

Standard Operating Procedures for Missed Mandatory Course and Clinical Work

Pursuant to the Attendance Policy, these standard operating procedures apply to courses/clerkships in the Foundations of Clinical Care (FCC) and Immersion (IMM) Phases.

MAKING UP IN-PERSON CLINICAL TIME

Should in-person clinical time be required to be made up, the student and course/clerkship director will work collaboratively to determine the best timing to make up the clinical work. When missed clinical experiences are made up is at the student's and course/clerkship director's discretion. This will depend on multiple factors including the student's schedule as well as the availability of space in the clinical environment. When making up in-person clinical time:

- In-person clinical time may be made up on weekends, evenings, or breaks, assuming availability of space in the clinical environment.
- In-person clinical time may be made up during FCC electives. This would require a waiver of the elective requirement. (See Curriculum Requirements policy for details).
- Make up of in-person clinical activities must not take precedence over other course work for which the student is currently enrolled.
- For FCC, if missed in-person clinical time cannot be made up over the course of the FCC phase, it is strongly encouraged that this be made up at the beginning of the dedicated Step study period. For MSTP students, arrangements must be made to complete missed clinical time prior to the completion of Step study time.
 - If unable to make up the missed FCC in-person clinical requirements before starting Section 09 of Immersion Phase, the student must take a Flex month in Section 09 to complete the clinical requirements. Students may enroll in Section 09 PLAN.

For any course/clerkship in which missed in-person clinical experiences are being made up with virtual clinical experiences, virtual clinical experiences may include but are not limited to:

- Self-directed case-based study
- Simulation
- Telemedicine encounters
- Virtual conferences
- Virtual lectures
- Virtual MCT encounters
- Virtual or online cases
- Virtual rounds

In the rare circumstance when missed in-person clinical experiences need to be made up with virtual clinical experiences, course/clerkship directors will have a prepared list of virtual activities in which the student could engage. The student and course/clerkship director will work collaboratively to develop a make-up plan, and this plan must meet the requirements as described in the Attendance Policy.

The creation of a make-up plan is intended to be student-driven with the approval of the course/clerkship director. While students will be given guidelines and a menu of opportunities for virtual clinical experiences, they will be required to:

- Propose a make-up plan based on the course objectives and their personal learning goals
- Seek course/clerkship director approval through the formal absence request process
- Document completion of the make-up plan, including a log of virtual experiences
- Complete the make-up plan in the manner and timing that was mutually agreed upon by the student and course/clerkship director

MAKING UP EXAMS

For courses/clerkships with required examinations (e.g., shelf exam), the timing of the examination should be discussed with the course/clerkship director.

GRADING

Students will receive an incomplete until the make-up plan (including any virtual and in-person activities) is completed.

PROGRESS AND PROMOTIONS

Students can be given a provisional promotion to the Immersion Phase contingent on satisfactory completion of their missed FCC in-person clinical requirements (see MD Student Progress and Promotion policy).