



# COLLEGE OF MEDICINE POLICY MANUAL

<b>Reviewed by Phase 2:</b> 5/3/19	<b>Responsible University Officer:</b> Associate Dean for UGME
<b>Reviewed by Curriculum Committee:</b> 5/6/19	<b>Policy Owner:</b> Clerkship Directors
<b>Dean's Final Approval:</b> 8/6/19	<b>Policy Contact:</b> Director, Curriculum Office

## Policy on Clerkship Absences

Review Date:	Change Description:
5/6/19	Updated policy to indicate # of days off without having to make up work and reasons for absences
Review History:	Change Description:
11/8/18	Revision to policy to update time off during clerkships
7/13/18	Revised to include direct language from the LCME regarding students being able to attend appointments to access health services. Addition of <i>Medical Student Time Off Request Form</i> , and orientation can only be missed in cases of emergency.
10/4/16	Reapproved
3/6/15	Revised to remove sentence: <i>Students are not permitted to take time off the week of the Shelf Exam.</i> Reapproved
2/4/13	New policy

### POLICY STATEMENT

For all anticipated absences, students must obtain prior approval for all absences by submitting a *Medical Student Time Off Request Form* to the appropriate clerkship coordinator 6 weeks in advance for review by the clerkship director/site director. Shorter notification may be considered if the student only discovers the need for absence with less than 6 weeks remaining. The absence request form is available on all clerkship Blackboard sites and the College of Medicine Policies website, and includes instructions regarding submission for approval. All medical students have the right to be excused from course work and clinical work to attend their own health care appointments. Additional valid reasons for excused absences may include family obligations or attending professional meetings. Time off for studying is not a valid reason for an excused absence. Any time off allowed should not materially change the rotation. Students should not miss required elements of the clerkship, such as the clerkship orientation, NBME exam, or standardized patient exams for reasons other than emergency situations. The clerkship/site director determines if the absence is approved. The coordinator of the clerkship will notify the student within 10 days of receiving the form if the absence is approved.

Unanticipated absences due to emergencies such as sickness, death in the family, serious personal illness, or illness of spouse, domestic partner or dependent child, must be communicated to the clerkship as soon as possible. (Please refer to individual clerkship regarding who must be contacted.)

A student will be allowed one day of excused absence for clerkships greater than or equal to five weeks in length but less than ten weeks in length without requiring make up activity. Two days off without make up activities for clerkships that are greater than or equal to ten weeks in length. Additional time missed for absences may need to be made up at the discretion of the Clerkship/Site Director. All absences will be tracked centrally by the College of Medicine.

#### **REASONS FOR POLICY**

LCME Element 12.4 Student Access to Health Care Services

A medical school provides its medical students with timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences and has policies and procedures in place that permit students to be excused from these experiences to seek needed care.

#### **FORMS**

*Medical Student Time Off Request Form*

[http://www.upstate.edu/curriculum/pdf/medical\\_student\\_time\\_off\\_request\\_form.pdf](http://www.upstate.edu/curriculum/pdf/medical_student_time_off_request_form.pdf)

#### **RELATED INFORMATION**

LCME Functions and Structure of a Medical School

<http://lcme.org/publications/>

#### **SIGNATURE**



8/6/19

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Signature Dean of the College of Medicine

Date