

**Iowa Lutheran Hospital
Family Medicine Residency Program**

Policy: Morning Report Attendance Policy

Daily morning conferences occur Monday through Friday at 7:30 AM. A specified rotation of topics are covered and repeated over the three years of the residency. All of these activities are designed to be an integral part of the resident's education.

All residents are expected to attend 90% of morning conferences or no more than six absences per quarter. Attendance will be calculated quarterly as the number of conferences attended by each resident divided by the number of potential conferences that resident could have attended. Conferences that occur on away rotations, during assigned committee meetings that occur at the same time, and on paid time off will not be counted in calculating the potential conference number. These away rotations will include the following list:

All Blank Children's Hospital rotations

Away/Elective rotation

Rural rotation if the resident is out of town

Sports Medicine rotation if the resident is scheduled to be in Ames

Specific rotations with advanced notice (e.g. ICU due to preceptor rounding times or traveling to outlying ortho clinics, or community medicine with early site visits)

When a rotation activity requires missing morning conference, the resident will complete a "Morning Report Anticipated Absence" form in advance of the absence and present it to the residency office. This form is available on the S-drive.

Attendance at the monthly resident meeting, OB conference and resident/faculty meeting is required.

The resident is responsible for notifying the residency office when he/she attends an assigned committee meeting at the same time as conference. That day will be removed from the number of potential conferences. Positive credit for outside meetings will not be given. If a resident is on one of the away rotations and is able to attend conference, credit will be given.

Conference attendance sheets are available in a binder in the conference room. Residents are responsible for circulating the form and individually signing when present. A resident who is to be in morning clinic should bring the form to the residency office.

All residents will receive monthly updates on attendance.

The consequence for failure to comply with the 90% attendance rate or missing any required conference is outlined below:

- All missed required conferences will result in a mandatory PTO day.
- The resident will write a 500 word report (two page, double-spaced, typed report). One report will be assigned for each conference missed after the attendance rate is below 90%.
- The faculty advisor will assign the topic(s) of the report usually from the topic(s) of the conference(s) missed. Another topic identified by the advisor as a topic of benefit may be assigned, however.
- The report(s) will be due by the end of the month after the attendance infraction.
- Failure to comply with the report deadline will result in mandatory PTO time until the report(s) are complete.