# M4 Attendance/Leave Policy

**Policy/Procedure/Process Name:** M4 Attendance/Leave Policy  
**MSEC/ADMIN Number:** MSEC-0111-4  
**Approving Officer:** Kenneth Olive, MD / MSEC Chair  
Ramsey McGowen, PhD / MSEC Chair  
**Agent(s) Responsible for Implementation:** M4 Course Directors

| Original Approval Date: 1/11/11 | Originator Name/Committee: | Kenneth Olive, MD MSEC |
| Effective Date(s): 1/11/11; 11/8/16; 10/17/17; 5/15/18 | Revision Date(s): 11/8/16; 10/17/17; 3/20/18; 5/15/18 |

**New Policy/Procedure/Process Proposal**  
**Revision of Existing Policy/Procedure/Process**

**LCME Required Policy/Procedure/Process:** Yes ☒ No ☐

**Element(s):** 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.

[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].

### Exemption(s) to Policy Through MSEC Action (date of meeting):

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All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.

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(A.) **Policy/Procedure/Process Statement:**  
NOTE: The name of this policy has been changed from the original M4 Attendance Policy to M4 Attendance / Leave Policy.

Students pursuing the MD degree at Quillen College of Medicine are physicians in training who must meet standards of professional conduct and responsibility to develop into effective physicians. Institutional Objective 5.0: Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. As a professional school, Quillen requires attendance and active participation in all components of the curriculum, as defined by course directors. Active participation in the School’s course activities indicates the student’s understanding and mastery of professional responsibilities.

The **M4 Request for Permission to be Absent Form** is used to document the approval of Medical and/or Residency Interview and/or Quillen Activity and/or Other leave and becomes part of this policy. See attached form.

(B.) **Purpose of Policy/Procedure/Process:**  
The granting of the MD degree attests to the fact that the student has demonstrated a commitment. Their professional responsibilities through participation in all aspects of the curriculum as defined by the faculty. When it is necessary for students to be absent from a required MD program activity, students much approach such absences with the same standard of professional responsibility required of practicing physicians; professional responsibility extends to one’s patients and members of one’s team. This policy pertains to the LCME requirements of Element 12.4 as stated above.
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(C.) Scope of Policy/Procedure/Process (applies to):
Fourth-Year Medical Students enrolled in the Quillen College of Medicine MD program.

(D.) Activities of Policy/Procedure/Process (start to finish):
Students may request to be absent from their assigned rotation as outlined below.

Electives
Students may be permitted to miss up to twenty-five percent of an elective rotation (five [5] days for a four [4] week rotation; two and a half days [2½] for a two [2] week rotation) for residency interview purposes or up to two (2) days for purposes other than residency interview for justifiable circumstances provided a request is submitted at least one (1) week in advance.

Students requesting to miss more than twenty-five (25%) percent of a rotation will be required to:

1) Make up time missed;
2) Have an alternative activity assigned by the instructor to make up for the time missed; or
3) Withdraw from the rotation, however, this must occur at least two (2) weeks in advance of the elective start date.

This policy is not to be construed to mean that a student is entitled to take up to twenty-five (25%) percent of a rotation off for any reason.

Requests must be submitted via the Request for Permission to be Absent form at least one (1) week in advance with supporting documentation of the scheduled interview or other purpose and approved by the instructor.

Selectives
On selective rotations students may request up to two (2) days off for justifiable circumstances. Requests must be submitted at least one week in advance utilizing the Request for Permissions to be Absent form. Time missed for an excused absence is not required to be made up. These guidelines may apply to other circumstances (illness, personal issues) on a case by case basis. The instructor may assign an alternative activity to make up for the time missed which was not approved in advance.

Requests for up to two (2) days off for justifiable circumstances must be submitted at least one (1) week in advance utilizing the Request for Permission to be Absent form and approved by the instructor.

Medical Leave
Students are expected to seek necessary health care to maintain their physical and mental well-being. Examples of necessary health care include preventive health services, visits for acute illness, ongoing care for chronic illnesses, physical therapy, and counseling and psychological services. Consistent with their rights under University policies and the law, students have a right to privacy when seeking care. Documentation of medical necessity may be required.

For planned absences related to healthcare, students must contact the course director or senior clerkship coordinator and preceptors or patient care team leader in advance to coordinate time away from the course. Students need not disclose the specific type of healthcare that is being sought. A student’s decision to seek healthcare during a clerkship should have no impact on their performance evaluation. Students are encouraged to attempt to schedule routine visits so that they do not conflict with required curricular activities.

Unanticipated absences for an illness or emergency, including emergencies involving immediate family, must be communicated to the course director or senior clerkship coordinator and preceptor and patient care team leader as promptly as possible. Absences of greater than two (2) consecutive days requires a note from the student’s personal healthcare provider.
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The make-up of missed activities/experiences is at the discretion of the Course Director. Absences requiring making up a required skill/proficiency may require a note from the student’s healthcare provider.

**Education Leave/Quillen Activity (Official QCOM Committee or Integrated Grand Rounds/Other Teaching Activity):**

- Time off from a required selective of up to three (3) days (inclusive of travel time) MAY be granted by the Course Director for a student to:
  - Attend a conference if the student is presenting research at a conference and a completed request form is submitted and approved at least six (6) weeks prior to the conference. The conference agenda, the conference flyer or letter of invitation documenting presentation must be submitted with the completed request.
  - Attend a conference representing Quillen College of Medicine as an elected institutional representative for a regional or national organization. A completed request form must be submitted and approved at least six (6) weeks prior to the conference.

- Students may request time off to participate in an official QCOM committee or Integrated Grand Rounds / Other Teaching Activity if submitted in advance. Approved time for such activities does count toward the total number of days which can be missed as defined above for an elective or selective.
  - A completed request form must be submitted and approved at least one (1) week in advance.

The make-up of missed activities/experiences is at the discretion of the Course Director.

Rotations begin on Monday morning (occasionally Tuesday morning, if Monday is a recognized East Tennessee State University’s Board of Trustees holiday) and continues until 4:30 PM the last Friday of the rotation, including weekends. A leave request must also be submitted for weekend days, unless the course specifies there are no expectations of student participation in required educational activities, such as, but not limited to call or hospital rounds on weekends.

Students are expected to follow the work schedule of the ambulatory or inpatient site they are assigned. East Tennessee State University’s Board of Trustees recognized holidays do not apply to these sites.

**Consequences of Policy Violations:**

Failure by the student to comply with the policy may result in a Professionalism form being submitted by the rotation director and/or the student receiving an incomplete for the rotation.

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): (List only if a name change is involved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name / Title: Kenneth Olive, MD / MSEC Chair Date: 1/11/11</td>
<td>M4 Attendance Policy (Policy number is the same – revised only)</td>
</tr>
<tr>
<td>Name / Title: Ramsey McGowen, PhD / MSEC Chair Date: 11/8/16; 10/17/17; 3/20/18</td>
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<th>Review/Revision Completed by:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Office of the Dean</td>
<td>January 2011</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>December 2016; September 19, 2017; February 2018; May 2018</td>
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<td>Student Affairs</td>
<td>January 2017; October 19, 2017</td>
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<table>
<thead>
<tr>
<th>Student Promotions Committee</th>
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<tbody>
<tr>
<td>Faculty Advisory Council</td>
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<tr>
<td>Administrative Council</td>
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<tr>
<td>☒ M4 Course Directors</td>
<td>November 2011; January 2017; October 18, 2017; February 2018</td>
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<tr>
<td>M1/M2 Course Directors</td>
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<tr>
<td>☒ Medical Student Education Committee</td>
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**Student Groups/Organizations (describe):**

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<tr>
<th>Notifications of New or Revised Policy</th>
<th>Method of Notifications and Date</th>
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<tbody>
<tr>
<td>☐ Medical Students</td>
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<tr>
<td>☐ All QCOM Faculty</td>
<td></td>
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<tr>
<td>☐ All QCOM Staff</td>
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<tr>
<td>☐ Admissions Office (catalog)</td>
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EAST TENNESSEE STATE UNIVERSITY
QUILLEN COLLEGE OF MEDICINE

M4 Request for Permission to be Absent Form

It is the responsibility of the student to ensure that all required signature(s) are secured in advance as per MSEC Policy 0111-4 M4 Attendance/Leave Policy

This form is required for ALL absences from a Senior Selective or Elective Course. If you have any questions, please contact the Senior Elective/Selective Clerkship Coordinator of the department from which you are requesting the absence.

Name__________________________ Date____________________

Senior Selective/Elective Course Name__________________________

Date(s) of requested leave__________________________

Indicate the type of leave requested:

☐ Medical Leave: Planned absences are limited to two (2) total days. # of hours if less than a full day______

☐ Residency Interview: Electives - planned absences are limited to five (5) days for a four-week (4) rotation and two and a half days (2 ½) for a two-week (2) rotation. Total absences are not to exceed more than twenty-five percent (25%) of a rotation. Selectives – planned absences are limited to two (2) days for justifiable circumstances. Supporting documentation is required with the request to be absent.

☐ Quillen Activity: Official QCOM committee or Integrated Grand Rounds / other teaching activity.

Activity Name__________________________ # of hours if less than a full day ______

☐ Other: Electives and Selectives - planned absences are limited to two (2) days for justifiable circumstances. Supporting documentation is required with the request to be absent.

☐ Approved ☐ Disapproved

Selective/Elective Course Director:__________________________ Date:____________________

For M4 Elective: Does this request, in addition to any other approved absences, exceed 25% of the rotation time? ☐ NO ☐ YES

If yes, the individual signing above must attach a plan for making up the missed time.

Return the completed form to the appropriate Senior Clerkship Coordinator:

Family Medicine: Connie Clyburn
Internal Medicine: Linda Francisco
OB/GYN: Brandi Nave
Rural Track: Carolyn Sliger
Surgery: Brenda Holt
Psychiatry: Wanda Young
All Others: Cathy Peeples/Academic Affairs