

# **CORE AND SELECTIVE CLERKSHIPS TIME-OFF POLICIES AND CORE CLERKSHIP FLEX DAYS POLICY 2025**

*as of 12/17/2024*

Time-off request website: <http://webapps1.healthcare.uiowa.edu/timeoff>

The full time-off policy can be found at the time-off request site and in the CCOM Student Handbook:  
<https://medicine.uiowa.edu/md/student-support/student-handbook/absences>

## **Reminders:**

- Students are expected to attend all scheduled instruction in clinical courses. We know that unanticipated or anticipated absences may arise. All anticipated absences should be communicated as soon as possible with the clerkship via the time-off system.
- As a reminder, students should not ask for the following days off:
  - Orientation day(s)/first day of clerkship
  - OSCE day
  - Exam day/last day of clerkship
- Any absence due to illness or an unanticipated event should be reported to the clerkship contact and clinical staff/team as soon as possible. At their earliest convenience, the student must also submit the unanticipated absence into the time-off system. Failure to do so will result in a professionalism infraction.

All clerkships adhere to the CCOM time-off policy, but many have specific guidelines for their clerkship. Please review clerkship specific guidance in this document when needing to submit time-off requests. Clerkships may request time-off requests weeks in advance of a clerkship start date.

In clinical medicine, it is common to work on weekends, therefore it has been noted in the clerkship guidelines below which core and selective clerkships have weekend responsibilities. On those clerkships, students will need to include weekend requests in their time-off requests.

## **FLEX DAYS IN CORE CLERKSHIPS**

Students can request one flex day (vacation day) per 4-, 6- and 10- week core clerkship (excludes Emergency Medicine)

- The following days are not permitted as flex days: orientation, OSCE, mid-clerkship feedback, and end of clerkship exam.
- Clerkship may blackout any other days where there is experiential learning taking place (i.e. experience cannot be replicated in another manner).
- Students must follow the specific clerkship time-off policy and submit their request using the time-off system.
- Each clerkship has a pre-specified maximum number of days or half-days that a student can miss (for any reason). Students who miss more time on the clerkship will be required to complete make-up clinical time (which is the difference between the time off they took, and the maximum time off allowed by the clerkship).

## CORE CLERKSHIP SPECIFIC GUIDANCE (in addition to CCOM Policy)

<p>EM:8301 EMERGENCY MEDICINE</p>	<ul style="list-style-type: none"> <li>• Allowed to request up to two days off.</li> <li>• Required to complete seven shifts during the two-week rotation, a one-hour in-person ethics discussion, a ten-minute mid-clerkship evaluation on the second Monday, and exam on the last Friday morning.</li> <li>• Must provide schedule requests at least two weeks in advance of the start of the rotation</li> </ul> <p>No OSCE Not flex day eligible</p> <p><b><u>Weekend Responsibilities:</u></b> Yes</p>
<p>FAM:8302 FAMILY &amp; COMMUNITY MEDICINE*</p>	<p><b><u>Brief Description of Clerkship Structure</u></b> This 6-week clerkship is comprised of a 2-week placement at a RMEC (Regional Medical Education Center) and a 4-week placement with a family physician in a community-based practice. The RMEC locations are Davenport, Des Moines, Iowa City, Mason City, Sioux City, and Waterloo. The community preceptorship locations are across the state of Iowa. Student preferences are taken into account, and students receive placements closer to the start of their clerkship. Students will be assigned to either of the following schedules:</p> <ul style="list-style-type: none"> <li>• '2+4 Schedule' = Rotation with the RMEC placement during weeks 1 and 2 and the community preceptorship during weeks 3-6. (All Davenport students will be on the '2+4' schedule.)</li> <li>• '4+2 Schedule' = Rotation with the community preceptorship during weeks 1-4 and the RMEC placement during weeks 5 and 6.</li> </ul> <p>During the 4-week placement with a community preceptor, students are expected to attend all professional activities with their preceptor, <u>including night/weekend call</u>, if applicable. Students must limit their attendance of these night and weekend activities if they would breach student duty hours, in which case students should communicate this to their preceptor.</p> <p><b><u>Total Time Off</u></b> A student can only miss a total of 4 days during the entirety of their 6-week F&amp;CM rotation without penalty, if all 4 days are excused absences (a Flex Day counts toward this 4-day total). The maximum number of excused absences allowed in the 2-week RMEC component is 2 days. Total time away from the rotation includes a Flex Day, medical absences (illness or required appointments), family leave (bereavement, funeral, family illness requiring caregiving, family emergency), and conference leave.</p> <p><b><u>Absences for Conferences</u></b> Time away for conference attendance is limited to 1 day, and time away for a conference presentation is limited to 2 days. Specific circumstances can be reviewed by the clerkship team to see if additional time can be granted in extenuating circumstances. (For example, if a student has been accepted to present at a major national or international conference and flight availability necessitates additional time.)</p>

### Flex Days

- Students may take one Flex Day during their 6-week F&CM rotation.
- Students must submit their Flex Day request via the CCOM Clinical/Pre-Clinical Time Off system by 5 pm Friday of the first week of their assigned 4-week preceptorship. This deadline is for non-urgent requests and will be followed aside from rare exceptions.
  - For students on a '4+2' schedule, the deadline is 5pm on Friday of the 1st week.
  - For students on a '2+4' schedule, the deadline is 5pm on Friday of the 3rd week.
- Eligible weeks are outlined in blue in the schedule below. During these weeks, note the following circumstances for Flex Day requests:
  - Students have a half-day each week dedicated to formal educational activities (didactics or CBL sessions), but students cannot miss these sessions for a Flex Day.
  - Students are scheduled for 4 clinic days per week, plus the educational half-day and a half-day for independent study. If taking a Flex Day, students must still complete 3.5 clinic days. If a Flex Day does not overlap with the study half-day, the student must work in clinic during the study half-day. If the preceptor is unavailable, the student should identify another provider with whom they can work. Study half-days typically align with the preceptor's administrative time.
- Weeks 3 and 4 are eligible for a Flex Day request for both 2+4 and 4+2 schedules.

If you have any questions, please don't hesitate to email the Family & Community Medicine clerkship coordinator at [fm-clerkship@uiowa.edu](mailto:fm-clerkship@uiowa.edu)

### Days Eligible for Flex Day Requests for a 2+4 Schedule

- Weeks 1, 2, and 6 are not eligible for a Flex Day

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (Orientation/R MEC)	Education Day 1 (Iowa City)	Travel & RMEC Orientation	Community Agency Experiences (Time Varies)		
Week 2 (RMEC)	Educational ½ Day (Time Varies) Community Agency Experiences (Time Varies)				
Weeks 3-5 (Preceptorship)			Educational ½ Day Wednesday PM		
Week 6 (Preceptorship/ Exams)				Travel/Study DSM NBME Exam	NBME Exam + OSCE

	<p><u>Days Eligible for Flex Day Requests for a 4+2 Schedule</u></p> <ul style="list-style-type: none"><li>Weeks 1, 5, and 6 are not eligible for a Flex Day</li></ul> <table><tr><th></th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th></tr><tr><td><b>Week 1</b> <b>(Orientation/ Preceptorship)</b></td><td>Education Day 1 (Iowa City)</td><td>Travel +/- RMEC Orientation</td><td></td><td></td><td></td></tr><tr><td><b>Weeks 2-4</b> <b>(Preceptorship)</b></td><td></td><td></td><td>Educational ½ Day Wednesday PM</td><td></td><td></td></tr><tr><td><b>Week 5</b> <b>(RMEC)</b></td><td colspan="5">+/- RMEC Orientation on Monday Educational ½ Day (Time Varies) Community Agency Experiences (Time Varies)</td></tr><tr><td><b>Week 6</b> <b>(RMEC/Exams)</b></td><td colspan="3">Community Agency Experiences (Time Varies)</td><td>Travel/Study DSM NBME Exam</td><td>NBME Exam + OSCE</td></tr></table> <p><b><u>2025 OSCE Dates:</u></b> Feb 21, April 4, May 16, June 27, Aug 15, Sept 26, Nov 7, Dec 19</p> <p><b><u>Weekend Responsibilities:</u></b> Yes</p>		Monday	Tuesday	Wednesday	Thursday	Friday	<b>Week 1</b> <b>(Orientation/ Preceptorship)</b>	Education Day 1 (Iowa City)	Travel +/- RMEC Orientation				<b>Weeks 2-4</b> <b>(Preceptorship)</b>			Educational ½ Day Wednesday PM			<b>Week 5</b> <b>(RMEC)</b>	+/- RMEC Orientation on Monday Educational ½ Day (Time Varies) Community Agency Experiences (Time Varies)					<b>Week 6</b> <b>(RMEC/Exams)</b>	Community Agency Experiences (Time Varies)			Travel/Study DSM NBME Exam	NBME Exam + OSCE
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IM: 8310 INTERNAL MEDICINE*	<ul style="list-style-type: none"><li>If a student misses more than 5 Inpatient days or 3 Outpatient half-days they will be required to make-up that time.</li><li>Not permitted as days off/Flex Days: orientation, Wednesday education days, OSCE, mid-clerkship feedback meeting, and end of clerkship exam.</li></ul> <p><b><u>2025 OSCE Dates:</u></b> March 14, June 6, Sept 5, Dec 5</p> <p><b><u>Weekend Responsibilities:</u></b> Yes</p>																														
NEUR:8301 NEUROLOGY*	<p><b>Expectations</b></p> <ul style="list-style-type: none"><li>All requests must be formally submitted through the time-off system.</li><li>Expected time off – including flex days – should be requested as early as possible, but no later than two weeks prior to the start of the clerkship.</li><li>Requests made for routine reasons after that time will not be granted.</li><li>More urgent requests (unexpected/unplanned) will be assessed on a case-by-case basis depending on the reasons, the impact to the individual student, and any impact on other learners.</li><li>Health-related absences will generally be granted as excused.</li><li>Students may have one excused absence day during the 4-week clerkship without any make-up required. Flex days count as an excused absence day.</li><li>A day is defined as any combination of two AM or PM half days, or a total of 8 hours.</li><li>Because morning rounds are essential for clinical learning on inpatient services, an absence from morning rounds on one of these services (Stroke, Consult/General Ward) is considered a missed day.</li><li>Travel for conferences is limited to two days (and will require make-up of at least one day)</li></ul>																														

	<p><b>Certain weeks/days are blacked out for time off:</b></p> <ul style="list-style-type: none"> <li>• Orientation week <ul style="list-style-type: none"> <li>○ Calendar year 2025: Weeks of January 13, February 10, March 10, April 7, May 5, June 2, July 7, August 4, September 1, September 29, October 27, November 24</li> </ul> </li> <li>• Final Exam Week <ul style="list-style-type: none"> <li>○ Calendar year 2025: Weeks of February 3, March 3, March 31, April 28, May 26, June 23, July 28, August 25, September 22, October 20, November 17, December 15</li> </ul> </li> <li>• The block that includes the two Thanksgiving holidays</li> <li>• Flex days are not allowed during the block which includes the two Thanksgiving holidays.</li> <li>• The Monday after Thanksgiving</li> </ul> <p>In rare instances, and on a case-by-case basis, expected time off is approved during a week that is blacked out. In these instances, the student will forfeit any study time during that week.</p> <p><b>Steps that must be completed before time off is granted:</b></p> <ul style="list-style-type: none"> <li>• Student submits the time off request by the deadline – two weeks prior to the start of the clerkship.</li> <li>• Student confirms that the time off request does not fall on a day that's defined as blacked out or restricted.</li> <li>• The clerkship coordinator is responsible for confirming that the requested date does not fall in a restricted/blacked out period and notifies the student that the request is approved or denied.</li> <li>• If time off is approved, check for and complete any approval conditions (i.e., letting your team, service attending, or preceptor know to expect your absence).</li> </ul> <p><b>No OSCE.</b></p> <p><b><u>Weekend Responsibilities:</u></b> No</p>
<p>OBG:8301 OBSTETRICS/ GYNECOLOGY*</p>	<p>In Iowa City, the OB-GYN Core clerkship is a 6-week rotation comprised of various 1-2 week sub-components in varying order. While considering time-off and flex-day requests, please consider the following:</p> <ul style="list-style-type: none"> <li>• The ultimate goal of this policy is to clearly communicate expectations and guidelines to assist our clerkship team in both providing a complete clinical experience while also cooperating with students to help them attend important events or take necessary time for personal wellness.</li> <li>• Students whose requests may fall outside of the guidelines or who may involve an especially unique or acute context are encouraged to promptly notify and speak directly with the clerkship coordinator and directors regarding their request.</li> <li>• All non-urgent, time-off requests (including flex days) will be considered in the order they are submitted, and attention should be given to the deadline for</li> </ul>

submitting such requests—typically 2 weeks prior to the start of the clerkship, as indicated by the coordinators preparatory email message.

- Situations may occur when the volume of requests for a certain period prevents the clerkship team from approving all requests.
- The organization of the OB-GYN clerkship into several 1-2 week sub-components creates both challenges and opportunities for time away. Due to this structure, most time-off requests will likely be arranged to fall during the student's Labor and Delivery weeks—as this component includes 6 shifts over 14 days and routinely includes unassigned or independent study days that can be arranged to facilitate the requested time off.
- Importantly, it is the goal of the clerkship team to arrange each student's individualized schedule such that they can complete a robust (more than the minimum requirements if logistics allow) clinical experience AND accommodate their time-off request. This is to say that time-off may not directly reduce a student's quantity of clinical assignments.
- Students are responsible for clearly communicating their planned and approved absence to their clinical team and affected precepting residents and faculty. Not doing so may result in submission of a 'Professionalism, Needs Improvement' report to OSAC.

The table below presents the sub-components of the OB-GYN clerkship in Iowa City and the required minimum attendance for each:

Duration	Component	Required Minimum Attendance
2 weeks (1 week each)	Gynecologic Oncology	4 of 5 weekday assignments for each week and must include morning rounds (unless limited by clerkship activities)
	Benign Gynecology	
2 weeks	Labor and Delivery	5 of 6 shifts must be completed and 2 must be designated weekend shifts
2 weeks	Specialty Clinics	14 of 20 possible half-day assignments (unless limited by clerkship activities)
Throughout	Continuity Provider Clinic	4 half-day sessions

Please note:

- Morning rounds are essential learning opportunities during **Gynecologic Oncology and Benign Gynecology**, and as such missing morning rounds alone will count as a missed day on either service. Time missed may be required to be made up to meet the minimum attendance for each service and would most likely be required to occur on a weekend. Students who meet the minimum

	<p>attendance but have missed a day are welcome to voluntarily request a weekend, make up with a gynecology inpatient team, as the clerkship team understands this may facilitate continuity with a team and facilitate a quality clinical evaluation from the team.</p> <ul style="list-style-type: none"> <li>• Required weekend assignments on <b>Labor and Delivery</b> include Saturday and Sunday and may fall on separate weekends. Missed shifts can be made up to meet the minimum attendance for this service. Additionally, students requesting time-off from <b>Labor and Delivery</b> may forfeit unassigned independent study days to facilitate the request and also fulfill the goal of a robust clinical experience.</li> <li>• During the two weeks of <b>Specialty Clinics</b>, students will have, on average, one-half day off per week (full weeks only) for independent study or to use as they wish. Students requesting time off during the specialty clinic weeks will forfeit this study time.</li> <li>• Planned clerkship activities such as Orientation, Education Day, OSCE, the Shelf Exam may limit a student's ability to meet a minimum for some sub-components of the rotation and in such cases, that time missed will NOT be required to be made up.</li> </ul> <p>In Des Moines, the OB-GYN Core clerkship is a 6-week rotation with the following sub-components in varying order:</p> <ul style="list-style-type: none"> <li>• 4-weeks Obstetrics and Gynecology at Broadlawns Medical Center</li> <li>• 2-weeks at several community and specialty clinics</li> </ul> <p>For both Iowa City and Des Moines locations, the following activities and dates are NOT available for time-off and flex day requests (i.e. 'black-out dates')(dates are for 2025):</p> <ul style="list-style-type: none"> <li>• <b><u>Orientation Day</u></b> – January 13, February 24, April 7, May 19, July 7, August 18, September 29 November 10</li> <li>• <b><u>Education Day</u></b> – January 17, April 14, July 11, October 6</li> <li>• <b><u>Grand Rounds and Didactics</u></b> – Every Tuesday morning, 0730–1200 hrs. (The DEI/Ethics session is the 5<sup>th</sup> Tuesday of the block, 0900 – 1000 hrs)</li> <li>• <b><u>Midblock Feedback Meetings</u></b> – These occur on Wednesday, Thursday, and Friday during the third week of the clerkship.</li> <li>• <b><u>OSCE</u></b> – February 14, March 28, May 9, June 20, August 8, September 19, October 31, December 12</li> <li>• <b><u>Shelf Exam</u></b> – February 21, April 4, May 16, June 27, August 15, September 26, November 7, December 19</li> <li>• Days <u>prior to and following a holiday</u> or the observed holiday.</li> <li>• Days <u>within a week already shortened by a holiday, observed holiday or clerkship activity</u> (i.e. orientation, education day, OSCE, shelf exam)</li> <li>• Specifically, regarding the <b><u>Thanksgiving holiday</u></b>, time-off and flex day requests are not permitted during the week which includes the Thanksgiving holiday, nor on the Monday after Thanksgiving.</li> </ul> <p>In Des Moines, all students must complete the following as a <u>minimum</u>:</p> <ul style="list-style-type: none"> <li>• Labor and Delivery on call shifts will be covered and rescheduled by those students on the current rotation to cover another student who is sick or off</li> </ul>
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	<ul style="list-style-type: none"> <li>• 18 days of Gyn (counting Benign and Gyn Oncology together)</li> </ul> <p>The Clerkship Coordinator will send an introductory email to students scheduled for Iowa City and Des Moines 2-4 weeks prior to the start of the OB-GYN clerkship. <b><u>ALL time off requests are DUE according to the date/time specifically noted in this email</u></b> (this will typically mean requests are due about 2 weeks prior to start of the respective block of the OB-GYN clerkship). Requests can be submitted in advance of this email—this is encouraged!</p> <p>All students are expected to attend the required or essential clerkship activities (listed as black-out dates above) and assignments unless they have communicated an illness with the clerkship team. Due to the complex logistics of this clerkship’s curricular schedule, all weekends are considered part of the clerkship and should not be assumed to be free of assignments—unless formally requested and approved.</p> <p>Time-off requests for <b>conferences, weddings, or other personal events</b> should be limited to 2-3 days total. If travel is interrupted and further time is missed, this time will be required to be made up and will likely be a weekend shift.</p> <p>No Flex days will be granted one day prior to, nor one working day after a holiday or any requested time off from the clerkship. Furthermore, a maximum number of students requesting a <u>flex day</u> for the same date may be determined at the discretion of the clerkship team if circumstances require such a decision.</p> <p>All requests for <b>planned medical appointments</b> should be submitted by the assigned deadline (as indicated in the coordinator's preparatory email). <b>Urgent, emergent or otherwise immediately necessary medical appointments</b> needed after the request deadline should first be attempted to be scheduled during unassigned or independent study time, or if necessary, please communicate directly with the clerkship coordinator and directors to facilitate.</p> <p><b><u>Weekend Responsibilities:</u></b> Yes</p>
<p>PEDS:8301 PEDIATRICS*</p>	<p><b>All student time-off requests are due <u>TWO WEEKS BEFORE</u> the start of the rotation. All medical/urgent needs should be communicated to the Clerkship Administrator.</b></p> <p>Pediatrics Clerkship blocked-out dates:</p> <ul style="list-style-type: none"> <li>• Orientation Day</li> <li>• Education Afternoons</li> <li>• Didactic Afternoons</li> <li>• Last Week of Clerkship</li> <li>• <b><u>2025 Shelf Exam Dates:</u></b> <i>February 20, April 3, May 15, June 26, August 14, September 25, November 6, December 18</i></li> <li>• <b><u>2025 OSCE Dates:</u></b> <i>February 21, April 4, May 16, June 27, August 15, September 26, November 7, December 19</i></li> </ul> <p>Due to the clerkship being broken into different clinical sections, there is a minimum number of days that students must be on clinical duties during each block.</p>



	<ul style="list-style-type: none"> <li>• Inpatient: 12 half-days plus 1 weekend morning</li> <li>• Specialty: 12 half-days</li> <li>• Newborn Nursery: 3 half-days</li> <li>• General Peds: 6 half-days</li> </ul> <p><b>The expectation is that students will be present in clinic/inpatient for more than the minimum number of days per block.</b> This policy has been developed to address those times when students are ill or have other circumstances arise that require them to miss clinic/inpatient.</p> <p><b>Flex Days</b> Students may request 1 flex day during the clerkship. Students must request this day at least one business day in advance (i.e. Friday for Monday, Monday for Tuesday, etc) and may not fall on any blocked-out dates. No flex days will be granted one day prior or after a holiday. The maximum number of students requesting a flex day for the same date may be determined at the discretion of the clerkship team. The guidelines above will still apply so students will need to make sure they will be present for the minimum number of half-days on each block.</p> <p><b><u>Weekend Responsibilities:</u></b> Yes</p>
PSYC:8301 PSYCHIATRY*	<ul style="list-style-type: none"> <li>• Students are allowed to request up to two days off during the four week clerkship. Requests must be submitted through the time off system two weeks prior to the start of the rotation.</li> <li>• Students who have approved absences beyond one full day, regardless of the reason for the absence, will make up the time by working an additional weekend day for each subsequent day missed. Weekend shifts will consist of rounding with your inpatient team and working with the residents on call to match the time missed. (This is in addition to the weekend on call shift required for each student).</li> <li>• Time off may not be taken during orientation, the OSCE, or final shelf exam.</li> <li>• Students are expected to be in clinical care every weekday/assigned weekends unless a time off request has been approved.</li> </ul> <p><b><u>Flex Day Policy:</u></b> One missed day ("flex day") is permitted during the 4-week clerkship without additional work hours to make up missed time. Students are expected to request planned time off at least two weeks prior to the start of the clerkship to assist clerkship leaders in schedule planning. Flex days requested within two weeks of the start of the rotation or after the rotation has begun will be considered only if they do not conflict with scheduled requirements of the rotation (i.e., mid-clerkship meetings, individually assigned clinic times, etc.). We value students' role in the care of patients and request judicious use of allotted time off from this short rotation. Flex days are not allowed during the block which includes the two Thanksgiving holiday days.</p> <ul style="list-style-type: none"> <li>• <b><u>2025 Orientation Dates:</u></b> Jan 13, Feb 10, March 10, April 7, May 5, June 2, July 7, Aug 4, Sept 29, Oct 27, Nov 24</li> </ul>

	<ul style="list-style-type: none"> <li>• <b><u>2025 OSCE Dates:</u></b> Jan 30, Feb 27, March 27, April 24, May 22, June 19, July 24, Aug 21, Sept 18, Oct 16, Nov 13, Dec 11</li> <li>• <b><u>2025 Shelf Exam Dates:</u></b> Feb 7, March 7, April 4, May 2, May 30, June 27, Aug 1, Aug 29, Sept 26, Oct 24, Nov 21, Dec 19</li> </ul> <p><b><u>Weekend Responsibilities:</u></b> Yes</p>
SURG:8301 SURGERY*	<p>Days off that will not be granted and should not be requested:</p> <ul style="list-style-type: none"> <li>• First day / orientation day</li> <li>• Joint OB/Surgery education day,</li> <li>• Shelf Exam day</li> <li>• Week 6 of rotation</li> <li>• OSCE day <ul style="list-style-type: none"> <li>○ Passing the OSCEs is required to pass the clerkship and individual make-up OSCEs are not available.</li> </ul> </li> <li>• Fridays if student is rotating at the VAMC (unless clinic has been canceled)</li> <li>• Case presentation days</li> <li>• The Wednesday before Thanksgiving or the Monday following Thanksgiving</li> </ul> <p>Additionally:</p> <ul style="list-style-type: none"> <li>• Flex days are to be requested at least <b>two full WEEKDAYS</b> in advance, and are subject to approval.</li> <li>• Time off may not be taken from one clerkship in order to make up time from another clerkship.</li> <li>• Requests to miss clerkship for educational activities may or may not be granted depending on duration of request and the education activity. Examples include presenting at regional or national meetings, attending at established CCOM events for which student is member of committee.</li> </ul> <p>Flex days should be requested <b>at least two full weekdays</b> in advance and are subject to approval.</p> <p><b><u>Joint Ob/Gyn &amp; Surgery Education Day</u></b> – January 17, April 14, July 11, October 6</p> <p><b><u>2025 OSCE Dates</u></b> – February 14, March 28, May 9, June 20, August 8, September 19, October 31, December 12</p> <p><b><u>Weekend Responsibilities:</u></b> Yes</p>

\*Flex Day eligible clerkship

## SELECTIVE CLERKSHIP SPECIFIC GUIDANCE (in addition to CCOM Policy)

*Selectives are not flex day eligible.*

ANES:8301 ANESTHESIA	<p>Students must be present and participate in their scheduled clinical assignments in the care of patients for a <u>minimum</u> of six (6) days over the two-week rotation, not counting the first day (orientation) and the last (exam) day. <u>Any absences from the clerkship must be approved in advance of rotation start unless emergent/illness.</u></p> <p><b><u>Weekend Responsibilities:</u></b> No</p>
DERM:8301 DERMATOLOGY	<p>Students should not ask for the following days off:</p> <ul style="list-style-type: none"><li>• Mondays, 8:00 AM-12:00 PM</li><li>• Thursdays, 1:00-5:00 PM</li><li>• Exam Day</li></ul> <p><b><u>Weekend Responsibilities:</u></b> No</p>
OPHT:8301 OPHTHALMOLOGY	<p>Medical students are required to attend every lecture and assigned clinic/OR during the 2 week clerkship.</p> <p>There are two independent days, one each week, built into the schedule for each student. This is time dedicated for students to complete the interactive content and watch the additional videos for the course.</p> <p>These days may be used for medical appointments, conferences, COC, etc. We are happy to try and accommodate these commitments, but prior approval is required.</p> <p>In the case of urgent situations these rules apply: No time off will be granted on the first or last day of the clerkship.</p> <p><b><u>Weekend Responsibilities:</u></b> No</p>
ORTH:8301 ORTHOPEDICS	<p>Requests for anticipated absences or time off must be submitted as early as possible, and no later than two weeks prior to the start of the clerkship. Only one day off will be permitted unless extenuating circumstances apply. All time off requests will be evaluated on a case-by-case basis in accordance with the University of Iowa Carver College of Medicine's Absence Policy, as outlined in the Student Handbook.</p> <p>Students are not permitted to request time off on the first day (orientation) or the last day (exam).</p> <p><b><u>Weekend Responsibilities:</u></b> No</p>

OTO:8301 OTOLARYNGOLOGY	<p>Allowed up to 2 absences in a 2-week rotation. Anything over 2 days will need to be made up.</p> <p><b><u>Weekend Responsibilities:</u></b> No</p>
RAD:8301 RADIOLOGY	<ul style="list-style-type: none"> <li>• Clerkship hours are 7:30 am – 4:00 pm M-F</li> <li>• Requests for time off on orientation day and exam day will be approved in extenuating circumstances only.</li> <li>• Expected time off should be requested as early as possible but not less than 1 week before the start of the clerkship. Requests made for routine reasons after that time may not be granted.</li> <li>• All requests should be formally submitted online in the student time off system.</li> <li>• A make-up assignment is required if the student misses 4 hours or more.</li> </ul> <p><b><u>Weekend Responsibilities:</u></b> No</p>
URO:8301 UROLOGY	<p>Allowed up to 2 absences in a 2-week rotation. Any time missed over 2 days will need to be made up, at the discretion of the Urology Clerkship Program Director.</p> <p><b><u>Weekend Responsibilities:</u></b> No</p>