

## Clinic Attendance & Absence Policies

**If a student has more than two absences on a clinic rotation, they cannot be accurately graded by the faculty supervisor and will not receive a passing grade for that rotation. These absences include clinic closures and holidays.**

### Planned Absences

- Notify the Associate Registrar at least **two weeks in advance** by posting on the Moodle Clinic Substitute Request database. As long as a clinic sub is found, the Associate Registrar will notify the clinic and clinic supervisors of the excused absence. If no substitute is found, you are required to submit the Clinic Absence Approval Form with the supervising doctor's signature (excusing you without a substitute) to the Associate Registrar prior to the shift.
- The supervising doctor has the authority to approve or deny a planned absence request. Absence requests may be denied if you have prior absences or there will be upcoming clinic closures.
- If requesting an absence during the first week of the term, submit a petition for an excused absence to the Center for Academic Success. If your absence is denied, you may appeal the decision by completing the Clinic Absence Approval Form with the faculty supervisor's signature excusing you. This must be completed at least 10 days in advance of the shift.

### Unplanned absences

- Contact the supervising practitioner about the absence. If unable to reach the supervisor directly, leave a voicemail/email message for them.
- Notify the appropriate front desk staff or community clinic representative.
- Notify the Associate Registrar via voicemail or email message.
- Review the patient schedule for that day. Consult with the rotation's supervising faculty to determine which, if any, patients should be rescheduled with the student for another time and which, if any, patients should be seen that day with an alternate student.
- Provide documentation of birth attendance to the Associate Registrar.
- If calling in sick the first week of the term, provide the Associate Registrar with a doctor's note before the second week of the term.

### Unexcused Absences

Students will be docked 20 clinic hours for any unexcused absences.

### Make-up Shifts

Students are responsible for tracking their total clinic hours required for graduation and may make up hours missed through absence by substituting or completing extra holiday shifts. "Guesting" or sitting in on clinic shifts is not allowed.

### Calling in sick

Call 503.552.1606 (voicemail is fine) or email [ljohnson@nunm.edu](mailto:ljohnson@nunm.edu) to notify the Associate Registrar. Call the clinic front desk/community clinic representative and call or email the supervising doctor.

**Students who fail to adhere to the absence policy will receive an unexcused absence, and will be docked 20 hours.**