

KBIM ATTENDANCE POLICY

1.0 ROTATIONS

- 1.1 Residents are required to adhere to their working schedules and on-call duties, except in cases of official leave (annual or sick leave).
- 1.2 Working hours are from 7:00 AM to 2:00 PM (and until patient care tasks are completed), with acceptable late arrival up to 7:30 AM, in accordance with MOH and CSC policy.
- 1.3 According to KIMS regulations, a resident must maintain a minimum attendance of 75% for each rotation in order to successfully complete it.
 - 1.2.1 This translates to a maximum absence of:
 - One week for a one-month rotation.
 - Two weeks for a two-month rotation.
 - This includes annual, special and sick leaves.
- 1.3 When transitioning between rotations: New rotations will commence on working days (i.e., not weekends or official holidays). The aim is to minimize disruptions in service, which is crucial for maintaining continuity of care.
 - 1.3.1 Example: If a rotation ends on Thursday, November 30, residents will still be responsible for covering on-calls and weekend rounds during the weekend of December 1 and 2, and will start the new rotation on Sunday, December 3.
 - 1.3.2 Once residents complete their official working hours and leave the hospital, they must not be contacted for emergent issues, or follow-up on results of labs or imaging results that were scheduled to be performed outside working hours and handed over to the oncall team.
- 1.4 Residents are expected to provide a complete handover to the on-call team for any sick patients or follow-ups before leaving.
- 1.5 An exception applies in the case of emergency, where residents may be contacted at any time as part of an emergency protocol, as authorized by the Program Director, Head of Department, an authorized member of the program or department, or the Ministry of Health.
 - 1.5.1 *For example, emergency protocol activation may occur in situations such as mass trauma events, national emergencies, or other critical incidents requiring immediate medical response.*
- 1.6 Residents who are assigned to cover a shift as part of a 24-hour call must make themselves available throughout the full 24-hour period, even outside of their assigned shift hours.

2.0 ACADEMIC ACTIVITIES

2.1 Academic activities encompass:

2.1.1 Academic days

2.1.2 Special mandatory workshops such as Quality Improvement, Research and Leadership, etc...

2.2 Timely attendance at these activities is obligatory. Failure to attend an academic activity without a valid excuse will result in the following consequences:

2.2.1 First unexcused absence: This will prompt escalation of the matter at the level of the ministry, as the resident is granted the opportunity to attend lectures instead of hospital duties. Furthermore, an official warning will be documented in the resident's file.

2.2.2 Subsequent unexcused absences: The resident will be referred for remediation in addition to escalating the issue at the ministry level for absenteeism.