

UGME Absences Due to Illness Policy

Pre-Clerkship Students must contact the UGME office by email (ugme@dal.ca) and copy appropriate Tutors, Preceptors, and/or LRC Coordinators no less than one hour in advance of the sessions when missing curriculum due to illness. If you do not have access to email/internet, you must ensure you provide UGME with the names of all parties you have contacted to report your illness. One45 will have the details of your sessions (excluding electives preceptors). You do not need to provide a medical note to verify your illness unless you will be deferring an exam or you have an extended absence of more than 3 days. Notification to the UGME office is essential so that your responsibilities can be modified. If you miss Clinical Skills sessions, please refer to the ***Clinical Skills Manual*** posted on the UGME website for information regarding missed session remediation requirements.

Clerkship

A clinical clerk who becomes ill should notify the attending physician (or as instructed in Unit orientation) and the UGME office (ugme@dal.ca) no less than one hour in advance of the start of clinical duty to ensure that responsibilities are transferred to others. Leaving a message with the hospital switchboard or ward clerk is not considered adequate notification. If you do not have access to email/internet, you must ensure you provide UGME with the names of all parties you have contacted. One45 will have the details of your sessions (excluding electives preceptors). You do not need to provide a medical note to verify your illness unless you will be deferring an exam or you have an extended absence of more than 3 days.