17	14-15
	Emergency Medicine	4 Weeks	16-17	12-13
	Family Medicine	5 Weeks	20-21	15-16
	Pediatrics	6 Weeks	30-32	22.5-24
	Medicine CTU	6 Weeks	30-32	22.5-24
	Obstetrics/Gynecology	6 Weeks	30-32	22.5-24
	Psychiatry	6 Weeks	30-32	22.5-24
Module 6: Electives				
		2 Weeks	9-12	7.5-9
		3 Weeks	14-17	11-13
		4 Weeks	16-20	13-15
Module 7: TTR				
	TTR Selective	3 Weeks	14-17	11-13
	ACLS	-	2	2
	EBM	-	3	2
	CCR	-	-	Sessions are mandatory for students who have signed up for them.

Appendix 2: Table of Approximate Values for Brandon Longitudinal Integrated Clerkship

The table below outlines requirements for Clerkship. Please note that individuals student calculations may vary (refer to definition of working days).

Type of Learning Event	Total Days	Requirement of Days for 75% Completion
Surgery	24	18
Brandon GP	20	15
Obstetrics/Gynecology	20	15
Rural GP	20	15
Internal Medicine (IM)	9.5	7.125
Hospital Medicine (HSP MED)	26.5	19.875
Pediatrics (PEDS)	16.5	12.375
Respiratory Therapy	1	0.75
Radiology	1	0.75
Emergency Medicine (EM)	14	10.5
Anesthesia (ANES)	11	8.25
Psychiatry (Psych)	20	15
Mental Health	1	0.75
Ortho	5	3.75
Urology	1	0.75
Cancer Care	0.5	0.375
Public Health	1	0.75
Ophthalmology/ENT	2.5	1.875
Pre-op	1.5	1.125
Cast Clinic	0.5	0.375
Physical Therapy (PT)	1	0.75
Teen Clinic	1	0.75
Addictions Foundation of MB	1	0.75