



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
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## Policy and Procedure

Phase 3 – Interruptions to Student Attendance and Leaves of Absence				Class: B	
<b>Approved By:</b>	UME Committee				
<b>Approval Date:</b>	2019 06 06	<b>Effective Date:</b>	2019 06 06	<b>Review Date:</b>	2022 04 30
<b>Responsible Portfolio/Unit/Committee:</b>	UME / Phase 3 Committee				
<b>Responsible Officer(s):</b>	Associate Dean, UME and Phase 3 Director				

### Introduction

Students in Phase 3 are required to take on clinical responsibilities during their four-week clinical rotations 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 requires pre-arranged approval through the NOSM Student Records and Electives Officer ([records@nosm.ca](mailto:records@nosm.ca)).

### Documentation and Tracking of Absences

All student absences during Phase 3 will be tracked and documented for the Associate Dean, UME\* by the NOSM Student Records & Electives Officer.

### Remediation of Student Absences

Students who miss three days (one shift in Emergency Medicine) or more (due to sickness, personal days or combination thereof) from an individual four-week clerkship rotation may be required to complete remediation.

Students who miss less than three days (due to sickness, personal days or combination thereof) may also be required to complete remediation in order to successfully meet the objectives of the rotation.

The Phase 3 Director and the Clerkship Lead for the rotation will determine the extra time required for successful completion of the rotation.

**Interruption in student attendance of less than one day**

Absences from clinical rotations of Phase 3 of the MD Program of less than one day require *prior approval* of the rotation clerkship lead and preceptor.

Phase 3 students who are unable to attend to their clinical duties, either for a pre-approved absence, or for a personal/family emergency, will be required to notify:

- Hospital Coordinator
- Clerkship Lead
- Preceptor
- NOSM Student Records & Electives Officer ([records@nosm.ca](mailto:records@nosm.ca))

**Interruption in student attendance of one day or more, but less than five days**

Absences from clinical rotations of Phase 3 of the MD Program of one day or more but less than five days, require the *prior approval* of the rotation clerkship lead and preceptor and the Associate Dean, UME\* (academic absences) or the Assistant Dean, Learner Affairs\* (personal absences). Faculty should attempt to respond to such requests within three business days.

- a) Students must submit the completed Request for Approval for Absence from the MD Program form to [records@nosm.ca](mailto:records@nosm.ca) for processing. Such requests should be submitted as early as possible prior to the proposed absence. All absences of more than one day will require supporting documentation to be provided to the NOSM Student Records & Electives Officer, e.g. medical certificate, etc. The NOSM Student Records & Electives Officer will forward the request to the appropriate parties for notification: the Phase 3 Director, plus the Director of UME Administration - for academic absences, or the Assistant Dean, Learner Affairs - for personal absences.
- b) Approved absences of more than one day will be communicated to the appropriate faculty/staff in a timely fashion. Specifically, learners must notify the following *prior to* the first day of the affected rotation(s):
  - [records@nosm.ca](mailto:records@nosm.ca),
  - their Hospital Coordinator,
  - Clerkship Lead,
  - Preceptor/Clinical Team

The Hospital Coordinators will report all absences of more than one day to the NOSM Student Records & Electives Officer for tracking and documentation purposes.

- c) Students whose absence request is denied may appeal to the Phase 3 Director and/or the Assistant Dean, Learner Affairs for review of their request.

### **Personal Days**

During Phase 3, students will be permitted to take up to two personal days **per academic year** during their clinical rotations to attend to personal matters (conference leave, committee work, research, family reasons, CaRMS application preparation) under the following conditions:

- Personal day request must be received and approved by the NOSM Student Records and Electives Officer, then the appropriate clerkship lead, two weeks prior to start of rotation.
- No more than one personal day may be used per four-week rotation.
- The requested day must not fall during a scheduled orientation session or Clerkship exam.
- The personal day request must not overlap with another student's request during that rotation unless specifically approved by the Clerkship Lead.
- Faculty are encouraged to email [records@nosm.ca](mailto:records@nosm.ca) if they have questions about the request or its approval.

### **Leave of Absence – Phase 3**

When students have a circumstance which may require an extended interruption (five days or more) of, or withdrawal from, the MD program, students are required to submit a request for leave of absence in writing to the Assistant Dean, Learner Affairs for consideration. Note, supporting documentation must be provided, e.g., medical certificate, etc.

- a) Students who are considering an application for leave should meet with the NOSM Student Records & Electives Officer to discuss matters relating to the transcribing of their academic record. Students should meet with the NOSM Financial Aid Officer to discuss matters relating to access to financial assistance.
- b) The Assistant Dean, Learner Affairs, in consultation with the Associate Dean, UME and the Phase 3 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.
- d) An Approval for Leave of Absence Form will be completed by the NOSM Student Records & Electives Officer for record keeping.
- e) Students who are granted a leave of absence for a significant period of time will not be registered as medical learners 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.

- f) 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 program.

In deciding whether to approve an absence from the Undergraduate Medical Education program, those tasked with approving an absence are welcome to consult with other agencies within the school (e.g. Learner Affairs, Records Officer, preceptors etc.), and should take into account the following considerations:

- (i) Previous absences from this rotation
- (ii) Cumulative absences to date this academic year (the Records Officer will provide this if relevant)
- (iii) Standing on completion of program requirements (e.g. up to date with all essays, forms, and other submissions)
- (iv) Impact on other students, of the absence of this individual
- (v) Impact on patient care, of the absence of this individual
- (vi) The student’s academic standing (are they already at risk of failing?)
- (vii) Possibility of making alternative arrangements to fulfill academic requirements missed by the absence.
- (viii) The purpose of the absence:
  - a. For NOSM-related business or to fulfill leadership duties (e.g. CFMS, OMA, PARO or other such medical organizations)
  - b. To present a paper at a conference
  - c. To enhance knowledge or skills (e.g. medical conference appropriate to level of training, or leadership/administrative training)

\* In all instances the intent is “or designate”

Queries regarding interpretations of this document should be directed to:

The NOSM Student Records and Electives Officer  
[records@nosm.ca](mailto:records@nosm.ca)

<b>DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT</b>		
<b>Version</b>	<b>Date</b>	<b>Authors/Comments</b>
V1.0	07 April 2008	Approved by UMEC
V1.1	October 2008	Learner Affairs references revised
V2.0	06 Dec 2012	Approved by UMEC
V3.0	03 Oct 2013	Approved by UMEC
V3.1	16 Jun 2014	Clarify personal days; approved by P3C
	04 Sept 2014	Changed notification on pg 2 from Associate Dean UME to NOSM Student Records and Electives Officer. Approved by UMEC
V4.0	17 Dec 2014	Protocol revision

	02 Apr 2015	Approved by UMEC after two readings
	2018 12	P3C approved change to “Interruption in student attendance of less than one day” and “Interruption in student attendance of one day or more, but less than five days”
	2019 05 07	The above change was received by UMEC admin support person
	2019 06 06	Approved by UMEC