Student

- Student identifies scheduled activity during clerkship

  - Able to schedule outside of duty hours?
    - Yes
      - Student has an emergency situation requiring time away
    - No
      - No further action required

Student + Clerkship Leadership

- Notifies Clerkship Director, Clerkship Coordinator, and Associate Dean of Student Affairs, Clinical Services (as soon as need is known)
- Clerkship leadership team will work with student to try to accommodate student request
- Arrangements possible to accommodate request?
  - Yes
    - No further action required
  - No
    - Activity results in an Absence from Clinical Duties (ACD)

Absence from Clinical Duties

- Length of ACD meets criteria for Extended ACD?
  - Yes
    - 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
    - Discuss need for make up time with Clerkship Director
  - No
    - ACD Days will need to be made up

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

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