

Attendance Policy for Sessions in Foundations Blocks and Courses Effective autumn 2018

As part of professional development as physicians-in-training, students are expected to make the medical school schedule their highest priority. We expect all students to contribute to group learning and participate in problem solving. Preparation prior to class and active participation during class are critical not only to each individual's success, but to the success of one's fellow students. Ultimately, active participation in groups will better prepare all students for their work in clinical settings.

Required sessions in Foundations Blocks and courses:

- Labs
- Ecology of Health and Medicine *
- Research Methods sessions *
- All lectures/sessions where patients are present
- Small group sessions
- Group learning activities listed as required at the discretion of the block, thread or theme leader
- Class meetings

*Please see the website for details regarding attendance requirements, and requirements for make-up work for missed sessions

Beginning autumn 2018, **attendance at required sessions will be tracked and recorded at all campuses**. At the end of each block, we will notify the block leaders and Foundations deans of the average attendance rates for required sessions for the entire class by campus, as well as for individual students.

Students who do not attend a required session

We do recognize that unexpected circumstances arise, and that students might not be able to attend all required sessions. Students are **not** required to request permission to miss a required session. Although permission to miss a required session is not a requirement, Students **must** notify the UWSOM if they are not able to attend a required session. This allows us to proactively reach out to students if warranted. It is also important for students' professional development to establish the habit of notifying the administration of an anticipated absence prior to the required session early in training, as this is a requirement of trainees and physicians in clinical settings.

It is the student's responsibility to notify the UWSOM by email in advance if unable to attend a required session.

Foundation Phase campus	Email contact (if unable to attend a required sessions)
Seattle	attsea@uw.edu
Spokane	attspn@uw.edu
Wyoming	attuwy@uw.edu
Alaska	attuaa@uw.edu
Montana	attmsu@uw.edu
Idaho	attuid@uw.edu

If there is a **pattern** of insufficient attendance for a particular student, (i.e., < 80% attendance at required sessions) a student may be contacted by the Curriculum, Foundations or Student Affairs dean about an attendance concern, as a lack of attendance may be the result of student distress. Comments about attendance may be included in the narrative assessments in those blocks where students are provided feedback about their preparation, participation, and engagement in small group activities. Students should also be aware that if their status and trajectory are discussed at the student progress committee (SPC), their individual attendance rates will be available to the committee.

Please note that in some blocks, regular attendance may improve a student's overall final score in the block, and absence from required sessions may necessitate make up work. If attendance impacts the grade determination in a block, or if make up work is required for missed sessions, this will be noted in the block syllabus.

Foundations coursework takes priority over elective coursework. You must not sign up for non-clinical electives, preceptorships or shadowing experiences which conflict with your classes and/or Foundations of Clinical Medicine, Hospital tutorials, Primary Care Practicum (PCP) and Ecology of Health and Medicine.

Sessions in Foundations blocks and courses where attendance is expected but not tracked:

- Lectures in which patients are not present

Every attempt will be made to record all Seattle lectures and make them available by podcast. Sometimes technical difficulties make that impossible. It is the student's responsibility to obtain any handouts, lecture notes, or other materials distributed in the large-group lectures.

Examinations

Students must be present for scheduled examinations (including anatomy pin tests) except in the event of personal illness or personal/family emergencies. Permission must be granted for rescheduling an exam, and documentation may be required. The student must contact the Foundations Dean (In Seattle: Assistant Dean for Student Affairs) to reschedule an examination. Students must not schedule make-up exams during any scheduled curricular activity and it is the student responsibility to ensure that exams are not in conflict with a scheduled activity. The block/course director and/or block or course site leader cannot provide permission for an exam reschedule.

Examinations cannot be rescheduled or moved to a different foundation campus for personal events or research presentations.

Attendance in Foundations of Clinical Medicine (FCM) primary care practicum (PCP) and hospital tutorials

Attendance is required for all FCM activities. If you are ill or have an emergency and are unable to attend a session, please contact the appropriate people as soon as possible. Failing to communicate about an absence will result in a Notice of Concern (NOC). Absences due to personal events and research presentations will not be excused.

Curricular Component	Who do I ask for permission?
Orientation and FCM: Immersion	Foundations Dean & FCM course director(s) at your Foundations site
FCM: Clinical Skills Workshops	FCM course director(s) at your Foundations site
FCM: Primary Care Practicum	PCP director at your site and your PCP faculty
FCM: Hospital Tutorials	Your College mentor/hospital tutorial faculty

Immersion

Because of the intense nature of immersion experience, students must participate in all sessions barring personal illness or emergency. Students with an illness or emergency must contact their Foundations Dean (in Seattle: the Assistant Dean for Student Affairs) and the FCM course director(s) at their site as soon as possible. Absences for reasons other than personal illness or emergency are not permitted.

Students missing fewer than 2 calendar days of immersion will need to work with FCM course directors to determine substitute activities or experiences. For absences longer than 2 days, regardless of reason, FCM course directors will consult with Student Affairs to determine if the student can continue in the Foundations curriculum or if matriculation should be deferred to the following year.

Clinical Skills Workshops

Permission for an excused absence due to illness or personal/family emergency must be obtained in advance from the FCM course director(s) at your site. For excused absences, students will work with the FCM director to complete the session requirements. Unexcused absences will be reviewed by FCM directors and will result in an additional assignment and a Notice of Concern. Students with multiple absences during FCM will need to meet with the FCM director at their site to determine if they can continue in the course.

Hospital Tutorials

Interview Days: Students who are scheduled to interview and cannot attend a hospital tutorial due to acute illness should 1) contact their college mentor as soon as possible by phone or text, and 2) contact their fellow students to try to find someone to take their interview spot.

Non-Interview Days: For hospital tutorials at which a student is not interviewing, those with mild illnesses (without fever or GI symptoms), can participate. Those with more severe symptoms should contact their college mentor as soon as possible by phone or text. For serious illness, students may miss one hospital tutorial during FCM; if a student misses more than one hospital tutorial for serious illness, they must make it up with another group at a later time. Any absence for reasons other than serious illness must be made up with another group at a later time.

PCP

If a student needs to miss a PCP session for any reason, they must contact the PCP Director at their Foundations site and the PCP faculty in advance, as soon as they know they may need to be absent. In addition, the student will need to arrange for a make-up session with their PCP faculty member and communicate the make-up plan with the PCP director at their site.

If a PCP faculty member has to cancel a session, the student should try to arrange an alternate activity for that day, if possible (i.e. working with another physician in the clinic). If this cannot be arranged, the student should try to make up the session on another day.

Revised, School of Medicine Foundations Committee, July 22, 2019

Approved, School of Medicine Foundations Committee, June 25, 2018