Family Medicine Clerkship Policies

ABSENTEE POLICY:

This being a required clerkship, missed days are not allowed. If an absence is anticipated and is necessary, you must notify the clerkship director at least two weeks prior to the date to be missed. (If an emergency absence arises, notification should be provided to the clerkship director or coordinator and to your clinical site within 24 hours of the day missed.) You will be required to provide the date of your absence as well as the reason for the time off.

The clerkship director must then approve the time away. PLEASE NOTE, that if the director does not feel that the reason behind the absence is enough to warrant lost time, he or she may decline the absence. Therefore, it is STRONGLY recommended that you notify the clerkship director or coordinator AND get approval for the absence prior to making any definitive arrangements (ie: flights, etc.)

With few exceptions, you are required to make up any time lost on the clerkship. Since this is a clinical rotation, most often the student chooses to attend evening or weekend office hours at his/her preceptor's site or at an alternate clinic. The clerkship coordinator will assist you with scheduling make up hours in any way possible. Please be aware that, due to office hours and preceptor availability, occasionally these hours need to be spread out over several weeks and can not always be accommodated rapidly. The student's grade will remain incomplete until his/her required responsibilities are fulfilled. Thereafter, a final grade will be submitted as quickly as possible.

LATE POLICY:

Preceptors and residents are all instructed to report any unexplained student absence or tardiness. This report is made through the clerkship director and is passed on to Dr Harvey's office. Recurrent tardiness, unexplained absences, or "disappearances" are considered unprofessional behavior and will affect your clerkship grade.
MEDICAL STUDENT DUTY HOURS

A. Duty hours are defined as all clinical and academic activities related to the clinical student program, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from the clinical site.

B. Duty hours are averaged over a four-week period, inclusive of all in-house call activities and must be limited to 80 hours per week on average.

C. Averaged over a four-week period, inclusive of call, students must be provided with 1 day in 7 free from all educational and clinical responsibilities. One day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities.

D. It is the responsibility of the Clerkship Director, faculty, and the individual student to ensure full compliance with both the letter and spirit of these respective duty hour requirements.

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