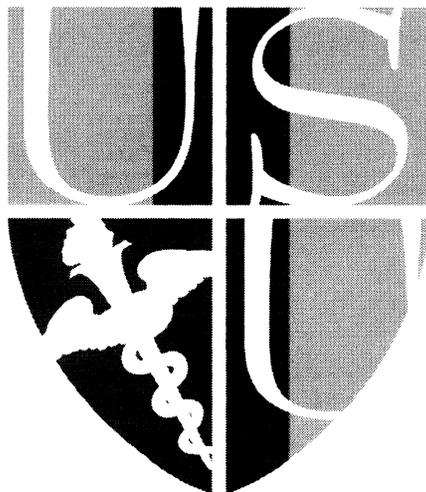


**USUHS
INSTRUCTION
6025**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: USUHS Student Absence from Academic Duties Due to Temporary Disability

OCT 15 2003

Instruction 6025

(REG)

ABSTRACT

This Instruction assigns responsibilities and prescribes the procedures to be followed in the event of a Uniformed Services University of the Health Sciences (USUHS) student's absence from academic duties due to temporary disability.

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 6025^a and establishes guidelines in the handling of students' illnesses.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction applies to all military students in the School of Medicine, the Graduate Education Programs, and students in the Graduate School of Nursing at the USUHS.

D. Definition. *See Enclosure 2.*

E. Policy.

1. Any coordination required for managing the care of the student between the USUHS and service treatment facilities will be done through the USUHS Brigade Surgeon.

2. Coordination. Coordination of students with conditions thought to be potentially disqualifying from service will be brought to the attention of the USUHS Brigade Surgeon who will coordinate with the respective Service for consultation with, and evaluation of, the student.

3. Permanent Disability and Disqualification. Permanent disability and disqualification for worldwide duty will be handled by the student's Service-specific regulations.

4. Academic Impact/Grades.
a. The Office of Student Affairs (OSA), Office of Graduate Education, or the Graduate School of Nursing (GSN) Commandant for Nursing students will effect release from academic duties upon proper notification from the medical treatment facility indicating "sick in quarters" or "sick in hospital";

b. The decision as to when a student should be released from academic duties and when such duties should be resumed will rest with the attending physician. The physician should notify the Brigade Commander (BDE), who will initiate chain-of-command notification (Commandants of the School of Medicine, Office of Graduate Education, and Commandant of the Graduate School of Nursing), and the OSA;

c. Changes in scheduling of previously planned third- and fourth-year clerkships and/or courses for medical students must be coordinated with the

Assistant Dean, Admissions and Academic Records (REG) and the OSA;

d. Temporarily disabled students, upon the medical advice of the attending physician, and in conjunction with the OSA, GSN, and the USUHS department chair/course director, may be deferred for medical reasons from scheduled field training exercises or other clerkships/courses. If required, such field training exercises shall be made up in coordination with the appropriate USUHS department chair/course director at the earliest possible opportunity. Questions concerning the disposition of students who are felt to have a temporarily disabling condition that might preclude their performance in field training exercises should be referred to the USUHS Brigade Surgeon in order to coordinate a possible profile or alternative experiences; and,

e. Pregnant students may have elective or required clerkships rescheduled as determined by the clinical course of the pregnancy, or the degree of the occupational hazard of the rotation (i.e., radiology, operating room (OR)/anesthesia exposure).

5. Uniforms. Appropriate uniforms, as prescribed by the specific service, will be worn during periods of temporary disability. The maternity uniform is authorized for wear by pregnant students, as prescribed by the appropriate service uniform regulations. As appropriate, the wearing of the maternity uniform may be allowed for a limited time subsequent to delivery.

6. Leave During Temporary Disability.

a. Absences from academic duty are authorized for temporary disability;

b. Absences from academic duty, as used in this paragraph, include those periods during which the officer is granted a leave of absence and any other period(s) during which he/she is relieved of assigned

academic duties or other duties because of a physical condition;

c. Students who become temporarily disabled, and can continue a limited program, will continue to perform academic duties limited by a temporary physical profile or administrative action as required until such time as academic duty is no longer considered reasonable by the attending physician. When this determination is made, the attending physician will so notify the USUHS Brigade Surgeon, UHC, who will notify the OSA, GSN, the Office of Graduate Education, and the BDE. Further notification will be as outlined in the procedures. The student may then be placed in "sick-in-quarters" status. In the event a student desires to interrupt academic duties earlier than previously anticipated or approved by the attending physician, he/she may apply for leave;

d. When admitted to the hospital in connection with a temporary disability, the student's status will change from "sick-in-quarters" to "sick-in-hospital" and all of the time spent in the hospital will be considered as duty time. Please note that "sick-in-hospital" may not satisfy academic requirements (i.e., lost duty time due to "sick-in-hospital" may require the make-up of any lost academic requirements); and,

e. During the period following the completion of inpatient care, the student may be granted convalescent leave until his/her medical condition permits his/her return to academic duty. The period of convalescent leave is recommended by the attending physician but must be approved and granted by the appropriate service company commander. Requests for the extension of convalescent leave will be submitted to the respective service Surgeon General's Office, through the BDE, USUHS, for approval. The period of convalescent leave may not allow for the completion of

the academic curriculum; therefore, additional academic time may be necessary to complete all academic requirements.

F. Responsibilities.

1. Medical Examination and Diagnosis.

a. The student shall be responsible for presenting himself/herself to an appropriate physician at a medical treatment facility for health care; and,

b. In all cases where a student requires hospitalization or is placed “sick-in-quarters” the student (or the medical treatment facility) shall inform the BDE as soon as possible.

2. The BDE shall immediately notify the OSA, GSN, the Office of Graduate Education, and the Military Personnel Office (MPO).

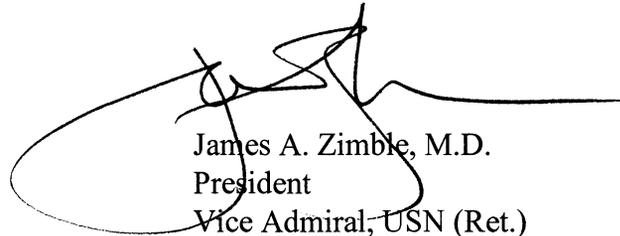
3. The OSA shall notify:

a. The Assistant Dean, REG; and,

b. Respective academic departments, USUHS.

G. Procedures. *See Enclosure 3.*

H. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President
Vice Admiral, USN (Ret.)

Enclosures:

1. References
2. Definition
3. Procedures

REFERENCES

(a) USUHS Instruction 6025, "Absence from Academic Duties Due to Illness," dated June 30, 1986 (hereby cancelled)

(b) USUHS Instruction 1105, "Grades and Grading Policies and Procedures," dated September 1, 1988

DEFINITION

TEMPORARY DISABILITY. Temporary disability is an illness of probable limited duration such as a fracture, surgery for a correctable condition, or pregnancy.

PROCEDURES

1. During normal duty hours, either at the USUHS or at a temporary duty/temporary additional duty (TDY/TAD) station, the student shall go to the prescribed medical facility, UHC at the USUHS, or the emergency room at the TDY/TAD medical facility for examination and diagnosis.

2. A medical emergency situation occurring after normal duty hours may be attended to at the nearest military or civilian medical treatment facility.