

UWSMPH

Clinical Years (3 and 4) Attendance Policy

Year 3/4 students are expected to participate in all clerkship activities including the Transitional Clerkship and the CORE Curriculum sessions held several times during the third year in Madison. Students must obtain prior approval from the clerkship director for all absences from clerkship activities, and directors will report absences to the Associate Dean for Students where the absences will be recorded and periodically reviewed. The absence request form is available on OASIS and includes instructions regarding submission for approval. (<http://med.uwisc.org/shared/notices.html> -- found in Forms in M3 folder and General Information in M4 folder) Clerkships may excuse absences due to emergencies and certain professional activities. Examples of excused absences include a death in the family; religious holidays; serious personal illness, or illness of a spouse, domestic partner or dependent child. Requests to attend professional meetings will be considered if you are presenting research or serving as a delegate representing SMPH. Absences for social events are less likely to be granted. However, if absence is desired for an important social event (member of a wedding party, la Quinceañera of sibling, 50 anniversary of parents etc.) an absence request form must be completed at least 1 month in advance of the beginning of the clerkship and for minimal amount of excused time to attend the primary element of the engagement. These requests will be reviewed by the individual clerkship directors, and students will be informed within 1 week if their request is granted. Please note that total time off a single clerkship (for all reasons) will be taken into account in granting of requests for absence to assure that students have maximal opportunity for adequate clinical exposure.

For all clerkships, residents or faculty directly working with the student are NOT allowed to grant approval for absence. Please do not approach these individuals and realize approval granted by them is NOT official. Approval MUST be obtained as specifically designated for each clerkship. Information regarding contact person for this approval is available on the request form.

If a student anticipates having requirements that may lead to unique requests for time away, it is suggested that the student speak with the Associate Dean of Students prior to beginning the third year (or as soon as the requirements develop).

Appeal of denied request: If a student is not approved for a request, he/she may appeal in writing directly to the clerkship director within 72 hours. The clerkship director will then consult with the Clerkship Curriculum Committee and the Office of Student Services to reconsider the request.

Consequences of an absence: Clerkship directors are committed to making sure students receive adequate exposure to multiple experiences, therefore required make-up time for absences is likely. Significant absences may require a student to repeat a clerkship.

Consequences of a non-approved absence (excluding emergencies): Absence without prior approval is considered unprofessional behavior and may result in failure of a clerkship or lowering of a clerkship grade.

Religious Observances In accordance with UW-Madison Faculty document 488a, faculty are asked not to schedule mandatory course requirements on dates when a religious observance may cause substantial numbers of students to be absent. However, a conflict can still arise for an individual student. When this occurs, the student must submit a request to the course/clerkship director asking for permission to be absent from the scheduled mandatory course requirement. The course/clerkship director will decide upon the alternative means of meeting the requirement.

Excused Absences For Personal Health Care: Medical students are strongly encouraged to promote and maintain their own health and well being. Health care is available for all students through the University Health Services and the student's private health insurance plan. However, since access to this health care is usually restricted between 8:00 a.m. and 6:00 p.m., Monday through Friday, the following policies govern excused absences for personal health care treatment:

Non-Emergency Care -Students in the Greater Madison Area: UW faculty will excuse a medical student from classroom and clinical responsibilities to attend appointments for personal medical and dental care. It is the student's responsibility to schedule appointments that do not conflict with examination schedules, surgical procedures, morning rounds, or other important group teaching sessions. Excused absences for such appointments should typically be in the range of one to two hours. The student must notify the appropriate faculty member of a scheduled appointment as soon as possible and arrangements should be made at that time regarding any required make-up work. It is understood that a student's clerkship evaluation will not be influenced in any way by an excused absence for personal health care needs. Frequent, standing appointments do not apply as excused absences under this policy.

Non-emergency Care -Students Outside the Greater Madison Area: Medical students doing short-term away rotations should make every effort to schedule their personal, non-emergency, medical appointments while in residence in Madison (since the Medical School cannot enforce a University policy with non-UW faculty). Students on longer assignments should work with local faculty and preceptors to ensure that time is allocated for personal health care needs. A list of statewide facilities and providers accepting the UW Student Health Insurance Plan (SHIP) is available at http://www.uhs.wisc.edu/display_story.jsp?id=640&cat_id=116 .

In addition to the Year 3/4 attendance expectations outlined above, the faculty recognizes that fourth-year students have added responsibilities that will take them away from their fourth-year clerkships. These include residency interviews, and the USMLE Step 2 examinations, Clinical Skills and Clinical Knowledge.

Students are expected to avoid scheduling interviews or Step 2 testing on clerkship exam dates and orientation dates.

During interview months of November – January (October – December for early match), students will be allowed to take time off for interviews and examinations, but the total time allocated for absence will be prorated based on the length of the clerkship. The number of days allowed per clerkship based on the length of the clerkship is listed below.

Length of clerkship	Number of days allowed off
≥6 weeks	5 days, limit of 3 consecutive days
4 weeks	4 days, limit of 3 consecutive days
3 weeks	2.5 days
2 weeks	2 days

Students will be required to present proof of an interview invitation to the clerkship director as soon as they receive it. Clerkship directors may require that students make up absent time.

If a student decides to take the Step 2 Clinical Skills Examination outside of the residency interview months (Oct – Dec or Nov -Jan), he/she will be allowed a maximum of 2 days off of the clerkship and must provide proof in advance that he/she is registered for the examination. If any required rotation components or exams are missed, the form of the make-up and the date are at the discretion of the clerkship. A student may need to alter his/her schedule (including any planned time off) to meet clerkship requirements.