Policy Number:	**HSM LTR 4.02AP**
Policy Name:	**Medical Program Attendance Requirements**
Applicability:	**Bond Medical Program**
Contact Person:	**Dean of Medicine**
Policy Status:	**Ratified**
Date of approval:	**29th September 2022**
Date last amended:	**May 2022**
Date of next review:	**December 2023**
Related policies:	**Assessment Policy TL 3.5.1**
	Support for Students Policy SS 5.8.2
	Elite Athletes' Policy SS 5.4.8
	Student Code of Conduct Policy SS 5.2.1

Years 1 - 5 Student Guides (*ref: Medical Program iLearn site specific to cohorts***)**
Medical Program Rules of Assessment and Progression (*ref: Medical Program iLearn site applicable to all cohorts***)**

1. OVERVIEW

Medical programs are intensive and include lectures, seminars, workshops, tutorials, laboratory, practical sessions, clinical skills sessions, and placements. This combination of learning opportunities at Bond are purposefully designed and delivered to guide students towards meeting intended learning outcomes. The expectation is that students attend all sessions.

Absences can be an early warning sign of personal issues and affect a student's development of competencies. This can result in being underprepared for the next stage of the program or readiness for internship. This policy is to support each student to achieve their full academic potential through early identification of, and response to personal and academic issues.

2. THE POLICY

This policy provides students guidance for circumstances (such as serious illness, family illness, death in the family, jury duty and religious holidays) which may prevent students from attending any part of the program. The Policy also supports students to manage absences and still achieve their intended learning outcomes where possible. It outlines procedures similar to those found in the workplace, and it is essential that students always act professionally and provide notification of absences when they are unable to attend. Notification of absences must be recorded on the e-Portfolio application (Osler platform), accompanied by medical certificates or other supporting documentation. Regardless of the reason and supporting documentation, all incidents will contribute to the absenteeism. Reasons and supporting documentation will be taken into consideration when a student's attendance is reviewed.

It is the student's responsibility to ensure they adhere to the Attendance Policy and be aware of their attendance status. Students should contact the Office of Student Affairs and Service Quality with any concerns: SASQ_HSM@bond.edu.au**.**

3. **ATTENDANCE**

For this policy, the Bachelor of Medical Studies is referred to as phase 1 and the MD as phase 2.

Phase 1

Students are expected to attend all sessions and check-in through the e-Portfolio.

Phase 2

Students are expected to attend all clinical shifts but are not required to check-in on the e-Portfolio, but students may elect to use the platform to log hours and are highly recommended to create DNAs (Did Not Attend) for days absent, along with any supporting documentation. Attendance is collected by placement providers and is given to the Medical Program, and in addition attendance on rotation forms part of the competency-based criteria on the In-Training Assessment (ITA).

Students in the MD are expected to attend all teaching sessions and check-in through the e-Portfolio. These include but not limited to:

- Clinical site or on-campus teaching sessions such as back-to-base, clinical skills sessions or tutorials, or case studies
- All site-specific teaching sessions, including discipline specific sessions that maybe at different sites
- Additional sessions identified as published on the iLearn website.

For both The Bachelor of Medical Studies and the MD: Should any sessions be rescheduled, it is anticipated that students will be informed of the updates / changes within one (1) to two (2) working days of the date of the rescheduled or additional session via the iLearn website. Students may be asked to also sign a paper attendance register in addition to checking-in / checking out of the e-Portfolio.

3.1 ABSENCES

Absences in this policy include but are not limited to:
- Failure to check-in
- Failure to check-out
- Late arrival
- Late check-in
- Early exit
- Non-attendance at check-in sessions

3.2 NOTIFYING OF AN ABSENCE PRIOR TO A SESSION

If a student is aware of upcoming absences from session/s they should enter a DNA via the Future Sessions section on e-Portfolio. All DNAs are required to have a reason entered and supporting documentation uploaded (see section 3.4). If a student is aware they will be absent for more than 5 days due to any circumstance, they should contact the Phase 1 or 2 Student Support Lead to discuss the impact to their learning.

3.3 DID NOT ATTEND (DNA) A SESSION

A DNA will occur for any sessions where there is a fail to check-in/late check-in on e-Portfolio. All DNAs are required to have a reason entered and supporting documentation uploaded.

3.4 SUPPORTING DOCUMENTATION

MEDICAL GROUNDS
If absent for 1 or 2 consecutive working days due to illness, a medical certificate is not required, however an explanation for the absence must be provided on the e-Portfolio. Medical certificates already obtained can be uploaded to e-Portfolio as supporting documentation.

If absence exceeds 2 or more consecutive working days due to illness, a Bond University Student Medical Certificate completed by a registered medical or dental practitioner* is required stating**:**

- the date on which the medical or dental practitioner examined the student.
- the duration of the complaint expressed as a medical opinion. Certificates merely reporting the student's account of an illness will not be accepted.
- that in the practitioner's opinion the student was unable to attend the check-in session due to the medical condition.

  *(**Registered medical or dental practitioner: 1) should not be a relative of the student; 2) should not present a conflict of interest; 3) should reside in and be registered in Australia.)*

NON-MEDICAL GROUNDS

If based on non-medical grounds the Notification of Absence/DNAs must include a reason on e-Portfolio and where possible should be accompanied by supporting documentation explaining the unexpected and/or exceptional circumstances. (e.g., sole carer needing to attend to a family emergency). The following reasons are not considered unexpected or exceptional:

- Travel or holiday arrangements.
- Misreading the timetable.
- Events and sporting commitments that are not at a state, national or international representative level (see 3.5)

Supporting documentation for both medical and non-medical reasons must be lodged within two (2) working days from:

- the date of the event (unexpected circumstances) OR
- the expiration date of the medical certificate.

3.5 ABSENCE DUE TO SPORTING RELATED ACTIVITIES

For notification of absences applicable to sporting-related activities refer to the Elite Athletes' Policy SS 5.4.8. Notification should be submitted to e-Portfolio as a DNA. This should be submitted no less than two (2) working weeks prior to the start date of the planned absence.

3.6 REPLACEMENT SESSIONS

There are no guaranteed make-up or replacement sessions for those missed by students. A DNA will apply in circumstances where replacement sessions can or cannot be organised, students are strongly encouraged to be proactive in remediating any learning deficiencies arising where appropriate.

3.7 ABSENTEEISM, REMEDIATION AND SUPPORT

Phase 1 Bachelor of Medical Studies

Absences greater than or equal to 15% of sessions in a single semester or academic year may result in a student being notified by an automated email generated by the e-Portfolio.

When absences reach greater than or equal to 25% of sessions in a single semester and/or across an academic year, the student will be required to meet with the Phase 1 Student Support Lead. This will be a discussion and clarification meeting about their absences, with a review of how the Medical Program may support them as per the Support for Students Policy SS 5.8.2.

Students who exceed the 25% non-attendance will be permitted to sit the end-of-semester/end of year examinations at the discretion of the Dean of Medicine, following review of any extenuating circumstances and further clarification from the student. If students have repeated absences above 25% in sequential semesters and perform below the cut score in those semester exams they have been permitted to sit, a meeting with the Dean or delegate will be arranged and a decision will be made as to whether they will be allowed to sit the next semester or end of year exam as per the Assessment Policy TL 3.5.1.

Phase 2 Doctor Medicine (MD)

PER ROTATION

Absences greater than or equal to three (3) clinical shifts within a clinical rotation and/or 15% of the teachingsessions may result in a student being notified by email for a clarification meeting. The student may be invited to meet with their Phase 2 Student Support Lead to discuss their absences and review how the Medical Program may support them as per the Support for Students Policy SS 5.8.2.

Absence of five (5) clinical shifts and/or 25% of teaching sessions for the rotation may result in the student being unable to meet the workplace-based requirements for the given rotation. The student will be required to meet with their Phase 2 Student Support Lead for discussion and clarification. A Fail (F) grade for that rotation may be recorded (regardless of ITA result).

During the Year 5 Critical Care and Orthopaedics (CCO) rotations, absences of three (3) clinical shifts in any 2- week component may result in a grade of Fail.

ACROSS THE ACADEMIC YEAR

Students may receive notification when their non-attendance reaches **seven (7) or more clinical shifts** acrosstheir academic year. The student will be invited to meet with their Phase 2 Lead to discuss their absences and review how the Medical Program may support them as per the Support for Students Policy SS 5.8.2. The student may require academic and/or personal support.

If it is determined that a student has an absence of more than ten (10) clinical shifts across their academic year and/or 25% of teaching sessions for the year the student may be referred to the Dean of Medicine or delegate for a clarification meeting.

At the discretion of the Board of Examiners, a student who has not been previously identified as a Student Requiring Academic Support or Personal Support and has provided independent documentation of absence as documented in section 3 of this policy, may be permitted to complete scheduled assessments and to continuein the program. If the student does not fulfil those requirements a meeting with the Dean or delegate will be arranged and a decision will be made as to whether the student will be allowed to complete scheduled assessments and continue in the program as per the Assessment Policy TL 3.5.1.

4. PROFESSIONALISM AND USE OF THE E-PORTFOLIO

Actions, when submitting notification of absence for either planned or retrospective absence, such as checking in from a different geographical location to the actual teaching site or leaving after checking in without suitable notification could be considered fraud. This will be considered misconduct and as per the signed Medical Program Charter and Student Code of Conduct Policy SS 5.2.1 is grounds for immediate referral to the Chair of the Faculty Disciplinary Committee (FDC).