

TITLE: Attendance in Pre-Clerkship—Policy

SENATE REFERENCE: 2019:UGRD-MED:05

EFFECTIVE: August 31, 2017

REVISION: May 21, 2019

APPROVED BY: Undergraduate Curriculum Committee

DATE: March 23, 2017; December 13, 2018

APPROVED BY: Faculty Council

DATE: May 2, 2017; January 29, 2019

APPROVED BY: the Council on Undergraduate Studies

DATE: June 1, 2017; April 4, 2019

APPROVED BY: Executive Committee of the Senate

DATE: June 13, 2017; May 21, 2019

Table of contents

PREAMBLE 2

ABSENCES FOR PERSONAL DAY 3

ABSENCES FOR PRESENTING AT MEDICAL CONFERENCES 4

ABSENCES FOR MEDICAL ILLNESS (“SICK DAYS”) 4

ABSENCES FOR RELIGIOUS HOLIDAYS 5

ABSENCES FOR MEDICAL LEADERSHIP REPRESENTATION 5

LEAVES OF ABSENCE 5



PREAMBLE

Mandatory attendance

- All absences from mandatory activities must be “excused”. “Excused” is defined as being approved by the Undergraduate Medical Education (UGME) Office.
- All absences will be recorded.
- Attendance is mandatory in interactive small group activities and certain large group activities or clinical sessions including, but not restricted to, Case-based learning (CBL), Physician Skill Development (PSD), Society, the Individual and Medicine (SIM), Year 1 Community Week, and Year 2 Mandatory Clinical Week.
- In addition, some key large group sessions are mandatory, as indicated in the scheduling system.
- Attendance will be monitored regularly including performing spot checks during mandatory sessions. All instances of a student who is found absent during a random spot check, and who does not have an approved absence, will be brought to the attention of the Vice-Dean.

Unexcused absence

- An unexcused absence is defined as an absence without an approval of the UGME Office.
- Make-up work may be required at the discretion of the Pre-clerkship Director. Any unexcused absence will be considered a lack of professionalism and will be brought to the attention of the Vice-Dean, UGME or a delegate and may be grounds for failure.

Blackout periods

- Day of an examination
 - The use of Personal Days (PD), Conference Days (CD) or Medical Leadership Days by a student is **NOT** permitted on the day of an examination.
- Obesity Week

Utilizing sequential days for excused absences

- The maximum number of sequential days that may be used for Conference Days is **THREE** (3).
- The maximum number of sequential days that may be used for Personal Days is **TWO** (2).
- The maximum number of sequential days that may be used for a combination of Conference Days and Personal Days is **THREE** (3).

Maximum number of students receiving approval for excused absences

- No more than 10% of the class will be given approval for a Conference Day, Personal Day or Medical Leadership Day on any given day.
- Approval will be given on a first come, first served basis as determined by the date that the UGME receives the request through the Absence Request Electronic System.

Cumulative maximum number of excused absences allowed

- The cumulative maximum number of days of excused absences per academic year is TEN (10). The names and files of students exceeding ten (10) absences will be brought to the attention of the Pre-clerkship Director. Cases will be reviewed by a committee. Consequences for exceeding the maximum number of allowable absences may include, but not limited to, further assignments, completion of mandatory requirements, remediation assignments and/or course failure.
- Any staff or faculty member concerned about a student with fewer than ten (10) absences may bring this to the attention of the Pre-clerkship Director. These concerns may include concerns with the student's performance and/or professionalism.
- To be eligible for academic credit, excused absences cannot exceed 50 percent of a course. Absence of more than 50 percent of a course will require repetition of that course during an additional academic year according to the Student Promotion Executive Committee (SPEC) decision.

Preclerkship examinations

- Approval to defer an examination may only be granted by the Vice-Dean, UGME or a delegate.
- Students who write an examination during the period of disability specified on the medical certificate cannot later plead illness to appeal their examination results.

ABSENCES FOR PERSONAL DAY

Definition

"Personal Day" (PD) is defined by an excused absence to allow the student the ability to attend personal activities that would otherwise not be excused (e.g. weddings, special events).

Number of Personal Days per Academic Year

Students are allocated two (2) Personal Days (PD) per academic year in their first and second year of their program.

Blackout periods

A Personal Day (PD) cannot be taken during the defined blackout periods.

Notification of absence

It is a professional obligation for students to notify their teacher of an approved absence. For planned absences, this must be done within 48 hours of receiving approval from the UGME Office prior to the mandatory instructional event.

Timing of the requests

Students must submit their request to UGME Office for a Personal Day a minimum of two (2) weeks prior to the date requested.

ABSENCES FOR PRESENTING AT MEDICAL CONFERENCES

Definition

“Conference Day” (CD) is defined by an absence because the student is presenting at an approved medical conference. The student must be the presenter (podium or poster presentation) to be eligible to utilize a Conference Day.

Number of Conference Days per academic year

Students are allocated three (3) Conference Days per academic year in the first and second year of their program.

Students who are presenting research at more than one conference per academic year may be granted one (1) more day per academic year.

Blackout periods

Conference Day(s) cannot be taken during the defined blackout periods.

Notification of absence

It is a professional obligation for students to notify their teacher of an approved absence. For planned absences, this must be done within 48 hours of receiving approval from the UGME Office.

Timing of the request

Students must submit their request to the UGME office for Conference Day(s) a minimum of two (2) weeks prior to the date. The request must be accompanied by the following:

- a letter of acceptance from the conference;
- the dates of the conference;
- a copy of the abstract which includes a list of the authors.

ABSENCES FOR MEDICAL ILLNESS (“SICK DAYS”)

Definition

“Sick Day” is defined as an absence due to medical illness.

Notification of absence

The following people must be notified by the student/delegate of the use of a sick day:

- UGME Office
- It is a professional obligation for students to notify their teacher of an approved absence. For planned absences, this must be done within 48 hours of receiving approval from the UGME Office. For unplanned absences, this must be done prior to the mandatory instructional event.

Medical note requirement

Blackout periods

Regardless of the number of days of absence, students that are sick during the defined blackout periods must submit a medical note to the UGME Office within 24 hours.

Periods other than the blackouts

If more than two (2) consecutive absences for medical illness (i.e. Sick Days) are requested, a medical note must be submitted to the UGME Office within 24 hours.

ABSENCES FOR RELIGIOUS HOLIDAYS

Students must comply with the [University of Ottawa regulations, section 15](#). Preclerkship students must send their request to UGME Office at least two (2) weeks prior to the date.

Notification of absence

It is a professional obligation for students to notify their teacher of an approved absence. For planned absences, this must be done within 48 hours of receiving approval from the UGME Office.

ABSENCES FOR MEDICAL LEADERSHIP REPRESENTATION

Students who are representing the Faculty of Medicine in an approved leadership role (e.g. Aesculapian Society duties; CMFS duties) may be granted excused absences on a case-by-case basis. Requests for absences due to approved leadership activities must be submitted two (2) weeks prior to the event.

Blackout Periods

Excused absences for Medical Leadership Representation will NOT be granted during exams.

LEAVES OF ABSENCE

Short term leave

A short-term leave is defined as a pre-approved absence lasting less than 50% of a course. The student may be permitted to pursue the UGME program within the same academic year.

Long term leave

A long-term leave is defined as a pre-approved absence which results in the repetition of the current academic year.

Acceptable reasons for leave

Short and long term leaves of absence may be granted only in exceptional circumstances such as:

- Maternity leave, parental leave;
- Reasons of health (self, family);
- Compelling problems of a personal nature (e.g. death of a family member, separation or divorce).

Approval of Short and Long Term Leaves

SHORT TERM LEAVE OF ABSENCE (STLA)

Students must submit their request for a STLA to the Office of Student Affairs.

A STLA is reviewed by the Student Promotion Executive Committee (SPEC).

LONG TERM LEAVE OF ABSENCE (LTLA)

Students must submit their request for a LTLA to the Office of Student Affairs.

A LTLA is reviewed by the Student Promotion Executive Committee (SPEC) and approval may or may not be granted by the committee.

Reintegration in UGME Program after a Leave of Absence

The goal of the reintegration plan is to provide the student a good opportunity to meet the UGME program objectives.

When a student is ready to return from a LTLA, the following will occur:

- SPEC will determine the re-entry point to the curriculum.
- A plan will be formulated for reintegration which may include but is not limited to: plan(s) of assessment, accommodation(s), remediation, repetition of curriculum elements, mandated health programs and examinations.

