



**CASE WESTERN RESERVE
UNIVERSITY
School of Medicine**

Policy Title: Participation and Attendance Policy for Clerkships, Clinical Electives and SAMI

Approved By: JCOG

Date Approved: 7/11/24 (JCOG approval, including SAMI); 4/11/24 (JCOG approval Clinical Rotations); 3/7/2024 (WR2 approval of SAMI)

Review Period: Annual

Responsible Office or Committee: Curricular Affairs

LCME Affiliated Elements: 9.9

Policy Statement:

CWRU SOM aims to uphold the principles of professionalism, active learning, and commitment to the education experience for all medical students. This policy sets forth guidelines for student attendance in clinical experiences. It is designed to ensure that students not only excel academically but also demonstrate professionalism and responsibility in their medical training.

Purpose of Policy:

The purpose of this policy is to emphasize the importance of attendance and active participation in clinical experiences within the CWRU SOM. The policy is designed to promote professionalism, ensure students commitment to their educational responsibilities, and enhance the learning experience of both individual students and the group.

Scope of Policy:

The policy applies to all enrolled students within the CWRU SOM. It applies to students participating in the medical curriculum clerkship and clinical elective phases of their medical education.

Policy:

At the CWRU School of Medicine, students are considered junior colleagues. Here, student professionalism is valued equally as highly as mastery of the basic sciences and clinical skills; therefore, participation and attendance in WR2 are fundamental to meeting these professional and curricular responsibilities.

When the SOM confers the MD degree, the faculty is attesting not only that the student has achieved a level of competency as measured by performance on tests, but that the student has shown a commitment to professional responsibility and has also participated in the entire educational experience that is defined by the curriculum, the LCME and the state of Ohio.

Attendance at patient-based activities is required out of respect for the individuals that allow us to learn from their lives. In all instances, students should be on time and well-prepared.



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Attendance and punctuality during all aspects of clinical rotations are expected and considered an important part of a student's evaluation. **Unless the absence in question is entirely unanticipated (death or serious illness in the family), students should enter their requests at least 30 days before the proposed absence. This policy applies to all clinical rotations (Cores, Acting Internships, Electives).**

Students must discuss their absences with the appropriate people before submitting the form (see guidelines below). This policy applies to all clinical rotations (Core Clerkships, Acting Internships, and Electives). The **Absence Request Form for Clinical Rotations** and the **Instruction Sheet** are available in all Elentra clerkship courses, linked on the Helpful Resources page.

Note, flex days do not apply to clinical rotations – all absences must be requested in advance.

Limited absence that can be approved by the Clerkship/Elective Director:

- Limited to 3 days per 8 – 12-week Clerkship block
- Limited to 2 days per 4 – 6-week Clerkship block
- Limited to 2 days per 4-week Acting Internship or Clinical Elective, and 1 days per 2-week Elective
 - Individual AI/Electives may have stricter absence policies which would supersede this overall policy.
- Due to the unique, the Longitudinal Integrated Curriculum has a modified absence policy that is reviewed at orientation
 - In general, limited to 3 days of absence with each preceptor over the course of the year
- Requests must involve clear-cut reasons such as meeting presentation, major events involving close family (weddings, etc.)
- Missed didactic (non-patient facing) curricular content (such as case conference, simulation, etc.) would need to be made up at the discretion of the director.
- Absence that affects the Friday afternoon curriculum needs to be approved by the appropriate course directors for either the College or the University Program. *Please note that all of these Friday absences must be approved separately from any conversation with the clerkship director.*

Absences that would require discussion with the Clerkship/Elective Director, Assistant Dean for Clinical Education, and Society Dean/Physician Advisor:

- Absences greater than allowable (per above) in one Clerkship, Acting Internship or Clinical Elective.
- In the event that any approved leave exceeds allowable from a Clerkship, both the content and time of this additional leave would need to be made up in a fashion acceptable to the Clerkship Director.



Sciences and Art of Medicine Integrated Attendance Policy

For University Program students rotating on any clerkship model¹, attendance at all Sciences and Art of Medicine Integrated (SAMI) sessions in their entirety is mandatory. Students will attend all SAMI sessions including those that occur during elective and research blocks. Students will make-up any missed session (see make-up work below).

Absences may be approved for the following reasons according with the following procedures:

- **Presentations at Conferences:** Students may request to be absent from SAMI to present at a regional, national, or international conference.
 - Students should describe details about the meeting and their role in the conference within the online SAMI attendance system.
- **Personal or Family Emergencies:** A student who requests to be absent from SAMI to attend to a personal or family emergency will be asked to seek approval from their society dean. Students who have been granted permission to miss SAMI for an emergency are then asked to:
 - Submit the request in the online SAMI attendance system.
 - Students should indicate “Personal or Family Emergency” as the indication for the absence.
- **Illness:** Students who are ill enough to miss clinical activities should not attend SAMI sessions. Absence requests must be entered into the online SAMI attendance system as soon as possible, but not more than 48 hours following the missed session.
- **Away Rotations:** Students participating in an away rotation will not be expected to attend SAMI during the rotation.
 - Students should note the course and dates within the online SAMI attendance system.

Make-Up Work:

- Students will be contacted by SAMI leadership with instructions and a deadline for all make-up work. Make-up work will reflect all components of the SAMI session.
- All make-up work must “Meet Expectations” as determined by the SAMI directors.
- Work that “Does Not Meet Expectations” or is submitted after the deadline will constitute an unapproved absence.
- Unapproved absences will result in a “Does Not Meet Expectations” for SAMI.

¹ Models include the traditional block clerkships, CCLC, and Metro LIC.



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Life Events

The medical school acknowledges that unpredictable events affecting attendance can and do occur. When these situations (such as medical emergencies, important changes in life circumstances, parenting issues, etc.) arise, the faculty will work with the student to find a solution. As soon as a student becomes aware of a situation that might affect fulfilling course obligations and attendance requirements, or influence the course of study, it is the responsibility of the student to consult promptly with their Society Dean.

Pregnancy and Parenting:

If a student is pregnant or parenting and needs accommodations, they must review the Policy on Pregnancy and Parenting Accommodations in the student handbook for guidance.

Disability services:

If a student has a condition that may require accommodations, they must apply to the CWRU Disability Services for appropriate guidance and review the Policy on Disabilities and Accommodations in the student handbook.

Religious Practices

The CWRU SOM policy on religious observations follows that of the University. The religious accommodation request procedure is managed through the Office of Equity. The school expects students to use careful discretion in judging the importance of a particular observance. It is the responsibility of the student to inform their Society Dean in advance as to whether or not they will be absent due to a particular religious observance.

Vacations

Student vacations are limited to the periods specified by the official academic calendar.