

Interview Policy

You are expected to work three of the six weekend days. Per school policy, the day prior to the exam is a scheduled day off. This means you have **four days off during this clerkship**. Orientation day and the final exam day are REQUIRED days and cannot be missed.

If you choose to work both weekend days, you can use weekdays as days off for interviews or to attend conferences involving your work (but only if you are presenting.)

Again, during interview season, interviews count as DAYS OFF. Because of this, please try to schedule your interviews during your PCM-4 block and NOT during your required ICU subI.

During interview season, you are only allowed FOUR days off for interviews

- For every day you need off for interviews, you will need to work both days on a weekend
- If you need 3 weekdays off for interviews during the clerkship, this means you are working both days every weekend.
- We grant one additional day without make up for interviews.
- If your interview takes place in the morning and you will miss rounds, this counts as a day off
- If your interview takes place in the afternoon and you have been present during rounds, written your notes and completed everything on your to-do list, you can be excused early and NOT use one of your days off for the interview

Again, you get **FOUR DAYS off total (including interview days) during your ICU clerkship.**

This means if you have FOUR interviews, you are working EVERY WEEKEND DAY

See the following example (yellow means you are working that day, red is a day off or interview day)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Orientation					
			Interview	Interview		
	Interview				Interview	
				OFF	Exam	off
off						

ALL leaves of absence for residency interviews must be approved in advance.

Prior to ANY leave of absence, students must do each of the following:

- Inform their service and arrange for coverage of patient responsibilities and call.
- Obtain, complete, and sign a “REQUEST FOR SUBINTERNSHIP LEAVE OF ABSENCE FOR RESIDENCY INTERVIEWS” form AT LEAST ONE WEEK prior to the leave. These forms are available in the Medicine Education office at each site, and a copy is posted on the website.
- Get the leave of absence form signed by the hospital Site Coordinator and the service attending physician.
- Deliver one copy of the leave of absence form to the hospital Site Coordinator’s office, and one copy must be delivered to the Medical Education Office (SSOM, Room 320) with a copy of the invitation to interview.

Students should keep one copy of the form for their records.

Failure to comply with this procedure may result in a grade of Incomplete for that rotation.

If you need MORE than 4 days off for interviews (again, please try to avoid this if at all possible), email the clerkship director, Dr. Emily Gilbert and Vivian Ortiz ASAP.