

MEDICAL STUDENT POLICY

Title: Phase 1 Attendance Policy and Procedure	
Relevant LCME Element(s): 3.5: Learning Environment/Professionalism 9.9: Student Advancement and Appeal Process 12.4: Student Access to Health Care Services	Last approved: 6/2/2021

I. **PURPOSE**

Define expectations for Phase 1 attendance.

II. **PERSONS AFFECTED:**

Medical students, educational deans

III. **POLICY AND PROCEDURE STATEMENT**

The Feinberg curriculum is predicated upon the active participation and engagement of students and faculty members who have a shared interest in cultivating a respectful and productive learning climate. Professionalism dictates punctuality, preparedness and respectful participation in learning as well as patient care environments.

We provide a curriculum that enables both self-directed as well as guided learning. Students engage with didactic material in different ways. Video recordings will be made of non-required classroom sessions. As adult learners, students can choose which type of engagement works best for them for these sessions. Student attendance is required for active learning sessions in which participation is critical or when patients and guest speakers are present. Required sessions will be identified on students' module schedules and attendance will be monitored.

Virtual session attendance

In the case where required sessions are offered virtually (e.g., on Zoom), students must turn their cameras on to demonstrate active engagement. This includes required didactic and active learning sessions (e.g., TBL, PBL, SAS). Students who are unable to meet this requirement must contact the Associate Dean for Students Affairs for an approved exception. Students who fail to follow this policy will be counted as an unexcused absence for the session.

Personal days

We understand that students have needs and obligations that require time away such as personal illness, family events, academic presentations, wellness, etc. When needed, students may opt to use a personal day to be excused from a required session without the need to provide an explanation. Students are allowed up to 5 personal days during each year of Phase 1. Please note the following:

- No more than 3 personal days can be used during the same week.
- Personal days cannot be used during SAMs or on exam days.
- Students must plan to attend more than 50% of any/all small group sessions per module (e.g., 50% of PBL sessions, 50% of H&S small groups). This ensures faculty are able to adequately assess a student's performance and complete assessments. Exceptions will be made for emergencies or specific situations when the Coordinator for Student Support, Allison Matricaria, is notified.
- Careful consideration should be given to missing patient-related sessions and those that affect fellow learners.
- Personal days cannot be used as a fraction of a day.
- In general, missed classroom sessions cannot be rescheduled
- ECMH sessions may need to be rescheduled to meet ECMH session requirements.

The process required for using a personal day is outlined below.

Notifications should be made at least 24 hours in advance (except for urgent/emergent illness, etc). In the case of urgent/emergent illness or circumstances, a student should do their best to follow the process below and notify the Coordinator for Student Support (Allison Matricaria) or the coordinator for missed activities as soon as possible so their absence can be relayed to small group leaders or ECMH preceptors.

- Students enter their intended time off into the [Personal Day Portal](#).
- Students notify their small group leader, ECMH preceptor, etc. of any intended time off.
- Students notify their ECMH preceptor and clinic chief of any planned time off to insure that there are an adequate number of students present to care for patients.
- Students should use the email confirmation sent from the Personal Day Portal to track the number of days taken each year.

Other considerations

- Students who exceed 5 personal days in an academic year due to illness or other circumstances should meet with the Associate Dean for Student Affairs. We recognize that a student's physical or mental health needs may require recurring appointments. Feinberg will work with students to accommodate unanticipated medical leaves or expected maternity/paternity leaves with minimal disruption to their education.
- If an absence is anticipated due to a Religious Holiday, please see the [Religious Observation Policy](#).
- If a student is invited to present approved AOSC research at an academic conference, the student is not required to use a personal day. Students will be excused for date of presentation only. Any additional days for travel to and from the conference, will require use of personal days. Please provide written notification of presentation date to Coordinator for Student Support, Allison Matricaria.
- Professionalism is a core competency of Feinberg students. Students who miss a required session without following the procedures above will be asked to meet with the Coordinator for Student Support and/or the Associate Dean of Students to discuss the circumstances of the unexcused absence, and a negative physicianship form may be generated.

IV. REVISION HISTORY

6/2/2021: Added section on virtual session attendance.

5/5/2021: Added requirement to attend 50% of small group activities, and clarified excused absences to present AOSC research.

12/15/2020: Process revised to include 24-hour advance notice of personal day request.

7/24/2019: Policy revised to include allowance of personal days.

V. APPROVING BODY:

Curriculum Committee