

Attendance Criteria for Timetabled Teaching and Learning in Year 3 during periods of clinical placements

This document outlines the attendance criteria for students in Year 3 of the MBChB. It relates specifically to 4 timetabled activities within each student week of Blocks 1-5 covering in total 24 weeks.

Attendance requirements for other activities in Year 3 are considered separately (eg Applied PEP, SSCP).

The following principles apply:

- Students are required to attend ALL timetabled teaching events and clinical timetabled sessions
- Students must report all absences with a valid reason for absence. Failure to inform or provide a valid reason for absence will constitute a professionalism issue. If there is a pattern of behaviour that warrants further investigation this will be considered further by the Hospital Dean, Year 3 Lead or delegated individual. Students requiring support will be referred to Student Welfare and Professionalism Support (SWAPS).
- Failure to attend 80% of sessions over the 24 week period of teaching associated with the clinical blocks constitutes a failure to meet the attendance requirements; students will not be allowed to sit the end of year examinations and will have to repeat the entire year, including all placements and assessments, including their PPDPortfolio and APEP. Students may be referred to Health and Conduct Committee, depending on circumstances.

Please refer to the Handbook for specific Progression arrangements.

Attendance Monitoring and Referral

Each of the timetabled teaching sessions must be monitored via attendance registers. These should be uploaded to the Medlea system for monitoring and oversight. Each base sector hospital is required to timetable the sessions using Medlea.

The sessions included in this monitoring are:

- Themed-case discussions

- Patient-centered consulting
- Clinical skills teaching
- Clinical debrief

It may also include other sessions specified by the Year 3 lead for which attendance is required and for which students are given reasonable notice.

Students who fail to meet the attendance criteria (80%):

- at the end of Block 2 (12 weeks) may be referred to Health and Conduct Committee if there is a documented pattern of poor attendance in previous academic years, or if there are other reasons to believe the student's professionalism is impaired.
- at the end of Block 5 (24 weeks) may be referred to Health and Conduct Committee AND Progression Committee (see above regarding sanction for poor attendance)

Definition of Absence

Students who have not been verified as attending sessions via the attendance registers and logged to Medlea will be deemed absent. Students must arrive at the timetabled starting time of the session. Late attenders will be deemed absent unless they provide adequate mitigation.

Although registers are normally taken at the beginning of the session, registers may be taken at other times. Students are required to attend each session fully. If a student leaves a session early they may be marked as absent for the full session. Leaving a session early without permission is a professionalism issue.

Mitigating Circumstances for Unapproved Absence

Students are required to report unavoidable absence **prior** to sessions if they have reason to believe they cannot attend for reasons such as illness or hospital appointments. Students must self-report ALL absences to their sector administrator within 48 hours and include mitigation using the appropriate reporting form. Failure to self-report absence will

constitute a professionalism issue and warrant referral to the Hospital Dean in the first instance. Mitigation for extreme weather or severe travel disruption will be considered on a case-by-case basis, pending verification by the Hospital Dean.

System Generated Alerts and Monitoring

A cumulative attendance will run throughout Blocks 1-5. Students, administrators and faculty will be alerted at agreed thresholds of attendance to ensure students are offered appropriate support and guidance.

Approved Absence

Where a student plans to be absent for any period of teaching, they must first get permission for this absence from the Hospital Dean, or their delegated individual. All absences, approved and unapproved and for whatever reason, will count against the attendance requirement.

Rescheduling of teaching

Teaching sessions cannot be rescheduled to accommodate student absence. Sectors will always advise students on how they may remediate for any teaching they have missed.

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