TITLE: Sub-Internship Absence Policy

SPONSOR: CMS Curriculum Committee

EFFECTIVE DATE: April 3, 2019

INTRODUCTION AND PURPOSE:

The clinical phase of the curriculum requires a full-time commitment by the student for all patient care and educational activities. On a sub-internship, students are vital members of the health care team and assume an active role in the care of patients. Educational experiences (e.g. patient care, clinics, classes, rounds, conferences, simulation, presentations, etc.) are not considered “optional” unless clearly stated in the syllabus.

The purpose of this policy is to formalize guidelines for time off for planned or unplanned absences during the required sub-internship.

CANCELLATION:

CMS Excused Absence Policy

SCOPE AND APPLICABILITY:

This policy applies to all CMS students on required sub-internship rotations.

POLICY STATEMENTS:

1) Excused absences require written permission from the Education Director.
2) Unexcused absences will be considered a lapse in professionalism and may affect the final grade or result in failure of the sub-internship (see the CMS Sub-Internship Grading Policy).

DEFINITIONS:

Planned Excused Absence – Students will not be granted planned excused absences during the sub-internship rotation, unless approved by the Assistant Dean of Clinical Education.

Unplanned Excused Absence – Students may be granted unplanned excused absences under the following circumstances:
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1) Personal medical conditions. A physician’s note is required.
2) Death or critical illness in a close family member (i.e. grandparents, parents, spouse, children, sibling).
3) Other emergencies may be considered on a case by case basis.

Unexcused Absence – Student has not received written permission from the Education Director.

PROCEDURES:

1) Any missed time will be made up with additional clinical work/didactics/alternative learning experience at the discretion of the Education Director.
2) Days off for holidays are determined by the clinical site. Students on clinical rotations do not follow the Chicago Medical School holiday schedule.

Planned Absences:

1) Students will not be granted planned excused absences during the sub-internship rotation. Days off will be assigned per the Medical Student Work Hours policy and will depend on the clinical team’s admitting schedule and workload.
2) Students should not schedule residency interviews or USMLE Step 2 exams during the sub-internship.

Unplanned Absences:

1) For an unplanned excused absence, the student must contact (1) the clinical site and (2) the sub-internship coordinator by the start of the work day/shift.
2) Unplanned absences lasting more than two days will require documentation.
3) In the event of extreme weather, students should check with the clinical site regarding its status. Unless otherwise directed by the Site Director, students should report for the rotation as scheduled.

POINTS OF CONTACT:

CMS Clinical Sciences Department: (847) 578-3348

REFERENCES AND RELATED POLICIES:

Sub-Internship Grading Policy
LCME Element 8.8