

**Davao Medical School Foundation
College of Medicine
SY 2018-2019**

Supplemental Policy for Fourth Year Clerks - IMD

From: Office of the Dean

**To: Department Chairpersons
Course Coordinators
Clinical/Field Preceptors
Clinical Skills Program Head and Staff
Review Program Head and Staff
Fourth Year Students
Parents and Guardians**

Please be informed of the following supplementary policies in attendance for SY 2018-2019 to wit:

I. Rationale of Attendance Policy:

Regular attendance in all modules (including clinical skills training) is essential to learning process and good work habits. In order to obtain the best possible education, it is important for students to attend clinical/community activities on a daily basis. Preceptor-student-patient teaching-learning interactions are lost when a student is not present in the clinics or in the community. In addition, students who fail to develop responsible attendance habits will approach their professional practice at a distinct disadvantage. The entire process of education requires regular active participation in order to achieve continuity of instruction and learning experiences. As such, students are expected to be in attendance everyday throughout the clerkship program. For a student to graduate at the end of the clerkship program, and receive a diploma, one must fulfill and pass all academic requirements in each module within prescribed period, and must have an attendance rate not less than 80% of the total curriculum hours per module. In other words, a student cannot be absent (excused and unexcused) for more than 20% in any module (twelve days in an eight-week module, three days in a two-week module or 6 days in four-week module) or else she/he will receive no credit in that module. In every special case (for excused absences only), a student can make an appeal in writing to the Office of the Dean who will be entertained and evaluated on a case-to-case basis.

A. Excused Absences

Absences that are considered EXCUSED include:

- a. Illnesses that require hospitalization;
- b. Contagious diseases;
- c. Death in the immediate family (parent, sibling, child);
- d. Court appearance;
- e. In special cases, attendance to official activities as mandated by the Office of the Dean (supported by a Dean's Memo)

Such absences must be supported with official documentation (e.g. medical certificate coming from the dean's office, laboratory result/s, death certificate, and/or court order) and submitted to the course coordinator and/or preceptor within two working days from the time the clerk reports back from duty; Medical certificates issued by relatives will not be honored. Likewise, medical certificates from attending physician should be presented to the office of the dean for validation within two working days from the time the clerk reports back for duty. Student should be aware that forgeries and other forms of deceit are serious offenses that will be dealt with accordingly (e.g. repeat rotation, suspension, or expulsion from school). All other absences are considered unexcused.

B. Unexcused Absences

Unexcused absences represent truancy. Unexpected absences occur when a student is absent for reasons not stated above, and/or those that are illegitimate and unacceptable such as leaving his/her post after checking in for duty and/or class. Students who are truant from clinical/community/class activities will be required to make up (refer make up policy) for such absences to ensure actual learning experiences.

C. Make Up Policy

Students who incur absences (20% or less) and other deficiencies must compensate for the lost learning experience/s. However, for a student to graduate at the end of the clerkship program, she/he MUST complete all deficiencies before the LAST DAY of filing for graduation. A student who cannot complete his/her deficiencies before said deadline will not be included in the next graduation exercise. Students who incur beyond 20% limit shall repeat the module.

In addition,

1. Excused absences will be compensated on 1:1 basis (i.e. for every one missed day, this will be compensated by one day of clinical or community service);
2. Unexcused absences will be compensated on a 1:3 basis (i.e. for every one missed day, this will be compensated by three days of clinical or community service);
3. Serving of clinical deficiencies should be upon the discretion and approval of the chairperson within the present modular rotation. There will be remediation period of three days hence, clearance for each clinical module and enrollment should be done within the modular rotations;
4. The students have to fulfill all the requirements of the clinical rotations to be able to be cleared from the department. Failure to comply with all the requirements at the end of rotation will receive an INCOMPLETE (INC) grade for which compliance should be done within one week. Failure to submit after one week, the INC grade will be changed to FAILURE in that particular module.
5. Serving of deficiencies for absences (excused and unexcused) that will require make-up days BEYOND the LAST DAY of filling for graduation has to continue his/her clerkship training with the next clerkship program, unless an appeal is forwarded to the Dean for re-consideration.
6. Printed name and signature in the attendance logbook must be done personally. No one is allowed to print the name or sign another clerk's name. Violation of this provision and other provisions stated in the Handbook will receive appropriate sanctions.

D. Tardy Policy/Late to Clinics (or Class)

A doctor should be punctual at all times. To develop this attribute, the school will strictly monitor student tardiness at all times. A student is considered tardy when s/he reports beyond the scheduled TIME IN set by each module (including clinical skills and review classes). As such, all students are expected to be in their post BEFORE the scheduled TIME IN. Being late for more than thirty minutes, the student is considered absent. Not registering and signing IN properly and on time will result in the following disciplinary action/s:

1. The first instance of tardy will result in 4 hours extension.
2. For the second time the student is tardy, the student will be required to serve 8 hours of clinical or community service in the module where s/he is tardy.
3. Being tardy more than two times will be equivalent to absent for each incident and will be required to serve three times of the post on that instance the student is tardy.

E. Requirements

A portfolio for each student will contain all cases that the students have encountered in the clinics. In order to have such a file, databases are required to be accomplished immediately after each duty. The deadline of each will be on the following day upon signing in. Late databases will be given a grade of 50%.

F. Prescribed Uniform

It is important to differentiate medical students from other hospital personnel. The differentiation will create a different set of expected competencies and knowledge.

1. Students are required to wear the prescribed uniforms (white round neck t-shirts under their short sleeved blazers) for 24 hours.
2. Scrub suits will be worn only in designated sterile areas (operating room, delivery room, nursery or neonatal intensive care units) and in the DMSF simulation center during skills laboratory and simulation sessions.
3. Female clerks with long hair are required to tie it.
4. Black and brown colored hair are allowed. Other hair colors are not.
5. Fingernails must be kept clean and short. Use of nail lacquer (nail polish) are not allowed.
6. Use of dangling jewelries and other accessories are not allowed.

Non-compliance will result to the following sanctions:

ORIENTATION: WARNING

1st offense: 4 hours extension

2nd offense: 8 hours extension

More than 2nd offense: 8 hours per offense

Failure to adhere on these provisions will be marked ABSENT: 1:3 sanctions

G. Out of Post

Students are required to be in their post when they report to the hospital they are assigned to. When a clerk cannot be located on his or her designated post without prior notice sanctions will be (post x 3) hours every incident. If the student is on 24 hour post and is found to be out of the post she/he will have a three 24 hours sanction.

H. Misbehavior

A student is required to behave professionally in the hospital and community, hence any misbehavior not covered by this supplemental guideline will be referred to the student handbook. If such incident may happen a student is required to make incident report to be submitted to the Dean's office within one week from the incident for further investigation.

For your strict guidance and compliance.

Revised June 2018

ACKNOWLEDGMENT

I, _____, a fourth year medical student hereby acknowledge to have received and understood the supplemental policy, and that I will abide by this policy.

I understand that failure to abide will mean denial of entry to the next module or even graduation.

Clerk's Name and Signature

Date

Witnesses:

Name and signature

Name and signature

