Student

Student identifies scheduled activity during clerkship

Able to schedule outside of duty hours?

Yes

No

Student has an emergency situation requiring time away

Notifies Clerkship Director, Clerkship Coordinator, and Associate Dean of Clinical Education (as soon as need is known)

Student + Clerkship Leadership

Clerkship leadership team will work with student to try to accommodate student request

Arrangements possible to accommodate request?

Yes

No

No further action required

Student Responsibilities:

- Attempt to schedule non-clerkship related activities outside of normal duty hours
- Communicate all requests with advance notice (as soon as the need is known to the student)
- All communication regarding requests for time off should be done in a professional manner.
- Collect any didactic materials/notes from lectures that they may have missed during their ACD

Absence from Clinical Duties

Activity results in an Absence from Clinical Duties (ACD)

Length of ACD meets criteria for Extended ACD?

Yes

No

Discuss need for make up time with Clerkship Director

ACD Days will need to be made up

Extended ACD Criteria:
1-week clerkship/rotation: ≥ 1 day
4-week clerkship/rotation: ≥ 2 days
6-week clerkship: ≥ 3 days
8-week clerkship: ≥ 4 days

Scheduled Student Activities include:

- Doctors’ Appointments
- Meetings with Discovery Mentors
- Meetings or conferences at which the student is presenting
- Important personal events
- Residency interviews ***
- Religious observances
- Admissions committee interview/tours
- Curriculum committee meetings