

Policy Number:	HSMLTR 4.02AP
Policy Name:	Medical Program Attendance Policy
Applicability:	Bond Medical Program
Contact Person:	Dean of Medicine
Policy Status:	Ratified
Date of approval:	2021
Date last amended:	January 2021
Date of next review:	January 2022
Related policies:	Assessment Policy – TLR 4.01 Student Support Policy – COR 4.01 Elite Athletes’ Policy – TLR 3.02 Student Handbook Part 2: Academic Regulations Student Handbook Part 3: Discipline Regulations HSM – Management of Allegation of Student Misconduct Years 1 - 5 Student Guides (<i>ref: Medical Program iLearn site specific to cohorts</i>) Medical Program Rules of Assessment and Progression (<i>ref: Medical Program iLearn site applicable to all cohorts</i>)

1. OVERVIEW

Medical programs are by nature intensive and include lectures, seminars, workshops, tutorials, laboratory, practical sessions, clinical skills sessions, and placements. This combination of learning opportunities at Bond are carefully designed and scheduled to guide students towards meeting intended learning outcomes. ***Students are required to attend ALL sessions that are identified as compulsory sessions. Students are also strongly advised to attend non-compulsory sessions.***

Absence from the learning environment can potentially affect a student’s development of competence and potentially result in being underprepared for the next stage of the program or readiness for internship.

2. THE POLICY

This Policy is broken down into two parts, Phase 1 (Year 1,2 and 3) and Phase 2 (Years 4 and 5). This Policy provides students guidance for when there are circumstances such as serious illness, family illness, death in the family, jury duty and religious holidays, which may prevent students from attending a scheduled compulsory session or placement. The Policy also aims to support and assist students to manage absences and still achieve their intended learning outcomes where possible. This Policy outlines procedures like those found in the workplace, it is essential that medical students always act professionally and provide notification of absence for ALL compulsory sessions that they are unable to attend.

Notification of absence for compulsory sessions must be recorded on the e-Portfolio application on the Osler platform, accompanied by medical certificates or other supporting documentation. All absences, regardless of the reason and supporting documentation will contribute to the absenteeism threshold. However, reasons and supporting documentation will be taken into consideration should a student’s attendance be reviewed.

It is the student’s responsibility to ensure that 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. PHASE 1 – Years 1, 2 and 3

Medical students are expected to attend 100% of the following compulsory sessions:

- Small Group Learning (SGL)
- Bond Virtual Hospital (BVH) tutorials
- Clinical sessions (including clinical skills, procedural skills, clinical communication skills, physical examination skills, volunteer patient sessions and standardised patient sessions)
- Placements Additional sessions identified as compulsory in the Timetable and published on the iLearn website.

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 sign an attendance register in addition to checking-in on e-Portfolio, where required.

3.1 ABSENCES

Absences in this policy includes but not limited to:

- Failure to check-in
- Failure to check-out
- Late arrival
- Late check-in
- Early exit
- Non-attendance at compulsory sessions

3.2 NOTIFYING OF AN ABSENCE PRIOR TO A SCHEDULED COMPULSORY SESSION

If aware of upcoming absences from session/s please create a DNA (Did Not Attend) via the Future Sessions section on e-Portfolio. All DNAs are required to have a reason entered and supporting documentation uploaded (3.4).

3.3 DID NOT ATTEND (DNA) SCHEDULED COMPULSORY SESSION

A DNA will be triggered 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).

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 advised as a reason on 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 [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 compulsory session on the scheduled date 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 considered unacceptable:

- 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 Student-Athlete Policy - TLR 3.02](#). As per point 2.1, 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. On the occasion that a missed session can be rescheduled, the original DNA will still contribute towards the absenteeism threshold. A DNA will still apply in circumstances where replacement sessions cannot be organised, students are strongly encouraged to be proactive in remediating any learning deficiencies arising due to absence and where appropriate.

Attendance at a placement is linked to competency and progression to the next year. Students should follow the guidelines which are detailed in under the Placements Tab on the relevant year iLearn site. Students are also required to complete and submit the [Application for Extension of Assessment Items](#) form. If approved by the Phase 1 Lead, one reallocation of placement will be arranged before the end of semester, where possible.

3.7 ABSENTEEISM TRESHOLD, REMEDIATION AND SUPPORT

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

Absences that reach greater than or equal to 25% from scheduled compulsory sessions in a single semester and/or across an academic year, will be required to meet with the Phase 1 Lead for discussion and clarification from the student. Students will only 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. Inability to sit the end-of-semester/end of year examinations due to review outcome may result in a grade of Fail (F) recorded for the specific year*.

**At the discretion of the Board of Examiners, Executive Dean or delegate, a student who to this point is not 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 sit the end of year examination and/or continue in the program.*

4 PROFESSIONALISM AND USE OF THE E-PORTFOLIO

Misrepresentation when submitting notification of absence for either planned or retrospective absence, checking in from a different geographical location to the actual teaching site, or leaving after checking in without suitable notification. These actions could be considered as fraud and a form of misconduct as per the signed [Medical Program Charter](#) and University student Code of Conduct within the [Part 3 Bond University Disciplinary Regulations](#) and is grounds for immediate referral to the Chair of the Faculty Disciplinary Committee (FDC) for review.

5 PHASE 2 – Years 4 and 5

Students in Phase 2 of the Medical Program are expected to check in/out of all compulsory teaching sessions scheduled through the e-Portfolio on e-Portfolio.

Students in Phase 2 are not required to check into placement shifts including the e-lective, but students may elect to use the e-Portfolio platform to log hours and are highly recommended to create DNAs for days absent, along with any supporting documentation (Point 5.5).

Medical students enrolled in Phase 2 of the Medical Program are expected to attend all learning opportunities including but not limited to:

- Clinical site or on-campus teaching sessions such as back-to-base, clinical skills sessions or tutorials, or case studies (check in using the e-portfolio will be required for these sessions)
- All site-specific rostered shifts (including discipline specific shifts that maybe at different sites)
- Additional sessions identified as compulsory and published on 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.

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.

5.2 ABSENCES

Absences in this policy includes but not limited to:

- Failure to check-in
- Failure to check-out
- Late arrival
- Late check-in
- Early exit
- Non-attendance at compulsory sessions

5.3 NOTIFYING OF AN ABSENCE PRIOR TO A SCHEDULED COMPULSORY TEACHING SESSION

If aware of upcoming absences from session/s please create a DNA (Did Not Attend) via the Future Sessions section on e-Portfolio. All DNAs are required to have a reason entered and supporting documentation uploaded.

5.4 DID NOT ATTEND (DNA) SCHEDULED COMPULSORY TEACHING SESSION

A DNA will be triggered 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.

5.5 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 advised as a reason on 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 [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 compulsory session on the scheduled date 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 considered unacceptable:

- 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

5.6 ABSENCE DUE TO SPORTING RELATED ACTIVITIES

For notification of absences applicable to sporting-related activities refer to the [Elite Student-Athlete Policy - TLR 3.02](#). Students should follow the guidelines which are detailed in under the Placements Tab on the relevant year iLearn site to advise any absences. If the absence is during any teaching sessions, ensure a DNA is created on e-Portfolio as per point 5.4. This should be submitted no less than two (2) working weeks prior to the start date of the planned absence.

5.7 REPLACEMENT SESSIONS

There are no guaranteed make-up or replacement sessions for those missed by students. An absence will still apply in circumstances where replacement sessions cannot be organised. Students are strongly encouraged to be proactive in remediating any learning deficiencies arising due to absence and where appropriate.

Attendance at a placement is linked to competency and progression to the next year. Students should follow the guidelines which are detailed under the Placements Tab on the relevant year iLearn site. Students are also required to complete and submit the [Application for Extension of Assessment Items](#) form.

5.8 ABSENTEEISM THRESHOLD, REMEDIATION AND SUPPORT

PER ROTATION

Absences greater than or equal to three (3) rostered shifts within a clinical rotation and/or 15% of compulsory scheduled teaching sessions may result in a student being notified by email for a clarification meeting. The student may 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 Student Support Policy ([COR 4.01](#)). The student may require academic and/or personal support.

Absence of five (5) rostered shifts and/or 25% of compulsory scheduled 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 Lead for discussion and clarification. A Fail (F) grade for that rotation may be recorded (regardless of ITA results)*.

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

Failure of two (2) rotations results in failure of the year-based subject (as per Medical Program Rules of Progression)

ACROSS THE ACADEMIC YEAR

Students may receive notification when their non-attendance reaches **seven (7) or more rostered shifts** across their 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 Student Support Policy ([COR 4.01](#)). The student may require academic and/or personal support.

If it is determined that a student has an absence of more than ten (10) rostered shifts across their academic year and/or 25% of compulsory scheduled 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, Executive Dean or delegate, a student who to this point is not 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 sit the end of year examination and/or continue in the program.*

6 PROFESSIONALISM AND USE OF THE E-PORTFOLIO

Misrepresentation when submitting notification of absence for either planned or retrospective absence, checking in from a different geographical location to the actual teaching site, or leaving after checking in without suitable notification. These actions could be considered as fraud and a form of misconduct as per the signed [Medical Program Charter](#) and University student Code of Conduct within the [Part 3 Bond University Disciplinary Regulations](#) and is grounds for immediate referral to the Chair of the Faculty Disciplinary Committee (FDC) for review.