

Dalhousie Department of Medicine
Med 3 Clerkship Leave Request Policy
Organizational Procedures

Once a leave request has initially been approved by UGME:

UGME will contact the Department of Medicine Clerkship Director and Education Coordinator with the student's request for leave. The leave form **must** be attached to this email.

The Education Coordinator will then undertake the following process:

- The leave request must be submitted at least 6 weeks in advance of the rotation. If the leave request form is submitted less than 6 weeks in advance of the rotation (unless it is an emergency/exceptional circumstances), the request will automatically be declined.
- The leave request will be reviewed to determine if it meets the Rules and Guidelines (see below). If the leave request does not meet all of these requirements, then the leave will be denied and an email will be sent to UGME indicating that the leave request has been denied and the reason for denial will be indicated. A copy of the email will be sent to the DoM Clerkship Director.
- If the leave request meets the Rules and Guidelines, a review of other approved leaves will be noted to see if any other students in A1 or A2 rotations are away during this time (requests are reviewed on a first come-first serve basis)
- The call schedule numbers will be checked and the effect this request will have on call (if any) will be noted

If the request meets the requirements of the Education Office, the request will be sent to the Clerkship Director for final approval.

Final approval:

- The Education Coordinator will forward the leave request, with above outlined, to the Clerkship Director and suggest the approval of leave.
- The Clerkship Director will respond with final approval to the Education Coordinator. If the leave is denied, the reason for denial will be provided to the Education Coordinator.
- Once the leave has been approved, the Divisional Faculty Member Clerkship Contact and Undergraduate Assistant for the division will be notified of the leave.

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- All information regarding leave approval will be stored and managed by the Education Coordinator on the S:Drive, which is accessible by all
- The Education Coordinator will inform UGME that the requested leave is approved by the Department of Medicine or if the leave is denied by the Clerkship Coordinator, the reason for denial will be provided.

Students will be notified within 1 week of the Department of Medicine receiving the request, whether their leave has been approved or not.

Rules & Guidelines:

- Leave will not be granted for the first day of the 12-week Internal Medicine Clerkship when orientation is provided
- No time off will be approved within the A3Geriatrics rotation
- The maximum time off during the A3Subspecialty two week selective will be one day
- The maximum leave that can be requested from A1 or A2 rotations is 3 days
- A maximum of 3 days of leave can be requested from the 12-week Internal Medicine Unit
- The first request for a leave from an A1 or A2 rotation will be granted (if all other requirements are met). Leave requests by additional students will not be approved if there are insufficient remaining clerks to make up a 1:4 call schedule.
- Clerks who take leave will be required to do the same number of call days as their peers in the rotation