



CLERKSHIP ABSENCE POLICY

EFFECTIVE DATE:	6/26/23	NEXT REVIEW:	5/1/2024
APPROVED BY:	Academic Programs		
CATEGORY:	Academic Programs		
APPLIES TO:	Students in the Doctor of Osteopathic Medicine (DO) Program		

REFERENCES AND RELATED POLICIES:

- Clerkship COVID-19 Policy
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PURPOSE

MSUCOM requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge that are necessary for successful program completion. This policy will define the policy and procedures regarding absences for clerkship activities.

POLICY AND PROCEDURES

1. MSUCOM courses/rotations may have additional absence requirements from this general clerkship policy. Additional requirements will be found in the course syllabus. It is the student's responsibility to know any specific absence requirements of the course.
2. Excused Absences
 - a. Students must obtain documented approval via the *Clerkship Program Excused Absence Request Form* for any full- or partial-day absence from a rotation.
 - b. An excused absence is required for all absences from MSUCOM courses/rotations and is obtained by the student upon correct completion of the *Clerkship Program Excused Absence Request Form*.
 - i. The student needs to obtain the appropriate signatures on the *Clerkship Program Excused Absence Request Form* at least 30 days prior to the date of the absence
 1. An absence due to a sudden emergency or short notice interview invitations (year 4 students) is the exception to the 30-day advance notice.

2. Appropriate signatures include
 - a. The signature of the supervising attending physician and
 - b. The student coordinator at the rotation site
 - i. This will be the student’s base hospital student coordinator for cores and electives at or scheduled by the base site student coordinator.
 - ii. For elective rotations scheduled outside of the student’s base hospital, the rotation site coordinator who organized the rotation will be the signatory.
 - c. Additional MSUCOM signatures may also be required as described in the policy.
3. Once completed, the *Clerkship Program Excused Absence Request Form* is to be uploaded into the ‘Excused Absences’ folder (within the ‘My Personal Documents’ section) of a student’s Medtrics profile. It is recommended students also maintain a copy for their records.
3. Unexcused Absences are any absences taken in the clerkship without proper completion of the *Clerkship Program Excused Absence Request Form*.
 - a. Unexcused absences are considered unprofessional and will result in a report to the Common Grounds Professionalism Committee and/or the MSUCOM Committee on Student Evaluation (COSE)
 - b. Unexcused absences may result in-
 - i. An N-grade on the rotation and/or poor evaluation.
 - ii. Additional time scheduled to complete rotation requirements.
4. Students are not allowed to be absent from the first day of any rotation due to onboarding and orientation plans at most rotation sites. Students must plan accordingly for any personal days, interview days, COMLEX, etc. to ensure no absences occur on the first day of rotations.
5. Maximum time off any rotation

Length of Rotation	Maximum Number of Days Off	
4 weeks	2 days	Should an absence exceed these limits, the student is responsible for requesting additional days off from the Associate Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence. The <i>Clerkship Excused Absence Request Form</i> completed by the attending and student coordinator must accompany the request.
2 weeks	0 days	

- a. Exception: A fourth-year student may be absent a total of 4 days on any 4-week rotation or 2 days on any 2-week rotation during the months of October-January for interview purposes only. If interview absences exceed these totals, the student must submit a *Clerkship Program Excused Absence Request Form* (with appropriate signatures obtained from the rotation attending and rotation site student coordinator) to the Associate Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.
6. Specific clerkship absence details and are included in the below table.

Absence Type	Qualifications	Maximum Number of Days Off	Details	Required Approval from MSUCOM Associate Dean for Clerkship Education
Personal Day	May be used at the discretion of the student (example: illness, physician appt., conference time, etc.). <u>Total</u> days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation.	5 total days per academic year (July-June)	While personal days may be used at the discretion of the student, the <u>total</u> days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation, i.e., students cannot use all 5 days on one rotation.	No
Jury Duty	Court documentation must accompany the <i>Clerkship Program Absence Request Form</i>	N/A	Jury duty, when obligated, is not considered a personal day absence.	Yes
Hospital-organized community events	Example: Special Olympic Physicals	N/A	These events would be considered part of the rotation and not a personal day absence.	No
Examination	COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE	1 day		No
	COMAT examinations	Students have the time off to take the examination only	Students should be reporting to rotation before/after examination.	No
Prolonged Illness, Bereavement, Maternity Leave	Medical related absence or bereavement	Determined on a case-by-case basis	Students must contact the Associate Dean for Clerkship Education directly (enright4@msu.edu) to discuss time off rotations.	Yes