



**Department of Family Medicine Urban Residency Program
Consequences for Absence and Lateness**

Residents are expected to abide by all relevant policies when travelling to ensure their personal safety.

When Residents are aware in advance that they may be unable to attend any mandatory element (clinical or academic) of the Program in a timely manner, they are expected to contact the relevant individuals promptly. This should include both their Division Coordinator and relevant contact for clinical elements.

Residents failing to attend any mandatory element (clinical or academic) of the Program in a timely manner (either late or absent) because of circumstances outside of their control are invited to discuss these circumstances with their Division Coordinator or Director.

Definition of Late and Absent

- Residents who arrive after the start of a Program element will be recorded as “late”
- Residents who fail to attend a Program element will be recorded as “absent”

Consequences for Absence

- For mandatory Program elements lasting a half-day or less, Residents who are marked as having an unexcused absence will receive a warning upon the first offense.
- Residents with an unexcused absence from mandatory Program elements lasting a half-day or less for a second time will be notified and reported to their employer, Alberta Health Services, and will be docked pay.
- Residents with an unexcused absence from full-day Program elements will be notified and reported to their employer, Alberta Health Services, and will be docked pay for the day.
- Future absences will be addressed with notification and docking of pay in proportion to the time missed (half or full-day).
- Residents who are docked pay on 2 occasions MUST meet with their Division Director, as described below.

Consequences for lateness

- Residents are expected to be in attendance at the start of each Program element. There is no “grace” period for on-time attendance.
- Residents who arrive late to an academic session or clinical experience will receive a warning.
- Residents receiving 3 warnings MUST meet with their Division Director, as described below.

Residents receiving any combination of 3 or more lateness or absence notifications MUST meet with their Division Director.

Meeting with Division Director

Division Directors should communicate with Residents following any lateness or absence. These communications may be by email, telecommunications, or in person. The purpose of these discussions is to inform the Resident that their absence or lateness has been noted, and to identify any underlying issues or concerns that may be influencing a Resident's ability to attend in a timely manner.

During such meetings, the Division Director may consider one or more of the following, or other options, in response to the Resident's repeated lateness or absence:

- Formal documentation for the Resident's Program file describing the Program's concerns about his/her repeated lateness and/or absence
- Development of a Focused Learning Plan to address the repeated lateness and/or absence

As in any case where a Resident has been unsuccessful in addressing performance deficiencies identified in a Focused Learning Plan, the Division Director may choose to extend the Focused Learning Plan, or refer the Resident to the Resident Progress Subcommittee for consideration of a formalized remediation plan.

At the conclusion of any formal meeting, the Division Director will provide clarity to the Resident regarding the consequences of any future lateness or absence.

Consequences of outstanding concerns regarding lateness and absence

Where a Resident's repeated absence or lateness is considered to be an outstanding concern regarding professionalism, the Division Director must consider these concerns in the context of the Program's Policy on Promotion and Completion when recommending any Resident for Promotion or Completion.

Where issues related to repeated unexcused lateness and absence are deemed to be outstanding or unresolved at the time of graduation, the Division Director may reference them when completing reference documents for the Resident seeking privileges or registration with Colleges or Regional Health Authorities.