

## REQUEST FOR CLINICAL CLERKSHIP EXCUSED ABSENCE

NAME \_\_\_\_\_ YEAR \_\_\_\_\_  
SCHEDULED \_\_\_\_\_  
CLERKSHIP \_\_\_\_\_ BLOCK/YEAR \_\_\_\_\_

Students are expected to attend and participate in every session of a clinical clerkship. Excused absences are subject to approval by the Clerkship Director or Clerkship Coordinator and will be accommodated only to the extent that the absence does not interfere unreasonably with the goals and objectives established for the clerkship.

Excused Absences per Year 4 & 5 One-Block Clerkship: 3 days total

Excused Absences per Year Two-Block Clerkship: 6 days total, 3 days per 1 Block

Excused Absences for Year 6 students taking Emergency Medicine: 5 days total

Excused Absences for Year 6 Docent Rotation: 10 days total, 5 days per 1 Block

**Excused absences** from a clinical clerkship must be approved by the Clerkship Director and/or Clerkship Coordinator in writing and will generally be allowed for the following reasons\*:

1. Critical illness, hospitalization, or death of immediate family member (as defined by UMKC bereavement policy: parent, child, spouse, spouse's parents, siblings, grandparents)
2. Hospitalization or illness of self (if student will be absent more than 1 scheduled shift, they must provide a doctor's note)
3. Residency interviews for Year 6 students
4. Presenting at a professional conference, or representing UMKC in an official capacity, plus 1 day of travel as appropriate (Written documentation of meeting role/registration required after receiving permission to attend)
5. Scheduled USMLE Examinations
6. Weddings or family event (strictly planned and approved by Clerkship Coordinator in advance)
7. Unexpected circumstances beyond the students' control (i.e. car problems, delayed start). Documentation and communication with Clerkship Coordinator is required.
8. Student Personal Holidays, as approved by the Office of Student Affairs.

\*Students are expected to schedule planned doctor's appointment outside of assigned clinical duties. For policy clarification, or to inquire about an absence not listed above, please contact the Clerkship Coordinator.

Provision for Self-Care

**1 out of 3 allowed absences in a one block time period may be used for unplanned mental health, emotional stress, or personal issues. If the student is uncomfortable reporting this directly to the Clerkship, they should communicate with Dr. Brenda Rogers (Associate Dean of Student Affairs), who will determine the need to approve and then communicate the absence with the Clerkship while maintaining student confidentiality. \*Approval for these absences is at the discretion of Student Affairs.**

Instructions for Submitting your Request

Students with excused absences are expected to make arrangements with the Clerkship Director for alternative or make-up work. Failure to do so two blocks prior to the clerkship start date will result in an unexcused absence. Students enrolled on Docent Rotation must seek approval for excused absences from the Clerkship Director and/or Coordinator. Family Medicine II – Preceptorship and Continuity Clinic have separate absence policies. Refer to the clerkship syllabus or contact the clerkship coordinator for more information. Consequences of unexcused absences will be determined based on Absence Policy guidelines and may result in a No Credit for the Clerkship.

**STEPS TO FOLLOW:**

1. Student must obtain and complete a “Request for Clerkship Excused Absence Form” from the Curriculum website or student’s ETC.
2. Student must submit the Excused Absence Request form no later than two blocks prior to the clerkship start date.
3. Student must take the completed form to the Clerkship Coordinator FIRST, then the Director, for approval and signatures (do not leave the form to be signed; student must speak directly to the Clerkship Coordinator and Director to obtain their signature). The Clerkship Coordinator will keep approved forms on file for their future reference.

Excused Absence Date(s) \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Clerkship Director \_\_\_\_\_

Clerkship Coordinator \_\_\_\_\_