


Policy Name: M3 Attendance / Leave Policy

 <p>QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY</p>	Policy/Procedure/Process Name:	M3 Attendance / Leave Policy
	MSEC/ADMIN Number:	MSEC-0316-13
	Approving Officer:	Ramsey McGowen, PhD
	Agent(s) Responsible for Implementation:	Executive Associate Dean, M3 Clerkship Directors, Clerkship Coordinators, and Clinical Medical Education Coordinator
Original Approval Date: 3/15/16 Effective Date(s): 3/15/16; 11/14/17; 5/15/18	Originator Name/Committee:	M3 Clerkship Directors
<input type="checkbox"/> New Policy/Procedure/Process	<input checked="" type="checkbox"/> Revision of Existing Policy/Procedure/Process	
Revision Date(s): 10/17/17; 11/14/17; 5/15/18 5/22/20 Administrative Update to Identify Absence request to include all USMLE Step Exams.	LCME Required Policy/Procedure/Process: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: 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): <i>For the 2018-19 Academic year only students will not be permitted to request time off for Step 2 exams</i>		
<i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		

(A.) Policy/Procedure/Process Statement:

NOTE: The name of this policy has been changed from its' original name of M3 Attendance/Absence Policy to M3 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 and clerkship directors. Active participation in the School's course and clerkship activities indicates the student's understanding and mastery of professional responsibilities.

The M3 Leave Request Form is to be used to request approval of Medical and/or Educational Leave/Quillen Activity 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 to 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 must 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 LCME requirements of Element 12.4 as stated above.

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(C.) Scope of Policy/Procedure/Process (applies to):

Third year medical students enrolled in the Quillen College of Medicine MD Program.

(D.) Activities of Policy/Procedure/Process (start to finish):

Vacation / Discretionary Activities:

Requests for time off from a required clerkship for vacation and/or discretionary activities will not be granted. Schedule breaks are included in the M3 academic schedule.

Medical Leave:

Students are expected to seek necessary healthcare 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 clerkship director or clerkship coordinator and preceptor or patient care team leader in advance to coordinate time away from the clerkship. 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 illness or emergency, including emergencies involving immediate family, must be communicated to the clerkship director or clerkship coordinator and preceptor or 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. The make-up of missed activities/experiences is at the discretion of the Clerkship Director. Absences requiring making up an exam (i.e., quiz, test, NBME Subject exam, etc.) may require a note from the student's healthcare provider. This policy is to be considered in conjunction with the expectations set forth of the QCOM Exam Administration Policy (MSEC-0515-11) if the absence involves missing an examination.

Students who miss more than 20% of the total duration of a clerkship for an approved and/or unanticipated absence must complete clerkship director defined makeup activities before clerkship conclusion. Failure to do so will result in a grade of Incomplete and the student must fulfill the clerkship director requirements for completion within one year or the Incomplete will convert to an F, per University and College of Medicine policy.

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

- Leave on the first day of the rotation (Clerkship orientation) and the last day of the rotation will NOT be approved.
- Clerkship Directors may also identify clerkship specific mandatory attendance days, when leave will not be granted (i.e. health fair week in Community Medicine; didactic days, OSCE or quiz dates, etc.). Students are responsible for reviewing those dates in advance of submitting a request.
- Time off from a required clerkship of up to three (3) days (inclusive of travel time) MAY be granted by the Clerkship 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 written request.

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- Attend a conference 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.
- Take USMLE Step exams if a completed request form is submitted and approved at least six (6) weeks prior to the exam date.
- Students may request time off to participate in an official QCOM committee or Integrated Grand Rounds / Other Teaching Activity. A completed request form must be submitted and approved at least one (1) week in advance.

Make-up of missed activities/experiences for any of the above reasons is at the discretion of the Clerkship Director.

Clerkships 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 clerkship 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 clerkship director and/or the student receiving a grade of Incomplete for the clerkship.

Approved by: Name / Title: Ramsey McGowen, PhD / MSEC Chair	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i> M3 Attendance/Absence Policy (same number)
Review/Revision Completed by: Office of the Dean	Date
<input checked="" type="checkbox"/> Academic Affairs	1/25/16; 9/19/17; February 2018; May 2020
Student Affairs	
<input checked="" type="checkbox"/> Medical Student Education Committee	3/15/16; 10/17/17; 11/14/17; 5/15/18; June 2020
Student Promotions Committee	
Faculty Advisory Council	
Administrative Council	
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors	4/27/16 (Clerkship/Course Directors Meeting); 10/18/17; February 2018; June 2020
M1/M2 Course Directors	
Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input type="checkbox"/> Medical Students	Transition to Clinical Clerkships Course June 2020
<input type="checkbox"/> All QCOM Faculty	
<input type="checkbox"/> All QCOM Staff	
<input type="checkbox"/> Admissions Office (catalog)	

EAST TENNESSEE STATE UNIVERSITY
QUILLEN COLLEGE OF MEDICINE

M3 Leave Request Form

It is the responsibility of the student to ensure that all required signature(s) are secured in advance as per MSEC Policy 0316-13 M3 Attendance/Leave Policy

Name _____ Date _____

Rotation during which leave is requested _____

Date(s) of requested leave _____

- **Requests for time off from a required clerkship are granted only for Medical or Educational Leave/Quillen Activity as defined below. Time off from a required clerkship to attend a conference will NOT be approved by the Clerkship Director.**

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 _____
- Education Leave:** Up to three (3) days will be approved for each of the following if a written request form is submitted and approved at least six (6) weeks prior to the conference or the exam date to:
 - present research at a conference; attach conference agenda, the conference flyer or letter of invitation documenting presentation.
 - attend a conference as an elected institutional representative for a regional or national organization.
 - take USMLE Step exams.
- Quillen Activity:** Official QCOM committee or Integrated Grand Rounds / other teaching activity.

Identify Activity _____ # of hours if less than a full day _____

Approved **Disapproved**

Clerkship Director: _____ Date: _____

If approved, at the discretion of the clerkship director, the following make-up of missed activities/experiences is expected:

Submit to Clerkship Coordinator:

Community Medicine: Susan Austin
OB/Gyn: Brandi Nave
Rural Track: Skylar Moore

Family Medicine: Connie Clyburn
Pediatrics: Gina Williams
Surgery: Brenda Holt

Internal Medicine: Yvette Font
Psychiatry: Nicole Fisher