

Calgary Student Run Clinic Policy – Clinician Absence Policy

Effective May 3, 2019

Revised April 29, 2019

Purpose: To define a clinician unexcused absence to a Student Run Clinic Shift and to define consequences of missing a shift without notification.

Scope: This policy applies to all SRC Clinicians

Definitions:

- SRC is Student Run Clinic

Policy:

Shift schedules are assigned by the SRC Co-Chair and distributed via a Google Drive document, so clinicians can know about their shifts well in advance. If a shift cannot be attended by a clinician, it is the clinician's responsibility to trade that shift with another clinician and record this in the Google Drive document. If the position cannot be filled, the clinician must inform the site preceptor and the SRC Co-chair that they are unable to attend clinic that day. Please give 24 hours notice if a shift cannot be attended.

It is understood that some shift may be missed due to unexpected circumstances that result in less than 24 hours to give notice. Please notify your preceptor and SRC Co-chair as early as possible.

If a clinician misses a shift without notifying the preceptor and the Co-chair, this qualifies as an unnotified absence. The SRC executives will meet with the Clinician after two unnotified absences to determine the reasons for the absences. If the clinician has a third unnotified absence, they will be asked to leave the SRC and their name will be removed from the schedule. Absences where appropriate notice was given to the preceptor and SRC Co-chair will not contribute to this count. This information will be kept confidential from other SRC Clinicians.