

ATTENDANCE

Regularity of attendance is essential to in the operation of a hospital and educational program. Attendance is mandatory for all examinations as well as for specified classes and academic activities (i.e., Journal Club). Thus, policies and procedures for the timely notification of all appropriate parties in the event of an absence, as well as for requesting a formal excuse for the absence, have been developed.

Second year students are to be in the clinic at 8:00 a.m. each day and are not to leave the department/hospital during the scheduled work day unless they have permission from the Director of the Medical Physics Program or in his absence, the staff physicists.

In the event that an illness or other significant extenuating circumstances preclude a student from attending an examination, assessment, or clinic activity, all students must notify the Director of the Medical Physics Program prior to the time of the required activity as far in advance as possible. **Messages left with another student do not constitute appropriate notification.**

If a student is unable to reach the Director of the Medical Physics Program, they should contact the staff physicists in the Medical Physics Division (x 4466) to report their absence prior to the time of an exam, clinic activity, or other mandatory activity.

The request for an excused absence should include written documentation of said illness or extenuating circumstance by emailing the Director of the Medical Physics Program at: e.parsai@utoledo.edu.

We realize that illnesses and significant extenuating circumstances may arise. If the prescribed procedures for requesting an excused absence are followed, every effort will be made to offer the student an opportunity to make-up the examination/activity.

Failure to follow these procedures will result in an unexcused absence.

LUNCH/BREAKS – Second Year Students

Often the clinical activities are performed during noon hours where students are expected to attend. Lunch breaks may be taken after all clinical activity or QA checks are completed. If you leave the premises you must notify the staff physicists in the Medical Physics Division (x 4466) Lunch breaks are not to exceed one hour and are at the discretion of the Director of the Medical Physics Program.

EXTENDED HOURS FOR CLINIC ACTIVITIES

Most of the clinical measurements, QA, laboratories or patient-related tests are performed when the accelerators are available. This is usually after all patient treatments are completed.