

# Promise Clinic Attendance Policy

Updated - 7/2011

The privilege of serving as a student doctor at the Promise Clinic requires a four (4) year commitment to your assigned patient(s). In order to maximize the continuity experience of the clinic, attendance by all team members at every visit is ideal. It is the Promise Clinic's policy, therefore, that whenever a patient is scheduled to come to clinic that the patient's entire team be present for the visit.

This policy applies equally to students using time spent at the Promise Clinic for Patient Centered Medicine or volunteer hours. While attendance at the Promise Clinic can be used to fulfill class requirements, the level of commitment, and therefore the time obligation, will almost certainly exceed these class requirements. Students should be aware of this when choosing to become a part of the Promise Clinic.

When a student emails to say they cannot attend an appointment, they must provide a reason, so proper records may be kept by our by our education/attendance committee.

Due to the multitude of demands placed upon medical students, the above ideal cannot always realistically be met. As such, the Promise Clinic has established an attendance committee to review attendance issues on a case-by-case basis. This committee will consist of three members of the steering committee on a rotating basis- specifically: one (1) scheduling coordinator, one (1) education/ attendance coordinator, and one (1) fourth year student director.

The attendance policy will consist of the following:

Any student that accumulates **three (3) absences** (excused or unexcused) will have their specific attendance situation reviewed by the attendance committee. The committee will weigh the student's contribution to his/her team and the detrimental effect of the student's absences to determine appropriate action, if it should be required.

## **Excused absences will include the following:**

- First Years: the Thursday night before an exam, the summer months preceding second year, confirmed illness, and any absence excused by the Student Affairs office. NOTE: Students using Promise clinic for PCM credit MUST have a letter from Student Affairs for all absences other than the Thursday night before an exam.
- Second Years: the Thursday night before an exam, the months of May and June preceding third year, confirmed illness, and any absence excused by the Student Affairs office.
- Third Years: confirmed illness, and any absence excused by the Student Affairs office. \*(see below for Promise Clinic elective credit information and PCM credit information)
- Fourth Years: confirmed illness, and any absence excused by the Student Affairs office. Due to the unique nature of rotations during fourth year, the attendance committee will give latitude to students who have demonstrated commitment to their patients for such events as away rotations and residency interviews. \*(see below for Promise Clinic elective credit information and PCM credit information)

Each student is responsible for providing documentation / evidence to support their excused absence as soon as possible following the absence.

\*In order for the clinic to run effectively, it is essential that an upperclassman (3<sup>rd</sup>/4<sup>th</sup> year) be present every week. Due to the complexities of clinical training, the attendance committee will be lenient for absences necessitated by call schedules or other clerkship responsibilities provided that at least one upperclassman is present to lead the team. If both upperclass (3<sup>rd</sup>/4<sup>th</sup> year) students cannot attend a given night at clinic, it is those students' responsibility to find a substitute student from another Promise Clinic team to cover them for the night. Failure to do so will be considered as a serious infraction by the attendance committee.

**Promise Clinic Elective Credit (3rd/4th years)** - In order to receive two weeks of Promise Clinic elective credit (one week for working during third year and one week for working during fourth year), students must attend all patient visits unless they have an excused absence (as explained above). In addition, students must participate in two teaching sessions each year. Students must give a formal presentation regarding the topic they are assigned to first and second year students.

**3rd Year PCM Credit-** In order to receive PCM credit, students must do 24 hours (8-10 visits) of continuity care work at the Promise clinic. If a third year student does not have a patient likely to come in at least 8 times, the hours can be fulfilled by being on the walk-in team, substituting for members of another team, or doing teaching sessions at the clinic. In addition, students must fill out the continuity care log, provided on the PCM website, and write two reflections regarding their experience at Promise Clinic.

**4th Year PCM Credit-** In order to receive PCM credit, fourth year students must complete 9 hours (or 3 sessions) of teaching, may be on a team or a didactic session. Students are expected to teach and include their fellow team members during the patient visit and take time out during their time out at clinic to cover any relevant topics or clinical skills. In addition, students must have three peer evaluation forms filled out by the members of their team and a final written reflection at the end of the year.

In order to receive both PCM and Promise Clinic Elective Credit, student doctors must meet the requirements for each course separately. Third year students must attend all patient visits (unless they have an excused absence) and do two teaching sessions for elective credit. Additionally, they must make sure they have at least 8-10 visits at the clinic, fill out the continuity care log and write two reflections. Fourth year students must attend all patient visits (unless they have an excused absence) and do two teaching sessions for elective credit. Additionally, they must complete 9 hours (or 3 sessions) of teaching, this teaching may be to their team or a separate didactic session. These sessions must be separate from the teaching sessions done for Promise Clinic elective credit. Students must have three peer evaluation forms filled out by the members and a final written reflection at the end of the year.

*There is one exception to the attendance policy. If a patient develops a chronic condition that requires an unusually high number of visits over an extended period of time- more than 3 visits in an 8-week period with a high likelihood of a continued excessive rate of patient visits, then the team will meet with the attendance committee to discuss the condition of the patient, the chronicity of the illness, the number/frequency of future visits, the level of skill required to manage these visits, and the availability of the team. In this special case, each team member should expect, at a minimum, to attend one of their patient's visits every other month.*

The benefits of Promise clinic are...

3<sup>rd</sup>/4<sup>th</sup> year student doctors – 2 weeks of elective credit

Steering committee members – 4 weeks of elective credit