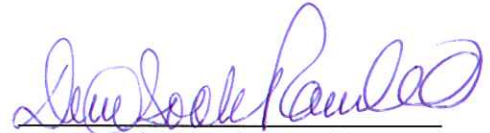


## Edward Via College of Osteopathic Medicine

Policy Order No. S002

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### VCOM Attendance Policy

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#### 1. PURPOSE

The purpose of VCOM’s Attendance Policy is to establish firm guidelines as to appropriate attendance and to describe the ramifications if said policy is not followed. Secondly, this Attendance Policy conforms to Department of Education 24 CFR Parts 600, 602, 603, et al. Program Integrity Issues; Final Rule. Published October 29, 2010. Section §668.22.

#### 2. ATTENDANCE REQUIREMENTS FOR OMS1 AND OMS2 STUDENTS

Students in the OMS1 and OMS2 years are expected to attend all classes with a minimum of acceptable attendance of 85 percent of each course, except for any class, lecture or symposium that is marked as mandatory. Students will be required to make-up lab that are missed (see Excused Absence Policy #S003).

##### 2.1. Mandatory Classes/Labs

The following are considered mandatory:

- a. Anatomy Lab;
- b. OMM lab;
- c. Histo/Pathology lab
- d. Clinical Procedures Skills lab;

- e. Standardized Patients;
- f. Standardized Patient Small Group Reviews;
- g. Simulation lab;
- h. Early Clinical Experiences;
- i. Principles of Primary Care;
- j. Physical Diagnosis;
- k. All testing; and
- l. Additional classes and labs that may be announced as mandatory from time to time.

## **2.2. Mechanism to Verify Attendance – OMS1 and OMS2 Students**

To assure attendance, VCOM will assign seats for each OMS1 and OMS2 student and utilize the cameras located in each of the auditorium classrooms to take a picture of the classroom during every hour of class time. The Department of Medical Education will then randomly check classes each day to assure students are attending. Students must be in their assigned seat to receive credit for attendance, if they are not present in their seat at the time the picture is taken, they will be marked as absent.

Medical Education will maintain all attendance data. Attendance data may be used, as necessary for Promotion Board, the Professional and Ethical Standards Board (PSEB), or the Honor Code Committee. In addition, OMS1 and OMS2 students who exceed 15 percent unexcused absences will be referred to the Promotion Board.

## **3. ATTENDANCE REQUIREMENTS FOR OMS3 AND OMS4 STUDENTS**

Attendance for all clinical rotations is mandatory. Students are required to work a minimum of 20 days in a 4-week rotation period but should not work greater than 12 out of every 14 days or more than 12 hours daily (0700-1900), exclusive of call assignments. For those rotations consisting of shift work such as Emergency Medicine or Hospitalist services, students should work 160 hours for the month.

During 4<sup>th</sup> year rotations, some electives and surgical selectives may be divided into two, 2-week experiences instead of one, 4-week block. For these 2-week rotations, students are required to work a minimum of 10 days or 80 hours if a rotation based on shift work as described above. As noted above, students should not work greater than 12 out of every 14 days and should not work more than 12 hours daily, exclusive of call assignments.

It should be noted that preceptors will have final determination of the distribution of hours, which may vary from this policy.

Any time missed must be remediated during the course of the month for credit to be issued. Students may remediate up to four missed days or 48 hours missed during any rotation period by working on normal days off. However, OMS3 and OMS4 students who have any unexcused absences will be referred to the Promotion Board (absences and remediations must be pre-approved).

### **3.1. Mechanism to Verify Attendance – OMS3 and OMS4 Students**

Clinical site coordinators and preceptors document attendance on the student's rotation evaluation form. This information is reviewed by the Director of Clinical Rotations (OMS3) and the Assistant Director, 4<sup>th</sup> Year Clinical Rotations (OMS4) and the Associate Dean for Clinical Affairs.

## **4. DURATION OF POLICY**

The Attendance Policy established by Administration, Medical Education, and Clinical Affairs is effective as of the date above and shall remain effective until amended or terminated by the President and the Dean and Executive Vice President.