**MCMASTER UNIVERSITY**  
**DEPARTMENT OF SURGERY**  
**SURGICAL FOUNDATIONS**

**ATTENDANCE POLICY: 2014/2015**

| General Information | • Minimum yearly attendance rate of seventy percent (70%) is mandated.  
|                     | • To gain an attendance credit for an event the resident must be present for at least 66% of the event. Late entry, early exit and exits & re-entries are to be avoided. |
| Sign-in Sheets      | • Sign-in sheets (blue) are provided at each SF event. There may be one or two events per academic half day. If there are two events residents are required to sign-in twice on that day.  
|                     | • Residents are to sign-in at each event, with the exception of events held in the Anatomy Lab – the SF Coordinator will "present" residents in attendance.  
|                     | • If resident signature does not appear on sign-in sheet resident is considered "absent". This cannot be rectified after the event. (Resident to make note-to-self that they “forgot to sign-in”.)  
|                     | • All residents are to sign-in for themselves. Residents cannot sign-in for one another.  
|                     | • Residents are to sign-in with a full legible signature. Initialing is not permitted. |
| Attendance Reports  | • Attendance reports are provided to each resident quarterly ie. for periods ending Sep, Dec, Mar, and June.  
|                     | • Queries resulting from the quarter are to be dealt with prior to the next quarter report release date. |
| Absences            | • Reasons for absence are not policed by the SF Coordinator.  
|                     | • The SF Coordinator does not/cannot excuse residents from a session.  
|                     | • Residents are requested to make note of (with the reason for) their own absences. This is necessary in the event a resident is required to account for his/her attendance rate. |
| "Excused" sessions | • SRM sessions for R2s  
|                     | • Attendance of exams/oral exams as mandated by home program.  
|                     | • **Gap days** have been created for exams/retreats and other educational events that take the whole division away from SF academic half-day – so orals/exams occurring on a regular SF day should be minimal. |
| 30% allowable absence | The following are not considered "excused" sessions and form part of the allowed 30% absence:  
|                     | • Vacation  
|                     | • Conferences  
|                     | • Illness or doctors’ appointments for self/family members  
|                     | • Post on-call absences  
|                     | • Home program retreats (if they do not fall on a gap day)  
|                     | • Electives/out-of-town rotations  
|                     | • When a resident chooses to absent themselves from an event for any reason. |

**PLEASE NOTE:** Residents are requested to make note of (with the reason for) their own absences - in event they are required to account for their attendance rate.