

Policy and Procedures:

**PHASE 2 – COMPREHENSIVE COMMUNITY CLERKSHIP (CCC)
INTERRUPTIONS TO STUDENT ATTENDANCE AND LEAVES OF ABSENCE**

Approved by: UMEC
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Responsible Office(s): UME
Responsible Officer(s): Associate Dean, UME
Phase 2 Director

The Northern Ontario School of Medicine (NOSM) General Academic Medical Education Regulations and the NOSM Code of Student Conduct outline the requirements for graduation with the MD Degree, which include guidelines for student attendance. Please review these documents for details.

Students are reminded that it is their professional responsibility to obtain and learn the information missed while they were absent. Failure to do so, or failure to follow this protocol appropriately, will be considered a breach of professionalism.

Introduction

Students in Phase 2 are required to take on clinical responsibilities during their Comprehensive Community Clerkship and become important members of the health care team. Student absences can be quite disruptive to the health care team and detrimental to student learning. Student absence for reasons other than illness must be pre-arranged.

Documentation and Tracking of Absences

All student absences during Phase 2 will be tracked and documented for the Associate Dean, UME* by the NOSM Student Records & Electives Officer and CCC Site Administrative Coordinators (SACs).

Interruption in student attendance of one day or less

When students have a personal and/or health circumstance that may require interruption of their Phase 2 Comprehensive Community Clerkship (CCC) of one day or less, it is their responsibility to notify the appropriate faculty/staff in a timely fashion. Specifically, students must contact their Site Administrative Coordinator (SAC) and the Student Records & Electives Officer at records@nosm.ca to advise of their absence either prior to the missed session(s) or the day of the missed session(s).

Interruption in student attendance of One to Five Days

Absences from any curricular activities of Phase 2 of the MD program of one to five days require prior approval of the Site Liaison Clinician (SLC) for the community and the approval of the Phase 2 Director, UME (academic absences) or of the Assistant Dean*, Learner Affairs (personal absences).

1. Students must complete the Request for Approval for Absence from the MD Program form and submit as outlined below:
 - (i) Academic Events: Students must complete the Request for Approval for Absence from MD Program form and submit it to the Site Liaison Clinician's for approval and signature, then send it to records@nosm.ca for processing. The request must be submitted as soon as possible and at least two weeks prior to the proposed leave. Late requests may not be accepted. Students will be notified of the decision by the Phase 2 Director, or designate
 - (ii) Personal Events: Unless an emergency or crisis, the request must be submitted to records@nosm.ca as soon as possible and at least two weeks prior to the proposed leave. Late requests may not be accepted. Students will be notified of the decision by the Office of Learner Affairs.
2. Absences of more than two days may require supporting documentation to be provided to the NOSM Student Records & Electives Officer, e.g. medical certificate, certificate of conference attendance, etc.
3. If the SLC declines the request for absence, the student has the option of appealing the decision in writing to the Phase 2 Director (academic absences) or the Assistant Dean*, Learner Affairs (personal absences).
4. *Factors influencing leave approval or denial*

Those determining whether to approve or deny a leave request may consider the following:

 - (i) previous leaves from sessions which would be missed because of the leave request,
 - (ii) cumulative leaves to-date in the current academic year (the NOSM Student Records and Electives Officer will provide this if relevant),
 - (iii) standing on completion of Program requirements, including being on Academic Probation,
 - (iv) impact of the leave on other students
 - (v) the purpose of the leave:
 - for NOSM-related business or to fulfill leadership duties (e.g. CFMS, OMA, PARO, or other such medical organizations)
 - to present a paper at a conference
 - to enhance knowledge or skills (e.g. medical conference appropriate to level of training, or leadership/administrative training)
 - (vi) the student's academic performance. The Assessment Office will ensure that the those making the decision to approve or deny leaves have access to relevant student performance data, and/or the possibility of making alternative arrangements to fulfill academic requirements missed by the leave

Interruption in Attendance of More than Five Days, Cumulatively

Student absences that accumulate to more than 5 days, even if non-consecutive, will require a review with the SLC to determine if/what remedial work may be required to compensate for the missed time. A meeting with the Phase 2 Director, in consultation with the Assistant Dean, Learner Affairs and the Associate Dean, UME to discuss academic and career implications may be required.

Leave of Absence – Phase 2

When students have a circumstance which may require an extended interruption (five consecutive days or more) of their medical training must contact their SLC for advice on making up for lost time. Consultation with the Phase 2 Director, the Assistant Dean, Learner Affairs, and/or the Associate Dean, UME may also be sought. If a student plans to withdraw from, the MD program, a written request for a leave of absence must be submitted to the Assistant Dean, Learner Affairs for consideration. Note, supporting documentation must be provided, e.g., medical certificate, etc.

1. Students who are considering an application for leave should meet with the NOSM Student Records & Electives Officer to discuss matters relating to the transcription of their academic record. Students should meet with the NOSM Financial Aid Officer to discuss matters relating to access to financial assistance.
2. The Assistant Dean, Learner Affairs, in consultation with the Associate Dean, UME and the Phase 2 Director will review the request. A meeting with the student will be required as part of the review of the application to discuss academic and career implications. c) The Associate Dean, UME will inform the student of the decision in writing. If approved, the letter will summarize the conditions under which the leave is to take place and the expected re-entry date. The letter will be copied to the Office of Learner Affairs, the NOSM Student Records & Electives Officer, and to the appropriate NOSM officials. If not approved, the letter will explain the reason why the request was not granted.
3. An Approval for Leave of Absence Form will be completed by the Associate Dean, UME and forwarded to the NOSM Student Records & Electives Officer for record keeping.
4. Students who are granted a leave of absence for a significant period of time will not be registered as medical student in the MD Program for the duration of the leave. When they re-enter the program they will be subject to the fee schedule that pertains to the calendar year when they re-enter.
5. Students taking extended leaves of absence will be subject to the constraints noted in the “Maximum Time for Completion of the NOSM MD Program” document, which stipulates limits on the total duration of undergraduate medical education.

Remediation as a result of Student Absences

Any absence (due to personal and/or health circumstances or combination thereof) may require a student to complete remediation in order to successfully meet the objectives of the Program.

Absences will be reviewed by the Assistant Dean, Learner Affairs, in consultation with the Associate Dean, UME, Phase 2 Director, and Phase 2 Clerkship Coordinator to determine requirements for successful completion of remediation.

* In all instances the intent is “or designate”

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