

# CORE AND SELECTIVE CLERKSHIPS TIME-OFF POLICIES AND CORE CLERKSHIP FLEX DAYS POLICY

*as of 04/05/2024*

Time-off request website: <http://webapps1.healthcare.uiowa.edu/timeoff>

The full time-off policy can be found at the time-off request site.

## Reminders:

- Students are expected to attend all scheduled instruction in clinical courses. We know that unanticipated or anticipated absences may arise. All anticipated absences should be communicated as soon as possible with the clerkship via the time-off system.
- As a reminder, students should not ask for the following days off:
  - Orientation day(s)/first day of clerkship
  - OSCE day
  - Exam day/last day of clerkship
- Any absence due to illness or an unanticipated event should be reported to the clerkship contact and clinical staff/team as soon as possible. At their earliest convenience, the student must also submit the unanticipated absence into the time-off system. Failure to do so will result in a professionalism infraction.

All clerkships adhere to the CCOM time-off policy, but many have specific guidelines for their clerkship. Please review clerkship specific guidance when needing to submit time-off requests. Clerkships may request time-off requests weeks in advance of a clerkship start date.

## **FLEX DAYS IN CORE CLERKSHIPS**

Students can request one flex day per 4-, 6- and 10- week core clerkship (excludes Emergency Medicine)

- The following days are not permitted as flex days: orientation, OSCE, mid-clerkship feedback, and end of clerkship exam.
- Clerkship may blackout any other days where there is experiential learning taking place (i.e. experience cannot be replicated in another manner).
- Students must follow the specific clerkship time-off policy and submit their request using the time-off system.
- Each clerkship has a pre-specified maximum number of days or half-days that a student can miss (for any reason). Students who miss more time on the clerkship will be required to complete make-up clinical time (which is the difference between the time off they took, and the maximum time off allowed by the clerkship).

**CORE CLERKSHIPS**

<p>EM:8301 EMERGENCY MEDICINE</p>	<ul style="list-style-type: none"> <li>• Allowed to request up to two days off.</li> <li>• Required to complete seven shifts during the two-week rotation, a one-hour in-person ethics discussion, a ten-minute mid-clerkship evaluation on the second Monday, and exam on the last Friday morning.</li> <li>• Must provide schedule requests at least two weeks in advance of the start of the rotation</li> </ul> <p>No OSCE Not flex day eligible</p>
<p>FAM:8302 FAMILY &amp; COMMUNITY MEDICINE*</p>	<ul style="list-style-type: none"> <li>• Students <u>may</u> take one Flex Day during their 6-week F&amp;CM rotation.</li> <li>• <b>Students must submit their Flex Day request via the CCOM Time Away Request system by 5pm Friday of the first week during the 4-week portion of their rotation. This deadline is for non-urgent requests and will be followed aside from rare exceptions.</b> <ul style="list-style-type: none"> <li>○ <b>For 4+2 students, the deadline for submitting a Flex Day is 5pm Friday of the 1<sup>st</sup> week. For 2+4 students, the deadline for submitting a Flex Day is 5pm Friday of the 3<sup>rd</sup> week.</b></li> </ul> </li> <li>• Eligible weeks are outlined in <b>green</b> below. During these weeks, students already have a ½ day each week dedicated to education (didactics or CBL sessions) and are allowed a ½ day each week to study (aligned with their preceptor’s administrative time). If you choose to use a Flex Day during, you cannot choose the educational ½ days and you cannot <i>also</i> take an additional ½ day to study. In other words, students who opt to utilize a Flex Day must still be in clinic a minimum of 3.5 days/week during these specific weeks. If you do not utilize a Flex Day (a typical week), you must be in clinic a minimum of 4 days/week. If your preceptor is not available enough to meet these minimum requirements, you are expected to work with another provider in clinic to meet these minimum expectations.</li> <li>• A student can only miss a total of 5 days during the entirety of their 6-week F&amp;CM rotation without penalty if all 5 days are excused absences (a Flex Day counts toward this 5-day total). The maximum number of excused absences allowed in the 2-week RMEC component are 2 days. You are not allowed to take a Flex Day during the 2-week RMEC component.</li> </ul> <p>If you have any questions, please don’t hesitate to e-mail the Family and Community Medicine clerkship coordinator at <a href="mailto:fm-clerkship@uiowa.edu">fm-clerkship@uiowa.edu</a></p> <p><b>2+4 model (2 weeks at RMEC then 4 weeks with a Community Preceptor)</b></p> <ul style="list-style-type: none"> <li>• RMEC = Regional Medical Education Center (Sioux City, Des Moines, Mason City, Waterloo, Davenport, or Iowa City)</li> <li>• Weeks 1, 2, and 6 are not eligible for flex days</li> </ul>

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1 (Orientation /RMEC)</b>	Education Day 1	Travel/ RMEC Orientation			
<b>Week 2 (RMEC)</b>			Educational ½ Day (Time Varies)		
<b>Weeks 3-5 (Community)</b>			Educational ½ Day		
<b>Week 6 (Community /Exam)</b>				Travel/ Study	Exam/ OSCE

**4+2 model (4 weeks with a Community Preceptor then 2 weeks at RMEC)**

- RMEC = Regional Medical Education Center (Sioux City, Des Moines, Mason City, Waterloo, Davenport, or Iowa City)
- Weeks 1, 5, and 6 are not eligible for flex days

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1 (Orientation /RMEC)</b>	Education Day 1	Travel/ RMEC Orientation			
<b>Weeks 2-4 (Community)</b>			Educational ½ Day		
<b>Week 5 (RMEC)</b>			Educational ½ Day (Time Varies)		
<b>Week 6 (Community /Exam)</b>				Travel/ Study	Exam/ OSCE

2024 OSCE Dates: Feb 23, April 5, May 17, June 28, Aug 16, Sept 27, Nov 8, Dec 20

IM: 8310  
INTERNAL  
MEDICINE\*

- If a student misses more than 5 Inpatient days or 3 Outpatient half-days they will be required to make-up that time.

2024 OSCE Dates: March 15, June 7, Sept 6, Dec 6

NEUR:8301  
NEUROLOGY\*

Because morning rounds are essential for the clinical learning on the inpatient services, an absence from morning rounds on one of these services (Stroke, Consult/General Ward) is considered a missed day. For clinic (UIHC adult clinic, UIHC pediatric clinic, DSM clinic), a day is defined as any combination of (2) AM or PM half days or a total of 8 hours.

Students may have one excused absence day during the 4-week clerkship without any make-up required. As make-up, a student is typically assigned a

	<p>night shift. Flex days count as an excused absence day. Expected time off should be requested as early as possible but not less than 2 weeks before the start of the clerkship. Requests made for routine reasons after that time will not be granted. More urgent requests (unexpected/unplanned) will be assessed on a case-by-case basis depending on the reasons, the impact to the individual student, and any impact on other learners. All health-related absences will generally be granted as excused, but the one-day absence policy still applies. All requests should be formally submitted online in the student time off system. Students must complete the following procedures to take time off.</p> <p>Instances where routine absence, including flex days, are <b><u>blacked out:</u></b></p> <ul style="list-style-type: none"> <li>• Days within a week already shortened (i.e., orientation, final exam, holiday weeks).</li> <li>• Flex days are not allowed during the block which includes the 2 Thanksgiving holidays</li> <li>• The Monday after Thanksgiving is blacked out</li> </ul> <p>Instances where time is <b><u>restricted:</u></b></p> <ul style="list-style-type: none"> <li>• Assignment in which a student has responsibilities that would impact the clerkship (i.e., mid-clerkship review, stroke team captain, night call); unless the student can arrange for coverage and/or to switch review time or call with another student.</li> </ul> <p>Travel for conferences is limited to two days.</p> <p><b><i>Steps that must be completed before time off is granted:</i></b></p> <ul style="list-style-type: none"> <li>• Student completes the on-line time off request form, indicating the dates/times requested and reason for time off.</li> <li>• Student confirms that the time off request does not fall on a day that's defined as blacked out or restricted.</li> <li>• An email is automatically generated via the time off system to the clerkship coordinator.</li> <li>• The clerkship coordinator is responsible for confirming that the requested date does not fall in a restricted/blacked out period and notifies the student that the request is approved or denied.</li> <li>• If time off is approved, check for and complete any approval conditions (i.e., letting your team, service attending, or preceptor know to expect your absence).</li> </ul> <p>No OSCE.</p>
<p>OBG:8301 OBSTETRICS/ GYNECOLOGY*</p>	<p>For both locations (UIHC and Des Moines), the following blocked-out dates must be considered:</p> <ul style="list-style-type: none"> <li>• Orientation Day</li> </ul>

	<ul style="list-style-type: none"> <li>• Education Day: Jan 24, April 12, July 15, Oct 4</li> <li>• Didactics Every Tuesday Morning (see syllabus for further details)</li> <li>• Midblock meeting (mid-clerkship)</li> <li>• DEI session</li> <li>• OSCE 2024 dates: Feb 16, March 29, May 10, June 21, Aug 9, Sept 20, Nov 1, Dec 13</li> <li>• Shelf Exam Day</li> </ul> <p>At UIHC, during the two-weeks of specialty clinics, students will have, on average, one-half day off per week for studying or to use as they wish. Students requesting time off during the specialty clinic weeks will forfeit this study time.</p> <p>If a student’s use of a flex day or need for other time off (sick, requested time away, etc...) decreases their time on either the Benign Gyn or Gyn Onc service to less than 3 days, the student will be scheduled for an inpatient Gyn weekend shift in order to provide adequate inpatient Gyn experience and to allow for a quality evaluation.</p> <p>Coordinator will send an introductory email to students scheduled for UIHC and DSM 2-3 weeks prior to your OBGyn clerkship. <b><u>ALL time-off requests are DUE according to the date/time specifically noted in their email</u></b> (this will typically mean requests are due about 2 weeks prior to start of your OBGyn clerkship).</p> <p>All students are expected to be present at all clerkship required or essential activities (listed as blocked-out dates) and assignments unless they have communicated an illness with the clerkship team. Weekends are still considered part of the clerkship and should not be assumed to be free of assignments.</p> <p>No Flex days will be granted one day prior to nor one working day after a holiday or any requested time off from the clerkship. Furthermore, a maximum number of students requesting a Flex Day for the same date may be determined if circumstances require such a decision and will be at the discretion of the clerkship team.</p>
<p>PEDS:8301 PEDIATRICS*</p>	<p><b>All student time-off requests are due two weeks before the start of the rotation. All medical/urgent needs should be communicated to the Clerkship Coordinator.</b></p> <p>Pediatrics Clerkship blocked-out dates:</p> <ul style="list-style-type: none"> <li>• Orientation Day</li> <li>• Education Afternoons</li> <li>• Didactic Afternoons</li> </ul>

- Last Week of Clerkship
- Shelf Exam Dates: *February 22, April 4, May 16, June 27, August 15, September 26, November 7, December 19*
- OSCE Dates: *February 23, April 5, May 17, June 28, August 16, September 27, November 8, December 20*

### **Flex Days**

Students may request 1 flex day during the clerkship. Students must request this day at least one business day in advance (i.e., Friday for Monday, Monday for Tuesday, etc) and may not fall on any blocked-out dates. No flex days will be granted one day prior or after a holiday. The maximum number of students requesting a flex day for the same date may be determined at the discretion of the clerkship team. The guidelines above will still apply so students will need to make sure they will be present for the minimum number of half-days on each block.

If you have any questions about the absence request system or how to utilize it, please contact your clerkship coordinator.

### **Pediatric Time Off Guidelines**

By following the time off guidelines below, students will be present for 20 of the 25-27 schedulable days of the Pediatric Clerkship. When a block includes a holiday, the expectations will be that students will be present for the same number of days (20). Clerkship will communicate changes in the event schedule is impacting student's requirements to pass. If a student were to be absent and not be present for the minimum required number of half-days due to illness or other approved days off, time would need to be made up before passing the clerkship.

- Iowa City
  - Inpatient: 12 half-days plus 1 weekend morning
  - Specialty: 14 half-days
  - Newborn Nursery: 3 half-days
  - General Peds: 8 half-days
- Des Moines
  - Inpatient: 20 half-days plus 1 weekend morning
  - Specialty: 6 half-days
  - Newborn Nursery: 6 half-days
  - General Peds: 6 half-days

This time off policy allows for orientation, education half-days, assigned study half-days, the final exam, and the OSCE. **The expectation is that students will be present in clinic/inpatient for more than the minimum number of days per block.** This policy has been developed to address those times when students are ill or have other circumstances arise that require them to miss clinic/inpatient.

	<p>All time off must be submitted through the time-off system.</p> <p>Students will need to submit time-off requests prior to schedules being released. All urgent requests will need to be communicated to clerkship coordinator as soon as possible.</p> <p>More specific information about the hours and requirements of each service can be found on the Pediatrics ICON site.</p>
<p>PSYC:8301 PSYCHIATRY*</p>	<ul style="list-style-type: none"> <li>• Students are allowed to request up to two days off during the four week clerkship. Requests must be submitted through the time off system two weeks prior to the start of the rotation.</li> <li>• Students who have approved absences beyond one full day, regardless of the reason for the absence, will make up the time by working an additional weekend day for each subsequent day missed. Weekend shifts will consist of rounding with your inpatient team and working with the residents on call to match the time missed. (This is in addition to the weekend on call shift required for each student).</li> <li>• Time off may not be taken during orientation, the OSCE, or final shelf exam.</li> <li>• Students are expected to be in clinical care every weekday/assigned weekends unless a time off request has been approved.</li> </ul> <p><i>Flex Day Policy:</i> One missed day (“flex day”) is permitted during the 4-week clerkship without additional work hours to make up missed time. Students are expected to request planned time off at least two weeks prior to the start of the clerkship to assist clerkship leaders in schedule planning. Flex days requested within two weeks of the start of the rotation or after the rotation has begun will be considered only if they do not conflict with scheduled requirements of the rotation (i.e., mid-clerkship meetings, individually assigned clinic times, etc.). We value students’ role in the care of patients and request judicious use of allotted time off from this short rotation.</p> <ul style="list-style-type: none"> <li>• 2024 Orientation Dates: Jan 16, Feb 12, March 11, April 8, May 6, June 3, July 8, Aug 5, Sept 3, Sept 30, Oct 28, Nov 25</li> <li>• 2024 OSCE Dates: Feb 1, Feb 29, March 28, April 25, May 23, June 20, July 25, Aug 22, Sept 19, Oct 17, Nov 14, Dec 12</li> <li>• 2024 Shelf Exam Dates: Feb 9, March 8, April 5, May 3, May 31, June 28, Aug 2, Aug 30, Sept 27, Oct 25, Nov 22, Dec 20</li> </ul>
<p>SURG:8301 SURGERY*</p>	<p>Flex days should be requested <b>at least two full weekdays</b> in advance and are subject to approval.</p>

	<p>Surgery blackout dates:</p> <ul style="list-style-type: none"> <li>• Orientation Day</li> <li>• Education Day: Jan 24, April 12, July 15, Oct 4</li> <li>• OSCE 2024 dates: Feb 16, March 29, May 10, June 21, Aug 9, Sept 20, Nov 1, Dec 13</li> <li>• NBME Exam Day</li> <li>• Acute Care Surgery (ACS) weeks- reach out to coordinator if unsure of your dates</li> <li>• Week 6 of the clerkship</li> <li>• Case presentation days</li> <li>• Monday following Thanksgiving</li> </ul> <p>Students may miss 1 day (including flex day) without having to make-up time.</p>
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\*Flex Day eligible clerkship

**SELECTIVE CLERKSHIPS (not flex day eligible)**

<p>ANES:8301 ANESTHESIA</p>	<ul style="list-style-type: none"> <li>• Up to two excused absences is allowed.</li> <li>• If a student requests a morning off, it is considered a full day absence, as most clinical learning takes place in the morning in the ORs.</li> </ul>
<p>DERM:8301 DERMATOLOGY</p>	<p>Follow the CCOM time-off policy.</p> <p>Students should not ask for the following days off:</p> <ul style="list-style-type: none"> <li>• Mondays, 8:00 AM-12:00 PM</li> <li>• Thursdays, 1:00-5:00 PM</li> <li>• Exam Day</li> </ul>
<p>OPHT:8301 OPHTHALMOLOGY</p>	<p>Medical students are required to attend every lecture and assigned clinic/OR during the 2 week clerkship.</p> <p>There are two independent days, one each week, built into the schedule for each student. This is time dedicated for students to complete the interactive content and watch the additional videos for the course.</p> <p>These days may be used for medical appointments, conferences, COC, etc. We are happy to try and accommodate these commitments, but prior approval is required.</p> <p>In the case of urgent situations these rules apply: No time off will be granted on the first or last day of the clerkship.</p>
<p>ORTH:8301 ORTHOPEDICS</p>	<p>No clerkship specific information, follow the CCOM time-off policy.</p>



OTO:8301 OTOLARYNGOLOGY	Allowed up to 2 absences in a 2-week rotation. Anything over 2 days will need to be made up.
RAD:8301 RADIOLOGY	<ul style="list-style-type: none"><li>• Clerkship hours are 7:30 am – 4:00 pm M-F</li><li>• Requests for time off on orientation day and exam day will be approved in extenuating circumstances only.</li><li>• Expected time off should be requested as early as possible but not less than 1 week before the start of the clerkship. Requests made for routine reasons after that time may not be granted.</li><li>• All requests should be formally submitted online in the student time off system.</li><li>• A make-up assignment is required if the student misses 4 hours or more.</li></ul>
URO:8301 UROLOGY	Allowed up to 2 absences in a 2-week rotation. Any time missed over 2 days will need to be made up, at the discretion of the Urology Clerkship Program Director.