

**Nova Southeastern University
Dr. Kiran C. Patel College of Osteopathic Medicine**

Policy Update:	Absence from Rotation
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	December 12, 2017
Student Handbook Issue:	Clinical Training Manual

The Absence from Rotation policy has been updated to correct an error. The original policy, which can be found on pages 14-15 of the Clinical Training Manual, is updated with the following, with the change made to item 4, Residency Interviews:

D. Absence from Rotation

1. Total Allowable Absences per Rotation

Students are permitted no more than two (2) days of absence from one 4-week block of a given rotation. Similarly, one (1) day of approved absence is permitted from half rotations or 2-week block rotations (pertains to OMS-4 electives only).

If a student misses a total of three (3) or more days per block of any rotation for any reason, even if the three (3) absences were considered approved absences, the student may receive a failing grade and the entire rotation may have to be repeated. The same applies to an absence of two (2) or more days from a 2-week block rotation.

2. Planned Absences

All excused absences from an assigned rotation **MUST BE WRITTEN AND PREAPPROVED** by all of the following:

- Preceptor of the rotation (Note: resident physicians are not eligible to approve student absences),
- Clinical Assistant Dean of the hospital core clinical campus (if applicable), AND
- The Office of Osteopathic Clinical Education.

3. Emergencies:

In the event of an emergency, sudden illness, or whenever prior approval cannot be obtained, the Office of Osteopathic Clinical Education must be notified immediately of the emergency situation. A written explanation from the student must be sent to the Office of Osteopathic Clinical Education, as well as the site's Clinical Assistant Dean, and preceptor, as soon as possible. When applicable, supporting documentation must be included with the explanation.

Students are not automatically allowed time off for any reason. Absences will be monitored by the Office of Osteopathic Clinical Education, the site preceptor and the Clinical Assistant Dean.

Any absence not reported to the Office of Osteopathic Clinical Education within one business day may result in disciplinary action.

Time spent away from the rotation site during regular duty hours for lectures, conferences, and other programs conducted at outside hospitals or universities must be approved, in advance, by the supervising physician of the rotation site.

4. Residency Interviews

OMS-4 students may be permitted two (2) additional days of excused absence during one Rural & Urban Underserved rotation for the purpose of residency interviews. All requirements as listed above apply and requests for these additional days off must be accompanied by proof of residency interview(s). These additional days off will be counted against the 20 days of allotted independent study time.

5. OMS-3 M3 Come Home Day

Students will be required to travel to the NSU Davie campus for their assigned “M3 Come Home” days. Assigned dates are presented in prior sections II, A, 1 and II, A, 2. Additional details regarding this program requirement to be on campus will be supplied by the Office of Osteopathic Clinical Education. This day does not count towards the two (2) days of absence allowable per rotation.

6. COMLEX Level 1 Study

There is no time allowed during the M3 year for study for COMLEX Level 1. The month of June following the M2 year is allotted for this purpose.

If a student finds he/she will require extra time to study for COMLEX Level 1, he/she should discuss any available options with the Assistant Dean of Medical Education or Assistant Dean of Osteopathic Clinical Education.

7. COMLEX Level 2CE Study:

CLASS OF 2018, only:

Block #13 of the M3 academic year, June 5 – July 2, 2017, is reserved as a mandatory Board Study block. There may be several exceptions to this rule at the discretion of the Office of Osteopathic Clinical Education, but each student will be allotted no less than 4weeks for COMLEX Level 2CE preparation time during their M3 year.

CLASS OF 2019, only:

Blocks #11 and #12 are assigned to each student as either the mandatory COMLEX Level 2CE Board Study rotation or an M3 core rotation. The rotations are assigned by the Office of Osteopathic Clinical Education and cannot be changed. Students not adhering to this policy may face disciplinary action.

8. COMLEX Examination Travel:

Students are allowed only the day before and the day of any COMLEX-USA examination as excused absences from their clinical rotation site.