Student Absence and Lateness Policy:
Clinical Skills
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<td>20/3/19</td>
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1. Scope
This policy clarifies the expectations for; student doctors, student physician associates and CSTLC staff, when dealing with incidents of absence and/or lateness in student attendance, in relation to timetabled educational activities within the CSTLC.

2. Absence
2.1 Sickness
Due to the nature of the delivery of clinical skills sessions, the department is unable to facilitate alternative sessions due to sickness (please see school attendance policy for guidance on sickness reporting).

2.2 Unauthorised Absence
No alternative sessions will be facilitated due to failure to attend a scheduled session.

2.3 Authorised Absence
Authorised absence must be granted by the Director of Medical Studies, via the MBChB office at least 14 days prior to the teaching session.

Students will be informed of the Director’s decision within seven days prior to the event, at which point the student must forward their authorisation form to clinical skills. This must be sent no later than 5 days before the scheduled teaching session, to clinicalskills.mbchb@liverpool.ac.uk. Every effort will be made to offer the student an alternative session.
2.4 Occupational Health Appointments

Every effort will be made to facilitate an alternative session for occupational health appointments scheduled by the University. The student should inform the department as soon as possible and provide evidence of their appointment time to clinicalskills.mbchb@liverpool.ac.uk.

3. Lateness

This policy and procedures developed to manage lateness, aim to ensure sessions start promptly and that all students in attendance receive the same allocated teaching time and are not disadvantaged by late start times or disruption.

If a student arrives late to their allocated session, staff must follow the lateness procedure (please see appendix 1 for flowchart).

In all cases of lateness where a student is not permitted to attend the session, no alternative session will be provided.
Appendix 1 - Lateness Flowchart

Session starts on time.
(One member of staff stays on signing in desk for 5 minutes to greet late students)

Student arrives late

Within 5 minutes of session start time?

Yes

Has the student signed the late register for a previous session?

No

Student dismissed – marked as absent

Yes

Student dismissed – marked as absent

Student must sign and date late register – Student is permitted to attend session and warned that they will be turned away for any subsequent late attendance during current academic year.
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