RELEVANT LCME STANDARDS:
12.4 Student Access to Health Care Services

PURPOSE AND SCOPE:
Active participation in the medical education program is a critical component of the professional development of a physician. Lack of attendance for any reason does not relieve you from responsibility for material covered during that absence.

POLICY:
You must notify their course and/or clerkship director, and small group preceptor, about any anticipated or sudden absence from a required didactic or patient care session. You should make certain you have the appropriate phone, email, and/or pager numbers to carry out this responsibility. Absences due to illness for more than two (2) days require you to send a written doctor’s note to Student Affairs. Absences from examinations will only be accommodated under extreme circumstances (see Missed Exam Policy).

I. Security IDs

We use your security ID serves to track attendance for all large group mandatory sessions in the lecture halls. You must scan your ID before the session starts. Failure to do so will result in an unexcused absence from the mandatory session. You may scan in as early as 30 minutes prior to session start.

II. Religious Observances

The School of Medicine recognizes and respects the religious beliefs and practices of its students and seeks to accommodate you reasonably within the requirements of the academic schedule. If
you anticipate being absent because of religious observance, you must request permission two weeks in advance (see notification guidelines below).

In the event that you are unable to complete an examination or assessment due to a religious observance, we will give you the opportunity to make up the examination or assessment. We will not charge any fees for making available an opportunity to make-up the missed examination or assessment due to religious observance.

III. Jury Duty

The School of Medicine cannot excuse students from Jury Duty. For a first deferral in New York, you have the chance to select a date when you are available. First-year students should defer to summer; second-year students should defer to board study time or elective time in their third year; third-year students should defer to their fourth year during their elective period, and fourth-year students should find time during elective time (avoid peak interview time, when possible).

When requesting a deferment, you should go in person with a student ID. The Court has allowed deferments even for more than a year in several cases. You can go to the Court at any time before the assigned date or on the assigned date, and you can pick a time that works best for your schedule. Jury Duty is an excused clerkship absence, but you will have to make up all missed time. We recommend you use flexible time as suggested above.

You can try calling 646-386-5960 to avoid the visit downtown if this is after your first deferment. You may also request a letter from the Registrar that states your full-time status at the Icahn School of Medicine.

PROCEDURES

I. Security IDs

You will receive a security ID from the Security Department when you arrive for Orientation in their first year. Per Mount Sinai Health System policy, students and employees must wear IDs at all times while on hospital grounds. Security IDs must be visible and hang above the waist.

If you lose your ID, you must go to the Security Department on the MC level of Guggenheim immediately to replace it. There is a modest fee for ID replacement. You must also go to the Office of Curriculum Support in Annenberg 13-40 to register your ID for the attendance system immediately after receiving your new ID.

II. Regarding Illnesses

If you have concerns about your ability to function as a clerk or about the risk that you might transmit an infection to patients because of an illness, you should contact the clerkship directors. The faculty and staff in Medical Education are here to help you through any challenges that arise.